

Albany County Industrial Development Agency (“ACIDA”)
2022-2023 Assessment of the Effectiveness of Internal Controls

Mission:

The Mission of the ACIDA is as follows:

The Agency's primary goal is to encourage economic growth and expansion through financial incentives, thus advancing the job opportunities, health, general prosperity, and economic welfare of the people of Albany County and the State of New York. The Agency works closely with its economic development partners to attract, promote, and encourage economic development in Albany County

ACIDA Major Business Functions:

ACIDA's major business functions, including financial operations, business processes, and legal requirements, are implemented by various staff and contracted organizations. The Board of the ACIDA reviews the operations of the ACIDA during the open, public meetings of the ACIDA. Notably, the ACIDA undertook various administrative changes in 2023 and engaged a team of administrative staff familiar with managing public entities. The administrative and legal teams of the ACIDA assist the ACIDA with monitoring the operations of the ACIDA and ensuring they are efficient and comply with applicable laws and policies.

Risks Associated with ACIDA Operations:

The ACIDA follows proper procedure with respect to conducting open, public meetings of the ACIDA. The staff of the ACIDA work to ensure as close to full attendance of the Board as possible at each meeting of the ACIDA. The Chief Financial Officer works with the Treasurer of the ACIDA to review and report financial information at each open meeting. The ACIDA has also engaged independent general and special counsel to the ACIDA. Therefore, risks to the ACIDA's internal controls are deemed low for all activities. The ACIDA notes that it expects improvements to its internal controls as it continues to work with the new administrative team.

Internal Control Systems in Place:

The ACIDA has adopted various policies and procedures related to minimizing risk to the ACIDA. Some key internal controls include:

1. The ACIDA complies with all public meeting and disclosure requirements.
2. Pursuant to Section 404 of the Deposits and Investments of Agency Funds Policy, the Treasurer, with assistance from the Chief Financial Officer, reports on the Agency's current assets and liabilities at each open meeting.
3. The Chief Financial Officer prepares and submits the ACIDA's annual investment report with the annual PARIS Report each year.
4. The ACIDA has engaged an independent accounting firm to prepare a financial audit for the ACIDA annually.
5. The members of the Board of the ACIDA review and approve the information included in the ACIDA's annual PARIS report and related reports prior to final submission.

6. Pursuant to the charter of the Audit Committee of the ACIDA (the “Audit Committee”), reviews and recommends the PARIS Report and related reports to the full Board prior to its review and approval.
7. The Agency works with independent legal counsel regularly and has begun working with a contracted administrative team to improve controls.
8. The Board of the ACIDA reviews and approves the comprehensive Policy Manual of the ACIDA annually.
9. The new administrative team of the ACIDA operates various other public entities and has experience with the requirements of such. The team also attends various training and networking events to remain informed on changes related to the ACIDA.
10. The ACIDA receives and approves an annual financial report.
11. The ACIDA prepares and approves an annual budget.

Extent to which the Internal Control System is Effective:

Management has reviewed the internal control system for 2022 and 2023 and finds that the items as outlined above remain in place and function as expected. The ACIDA’s ACA’s most recent financial audit (for the calendar year 2023 and the year ended December 31, 2023) identified no material weaknesses or significant deficiencies. Policies and procedures in place are deemed sufficient. As noted previously, the ACIDA administrative team regularly reviews updates to pertinent rules.

Corrective Action (if any):

No specific corrective action is required at this time. Management consistently works to strengthen controls as possible.