

INTRODUCTION

The New York State Governmental Accountability, Audit, and **Internal Control Act** of 1987 requires that all State-operated campuses of the State University of New York establish and maintain a system of internal controls and an ongoing Internal Control Program.

Fredonia has adopted **SUNY's Internal Control Guidelines**. This brochure is an abbreviated version of SUNY's Guidelines and references specific aspects of the University's Internal Control Program.

DEFINITION

Fredonia's Internal Control Program is essentially a program of review. The Program helps to ensure that daily operating practices and procedures are sufficient to minimize the possibility of operational failure, overspending or other actions inconsistent with policy or in violation of law. Simply stated, Fredonia's Internal Control Program is designed to review, critique, and strengthen our existing systems and procedures.

OBJECTIVES

Fredonia's Internal Control Program aims to ensure the:

1. Successful achievement of the University's mission;
2. Accurate collection, maintenance, and dissemination of institutional data;
3. Safeguarding of assets—including providing for disaster planning;
4. Programs and operations remain effective, efficient, and economical; and
5. University is in compliance with applicable laws, regulations, policies, procedures, and guidelines.

MORE INFORMATION

If you have questions or concerns regarding the Fredonia Internal Control Program, please contact the Director of Internal Control at 716.673.4925. Or access the following helpful websites:

Internal Control:

<http://www.fredonia.edu/admin/ic/>

Human Resources:

<http://www.fredonia.edu/humanresources/>

Office of Diversity, Equity, & Inclusion:

<http://www.fredonia.edu/oaoffice/>

Student Affairs:

<http://www.fredonia.edu/studentaffairs/>

Finance and Administration:

<http://www.fredonia.edu/admin/>

Academic Affairs:

<http://www.fredonia.edu/academicaffairs/>

Administered by: Office of the Vice President
for Finance and Administration. 4/15



INTERNAL CONTROL SYSTEMS

Fredonia's Internal Control Program is comprised of several major internal control systems. These systems support and strengthen the University's planning processes and provide reasonable assurance that the objectives of our Internal Control Program are met. Some examples of the Internal Control Systems at Fredonia include, but are not limited to:

- ▶ Administrative procedure manuals
- ▶ Mission statement objectives
- ▶ Organization charts and decision making trees
- ▶ Budget development and approval process
- ▶ Chart of accounts
- ▶ Internal audit activity
- ▶ Equipment inventory
- ▶ Formal hiring procedures
- ▶ Internal Control Committee

For more information, go to Fredonia's **Internal Control website**.

EMPLOYEE RESPONSIBILITIES

Internal control is dependent upon people and their participation, and is most effective when all employees work in compliance with the governing policies. The policies that each employee is expected to know and comply with include, but are not limited to:

- ▶ University-wide Policies and Procedures
- ▶ The State University of New York at Fredonia Policies
- ▶ NYS Public Officers Law
- ▶ The State University of New York Policies of the Board of Trustees

IN ADDITION, ALL EMPLOYEES MUST:

- ▶ Fulfill the duties and responsibilities established in his or her job description
- ▶ Meet performance standards, where applicable
- ▶ Attend education and training programs to achieve awareness and understanding of internal control standards
- ▶ Take reasonable steps to safeguard assets against waste, loss, fraud, unauthorized use, and misappropriation
- ▶ Prohibit the use of his or her official position to secure unwarranted privileges
- ▶ Adhere to established internal controls and all applicable policies and standards issued by the State of New York, SUNY, and/or Fredonia

PROGRAM REVIEW AND OPERATION

An internal control review analyzes policies and procedures to ensure they are functioning as intended and that they assist the University's departments in meeting their goals and objectives. The Fredonia Internal Control Program identifies the administrative functions necessary for the University to carry out its mission. These functions are then reviewed and evaluated on a three to five year cycle by a survey assessment tool to detect conscious or unintended abuses or operational deficiencies.

TRAINING

Training is an ongoing component of the University's Internal Control Program. Fredonia provides training in several formats, including written guidelines and memoranda, in-person and online training sessions, short training media, and reference materials.