

DUTCHESS COUNTY LOCAL DEVELOPMENT CORPORATION

INTERNAL CONTROL ASSESSMENT

The Dutchess County Local Development Corporation (DCLDC) is governed by a seven member Board of Directors. Administrative support is provided by the Dutchess County Economic Development Corporation and a Chief Financial Officer. There are no employees.

In assessing its internal control, the following components have been identified:

- 1.) Major business functions - the LDC has adopted a mission statement which defines its goals and purpose. This statement, together with additional policies adopted by the Board, is incorporated within its annual report. The Board reviews this statement on an annual basis and makes updates as needed.
- 2.) Risks associated with its operations - The LDC provides conduit tax exempt financing for capital construction in the private sector. Projects are approved following a vote by the majority of board members and a public hearing. The risk level is considered to be low.
- 3.) Internal control systems in place - Receipts, disbursements and all record keeping is handled by the Chief Financial Officer. Disbursements are authorized by one of two board members and checks payable to the Chief Financial Officer must be signed by a board member. Financial Reports are made at each board meeting and all records are reviewed by an independent auditor on an annual basis.
- 4.) Assess the extent to which the internal control system is effective - Each year the independent auditor reviews and reports on the authority's internal control system.
- 5.) Take corrective action - At this time no weaknesses have been identified. When a weakness is identified, a corrective action plan will be developed, adopted by the board, and monitored by management to ensure that the vulnerability is addressed.

*Adopted 2010
Readopted 1/17/2013
Readopted 1/14/2014
Readopted 2/10/2015*