

Internal Controls Program

Developed in accordance with the Committee of Sponsoring Organizations (COSO) Framework, the New York State Governmental Accountability, Audit, and Internal Control Act of 1987 and SUNY's Internal Control Program Policies, these laws require all state organizations to:

- Establish and maintain guidelines for a system of internal controls
- Establish and maintain a system for continuous review of the internal control systems
- Make clear and concise statements of management policies and standards available to all employees
- Implement education and training efforts to ensure awareness and understanding of internal control standards and their evaluation process.



Questions?

If you have any questions or concerns regarding our Internal Control Program please contact:

Carol Bishop, CPA
Internal Control Officer
(607)746-4582
bishopcm@delhi.edu

Joshua Fitch
Internal Control Coordinator
(607)746-4585
fitchjm@delhi.edu

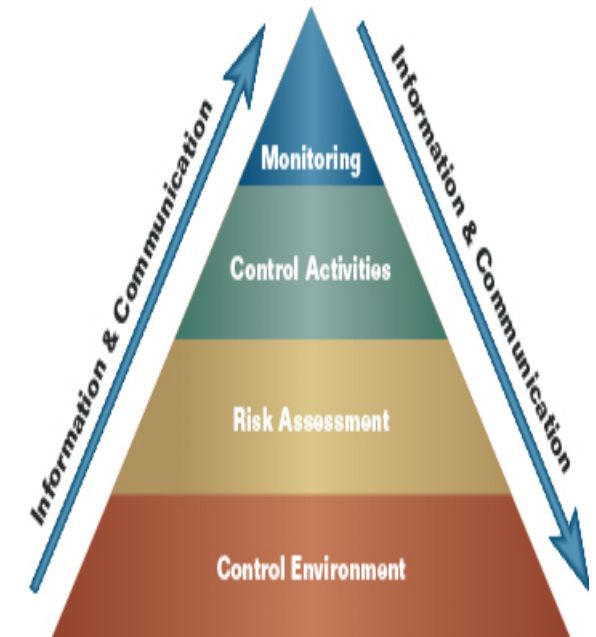
Please visit our website at:
http://www.delhi.edu/administration/finance/internal_control/index.php

Fraud Hotline

In the event you suspect misconduct regarding the utilization of SUNY resources, contact the Internal Control Officer (Carol Bishop) or Internal Control Coordinator (Joshua Fitch) for a confidential discussion, to the extent permitted by law. Additionally, SUNY has a confidential reporting tool for your use at:
<http://system.suny.edu/compliance/fraud-reporting/suny-fraud-hotline/>



Internal Control Process



SUNY DELHI
Internal Controls

Presidential Support of the Program

At SUNY Delhi, we have been entrusted with significant resources from public funds to carry out our mission. We all share a responsibility for the effectiveness and efficiency of our operations, reliability of financial reporting, and compliance with relevant laws and regulations.

SUNY Delhi, along with all other state agencies, is required to develop and maintain a Campus Internal Control Program under the guidance of The New York State Governmental Accountability Audit and Internal Control Act of 1987 and the Division of Budget's Budget Policy and Reporting Manual Item B-350.

Internal control, or an internal control system, is the integration of the activities, plans, attitudes, policies, and efforts of the people in an organization working together to provide reasonable assurance that the organization will achieve its objectives and mission. Simply put, internal controls are about making sure the right things are being done by the right people working together to successfully achieve the organization's goals.

Understanding the need for and the value of internal controls is the responsibility of all campus employees. More than ever, there is a demand from the public that government resources be used efficiently, economically and effectively. Government employees entrusted with public resources are responsible for, among other things, complying with laws and regulations, meeting goals and objectives, and safeguarding assets. A good internal control system can assist us in carrying out these responsibilities.

For more information on SUNY Delhi's Internal Control Program and a copy of this brochure, please visit our website http://www.delhi.edu/administration/finance/internal_control/index.php or contact the Office of Business and Finance at extension 4580.

If you have any questions concerning this memo, the campus brochure or the internal controls program itself, please contact Carol Bishop, Internal Control Officer at 607.746.4580 or Joshua Fitch, Internal Control Coordinator at 607.746.4585.

What are Internal Controls?

Internal Controls are a set of processes affected by all individuals who operate on behalf of an entity, designed to provide reasonable assurance to all stakeholders regarding the achievement of objectives relating to an organization's operations, reporting, and compliance. Controls exist to promote operational efficiency, safeguard assets, protect information, provide reliable financial information, and comply with applicable laws and regulations.

Process: Consists of ongoing tasks and activities, the why behind certain procedures within departments.

Affected by People: All individuals affect the internal controls of an organization. All processes that pose a risk to an organization should have control processes built in to the normal procedures of performing the task (separation of duties, proper supervision, reconciling processes, periodic review).

Reasonable Assurance: Not absolute assurance but a form of guarantee that information presented to stakeholders is free from material misstatement due to proper oversight and procedures that protect an organization against error, fraud, waste, and abuse.

Achievement of Objectives: Controls should be designed to facilitate a reportable segment's ability to achieve its mission from an operational, reporting, and compliance standpoint.

Why Controls are Important

All employees should be aware of the College's goals and their role in fulfilling the mission. Employees should routinely exercise good judgment and act in a manner that protects the institution from loss, waste, fraud, and error. All employees should seek out opportunities for improvement and act in the best interest of the College and the public; continuous improvement is key!

A strong Internal Control Program promotes:

- Continuous Improvement
- Efficiency of Operations
- Effective Communication
- Accountability
- Risk Awareness and Planning
- Reliable Reporting

