

FY 07/1/09 - 6/30/10 Internal Controls Assessment - WICLDC

As required by Section 2800(1)(a)(9) and (2)(a)(8) of the Public Authorities Law, Watertown Industrial Center LDC has completed an annual assessment of its internal control structures and procedures.

The objective of this review is to (a) promote effective and efficient operations so as to help the authority carry out its mission; (b) provide reasonable, but not absolute, assurances that assets are safeguarded against inappropriate or unauthorized use; (c) promote the accuracy and reliability of accounting data and financial reporting to ensure transactions are executed in accordance with management's authorization and recorded properly in accounting records; (d) encourage adherence to management's policies and procedures for conducting programs and operations; and (e) ensure compliance with applicable laws and regulations.

Watertown Industrial Center LDC approved its Mission Statement August 18, 2009.

Watertown Industrial Center LDC provides incubator rental space for existing and start-up businesses at its facility located at 800 Starbuck Ave. Watertown, NY

A copy of the Watertown Industrial Center LDC's Financial Internal Control System is attached, this policy is reviewed annually by staff and independent accountants; modifications are made as required to correct for any weaknesses identified.

Our annual review has identified no risk exposure in the handling of: Cash Receipts, Cash Disbursements, or Financial Statement presentation. The Agency does not handle any cash in its operation, we do not have any petty cash on hand, and all credit card purchases are audited internally by the CFO, and approved by the CEO, or Deputy CEO. Credit card payments are made payable to the Bank.

It is staff's assessment that internal controls are adequate. The following statement will be posted on our website:

This statement certifies that management has documented and assessed the internal control structure and procedures for the Watertown Industrial Center LDC for the fiscal year ended June 30, 2010. This assessment found the authority's internal controls to be adequate, and to the extent that deficiencies were identified, the authority has developed corrective action plans to reduce any corresponding risk.

WATERTOWN INDUSTRIAL CENTER LDC
FISCAL YEAR 7/1/09- 6/30/10
Assessment of the Effectiveness of Internal Controls

This statement certifies that management has documented and assessed the internal control structure and procedures for the Watertown Industrial Center LDC for the fiscal year ended June 30, 2010. This assessment found the authority's internal controls to be adequate, and to the extent that deficiencies were identified, the authority has developed corrective action plans to reduce any corresponding risk.

WATERTOWN INDUSTRIAL CENTER LDC

FINANCIAL INTERNAL CONTROL SYSTEM

Review Date – March 19, 2010

These procedures are developed to provide an internal control structure to preserve the assets of the organization. Procedures shall be reviewed at least annually by the independent auditors who will make recommendations to the Board of Directors for suggested changes. Interim changes may be recommended by management; however, such changes shall not be implemented until approved by independent auditors and the board.

The following are daily procedures for processing cash receipts and disbursements:

CASH RECEIPTS:

The Office Assistant or Executive Assistant shall open the daily mail and enter all cash payments in the accounting system. He/She shall make copies of the checks received and file same in the folder for the proper application of the payment.

Weekly, or as needed, Chief Financial Officer shall prepare the bank deposit.

The Executive Assistant or Office Assistant shall make all deposits.

The Chief Financial Officer shall be responsible assuring that all cash/checks are locked in the safe prior to deposit.

Upon completion of the deposit the Chief Financial Officer or Office Assistant shall enter the deposit into the daily cash receipts record, and post the payments to the proper G/L accounts. A separate record is made of all checks posted, and is compared to checks received (by the Office Assistant or Executive Assistant).

Discrepancies between checks received and posted shall be investigated at once and reported to the Chief Executive Officer if not reconciled.

All loan payments shall be entered on the appropriate amortization schedule with the date received.

All bank accounts shall be reconciled monthly and must agree with the General Ledger. Bank accounts shall be reconciled by the Office Assistant and approved by the Chief Executive Officer, Treasurer or Chief Financial Officer.

CASH DISBURSEMENTS:

All purchases must be made according to the purchasing policy.

All invoices received shall be reviewed and verified for accuracy and completeness, coded and approved by the Site Manager. The Office Assistant or Chief Financial Officer shall review all invoices and enter them in the system as payables. The Chief Financial Officer shall review all invoices prior to payment.

All invoices must be approved and properly initialed by an authorized signer prior to payment. Prior to filing paid invoices the Office Assistant will review all invoices for required information; missing information must be complete prior to filing.

All reimbursement for expense reports must be audited by the Chief Financial Officer and approved by the Chief Executive Officer prior to payment. Complete detail of expenses and mileage reimbursement, with receipts must be provided. Mileage reimbursement shall be at the IRS approved rate. Expenses in excess of \$25.00 must have receipts, unless approved by the Chief Executive Officer or Treasurer.

Checks in an amount greater than \$1,000 require two authorized signatures. Authorized signers shall be approved by the Board of Directors. The Chief Financial Officer will not be an authorized signer.

Checks less than \$1,000 will require only one signature by an authorized signer of the corporation.

An authorized signer may not sign his/her check for reimbursement of approved travel, unless signed by a second officer of the corporation.

Checks not printed on the accounting system must be entered as a manual check with all of the above approvals required.

FINANCIAL STATEMENTS:

Financial statements and supporting schedules shall be prepared monthly by the Chief Financial Officer in a format approved by the Board of Directors.

A standard Income Statement and Balance Sheet with the following supporting schedules will be provided:

Miscellaneous Receivables

Cash Disbursements

Cash Receipts- General Account

Unrestricted Aged Payables

Detailed Activity on All loan Funds

Special reports as requested by the board.

General Ledger accounts to be reconciled on an ongoing basis.

All Financial Statements shall be reviewed by the Chief Executive Officer or Treasurer prior to presentation to the board.

All investment of funds must be in accordance with investment policies. Investment activities shall be reported to the board monthly. All investment decisions must have the Chief Executive Officers approval after review for compliance with current investment policies.

The Chief Financial Officer will provide a monthly detail of investments to include maturity date and percentage return.