

Assessment of the Effectiveness of Internal Controls: Broome County Industrial Development Agency 2020

Check List:

	Agency Operating Responsibilities	Control System	Date of Review	Risk Exposure: High, Med, Low	Action Plan Required	Deficiency Resolved
1	Rules and regulations adopted by the BCIDA that provide a framework for its operation and management	ByLaws	2/19/2020	Low	None	
2	Defined areas of authority/responsibility	Organization Chart	10/16/2020	Low	None	
3	Clear understanding of responsibilities	Job Descriptions	5/13/2020	Low	None	
4	Guidelines/practices that provide assurance that staff understand their responsibilities, that ethical conduct is observed and the Authority will honor its purpose and mission	Policies & Procedures	2/19/2020 3/18/2020	Low	None	
5	Transactions/dispositions of assets are properly maintained; receipts and expenditures made in accordance with authorization of management and board	Audited Financial Statements	3/18/2020	Low	None	
6	Disaster recovery plan: Document/record backup and recovery, routine maintenance/updating software/computer equipment, security controls to protect computer systems and network	Written Assessment of IT Resources	2/4/2021	Low	None	
7	Risk analysis: Asset (internal/external) control	Written Risk Analysis by Insurance Provider	2/4/2021	Low	None	
8	Security procedures to protect/count vulnerable assets	Inquiry, Observation, Security Cameras, Key Organizer	12/1/2020	Low	None	
9	Loan Funds, PILOTs, Bonds	Job Creation Report, Projects Report	7/24/2020	Low	None	