



# SALAMANCA

## INDUSTRIAL DEVELOPMENT AGENCY

225 WILDWOOD AVENUE, SUITE 9, SALAMANCA, NY 14779  
PHONE (716) 945-3230, FAX (716) 945-8289

### **2019 Assessment of the Effectiveness of the SADC's Internal Financial Control System**

#### **I. Internal Financial Control System:**

##### **1. Summary:**

- a. The Salamanca Area Development Corporation utilizes an internal control system to preserve the assets of the organization.
- b. System procedures shall be reviewed annually by the independent auditors who will make recommendations to the Board of Directors for suggested changes.
- c. In addition, during the year, changes may be recommended by SADC's management. However, such changes shall not be implemented until reviewed by independent auditors and approved by the SADC Board.

##### **2. Cash receipts**

- a. The Administrative Assistant shall open the daily mail and make copies of the checks received and post to the SADC's FY Cash 2020 excel file.
- b. The Administrative Assistant shall prepare and make a bank deposit every Friday or as needed.
- c. Upon completion of the deposit, the Managing Director shall enter the deposit in the appropriate Quick books accounts
- d. All bank accounts shall be reconciled monthly.

##### **3. Cash Disbursements:**

- a. All purchase shall be made according to the SADC's Procurement Policy. The SADC's Procurement Policy shall be reviewed annually by the SADC Board.
- b. All invoices received shall be reviewed by the Managing Director and verified for accuracy and completeness and accuracy.
- c. Once reviewed and approved by both the Managing Director and Administrative Assistant the Administrative Assistant will prepare a check for payment out of the appropriate account.
- d. All SADC checks shall have two (2) signature. Both will be an authorized member of the SADC Board. No employees will be an authorized signer.

##### **4. Budget Reports:**

- a. Budget reports shall be prepared regularly by the Managing Director in a format approved by the Board of Directors
- b. Budget reports includes the following information:
  - List of all SADC accounts
  - Current year Budgeted Amount for each Account.
  - Year to Date Expenditures for each Account
  - Balance in each Account
  - Current Balances for all Investments



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- c. All Budget Reports shall be reviewed by the Managing Director to presentation to the SADC Board
- d. All investment of the SADC funds shall be in accordance with investment policies. Investment activities shall be reported to the Board monthly. All investment decisions must have the Managing Director's approval after review for compliance with current investment policies.

### **II. SADC Board's 2019 Assessment of the Internal Financial Control System:**

“The SADC Board of Directors has documented and assessed the internal control structure and procedures of the Salamanca Industrial Development Agency for the year ending March 31, 2019. This assessment found the SADC's internal controls were determined to be adequate and no deficiencies were identified. No Corrective action places are required.”