



November 10, 2015

TO: **The College Community**
FROM: **Dr. David A. Heath** *DAH*
 President
RE: **Internal Control Program**

The *New York State Governmental Accountability, Audit and Internal Control Act* requires State agencies, including SUNY, to establish and maintain a structured system of internal controls and internal control reviews that are fully documented and subject to external audit. The Internal Control Program also includes an employee training component.

Internal controls ensure that programs and operations are effective, efficient and economical, that State assets are safeguarded against loss due to waste and unauthorized use, that laws, regulations, contracts and management directives are followed and that financial and management data are reliable, accurate and presented in timely reports.

Our campus **Internal Control Act Committee** reviews the internal controls in place throughout the College to determine if internal controls are sufficient and to make suggestions as necessary. Please give the Committee members or designated representative your support in carrying out this important testing program.

Questions regarding the Internal Control Program may be addressed to the College's Internal Control Officer, David A. Bowers, Assistant ICO, Gaea Austin or to the Chairman of the Internal Control Act Committee, Roger Cruttenden.

Thank you for your help and cooperation.

cc: President's Council