

Greater Rochester Sports Authority

Internal Controls and Financial Accountability

Adopted: November 1, 2005

Re-Adopted: August 12, 2009

Re-Adopted: March 23, 2011

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Amended: March 13, 2013

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1. Greater Rochester Sports Authority (the "Authority") is a public benefit corporation of the State of New York. The Authority fulfills a public mission and must comply with the provisions of applicable laws, including the New York Public Authorities Law. Because the Authority's assets are held for the public benefit, the Authority's Members and officers have a fiduciary duty to protect them.

2. Members and officers shall ensure that the Authority is accountable for its programs and finances to its customers and the public. Accordingly, the Authority shall comply with all applicable laws and ethical standards; adhere to its public mission; create and adhere to policies regarding conflicts of interest, ethics, personnel and accounting; prepare and file annual financial data with required federal and state regulatory authorities; and make its annual financial report available to all Members and any member of the public who requests it.

3. Internal controls are systems of policies and procedures that protect and manage the assets of the Authority, create reliable financial reporting, promote compliance with laws and regulations and achieve effective and efficient operations.

4. The following internal controls, policies and procedures shall apply to the Authority:

- A. **Budget.** Preparing an annual income and expense budget and periodic reports (at least quarterly) comparing actual receipts and expenditures to the budget with timely variance explanations.
- B. **Expenditures.** Checks and balances are essential to make embezzlement more difficult. No single individual shall be responsible for writing and signing checks. All checks shall require two signatures which shall include the Treasurer of the Authority. Copies of all checks executed by the Treasurer shall be delivered to a Board Member designated with the responsibility of reconciling the bank statements. Bank statements shall be delivered to said Board Member unopened.
- C. **Expenditures-Approval.** No expenditures shall be made or incurred except in accordance with the purchasing policy and the duly adopted budget.
- D. **Receipts-Checks.** All receipts by check shall be duly entered in the books of the Authority with a copy made of each check received and attached to invoice and bank deposit.

- E. Any and all cash received from the parking operations shall be counted and documented in accordance with the procedures of the parking operator and approved by the resident contractor to insure accurate reporting of all revenues and to reduce the possibility of theft or loss of funds. Funds delivered to the resident contractor shall be in a sealed envelope and be deposited without opening the envelope prior to deposit.
- F. **Accounts Receivable.** All accounts receivables shall be maintained on a current basis to the extent practicable. Accounts receivable which are more than 90 days old shall be reported to the Authority on a monthly basis. The Board may direct such action as may be appropriate as to said receivables.
- G. **Data.** Electronic data regarding financial records and reports shall be preserved.
- H. **Audit Committee.** An audit committee shall have oversight over the annual audit process.
- I. **Reports.** The resident contractor shall submit reports on the finances and program on a monthly basis and as may otherwise be requested by the Authority. Annual financial report shall be filed as required by law and made available to the public.
- J. **Management.** The day to day activities of the Authority shall be managed by the resident contractors in accordance with its contract with the Authority and subject to oversight by the Authority.
- K. **Training.** The resident contractor shall provide such training as may be required to enable all employees to be familiar with and to comply with these internal rules and procedures and shall certify to the Authority that said training has occurred.