

CITY OF UTICA INDUSTRIAL DEVELOPMENT AGENCY
INTERNAL CONTROL

In accordance with S 2931 of the Public Authorities Accountability Law, the governing board of the City of Utica Industrial Development Agency shall:

1. Establish and maintain for the City of Utica Industrial Development Agency guidelines for a system of internal controls that are in accordance with internal control standards;
2. Engage the services of its independent auditor to conduct a review of internal control programs and procedures. Such review shall be designed to identify internal control weaknesses, identify actions that are needed to correct these weaknesses, monitor the implementation of necessary corrective actions and periodically assess the adequacy of the City of Utica Industrial Development Agency's ongoing internal controls;
3. Make available to each officer and employee a clear and concise statement of the generally applicable managerial policies and standards with which he or she is expected to comply. Such statement shall emphasize the importance of effective internal control to the City of Utica Industrial Development Agency and the responsibility of each officer and employee for effective internal control;
4. Designate an internal control officer, who shall report to the Executive Director of the City of Utica Industrial Development Agency, to implement and review the internal control responsibilities established pursuant to this section; and
5. Implement education and training efforts to ensure that officers and employees have achieved adequate awareness and understanding of internal control standards and, as appropriate, evaluation techniques.

The Internal Control Officer shall be the Chairman of the Agency

Approved and adopted this: December 7, 2010