

UCCRC

Ulster County Capital Resource Corporation

Internal Control Assessment as of 12/31/17

A. Define major business functions

- Foster economic development by issuing non-profit bonds
- Coordinate and deliver non-profit community services
- Execute financial operations
- Administer the Ulster County Capital Resource Corporation (UCCRC)

B. Determine the risks associated with operations

Assess risk exposure

Issue bonds	Low
Non-profit services	Moderate
Financial operations	Moderate
Administration	Moderate

Risks

- Improper influence of project clients or involved officials on UCCRC
- Improper influence of UCCRC on project clients or involved officials
- Conflicts of interest
- Negligent or fraudulent administration of UCCRC
- Project does not accomplish its goals or meet its financial obligations
- Fraud in financial operations
- Legal status of structure vis a vis New York State law

C. Internal control systems in place

- Mission Statement
- By-Laws
- Policies
- Procedures
- Contract with Ulster County Office of Economic Development

D. Assessment of effectiveness of internal controls

- CEO's review of CFO and administrative functions
- Audit Committee meetings
- Governance Committee meetings
- Annual Reports
- External Audit
- Bond counsel project review
- Annual state Authorities Budget Office reporting

E. Corrective Action

- Actions are developed when weaknesses are identified
- Actions are adopted by the board and monitored by staff
- Corrective actions are included in public records
- Underperforming Performance Policy implemented