

PROGRAM REVIEW & OPERATION

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

Training

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

If you have any questions regarding SUNY Geneseo's Internal Control Program, please contact the Internal Control Office in Doty 320

(585) 245-5601

https://www.geneseo.edu/internal_controls

Internal Control Program

GENESE0

STATE UNIVERSITY OF NEW YORK
COLLEGE AT GENESEO
ONE COLLEGE CIRCLE
GENESE0, NY 14454

*Developed in accordance with SUNY
Internal Control Guidelines*

INTERNAL CONTROLS ARE EVERYONE'S RESPONSIBILITY!

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.

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

DEFINITION

SUNY Geneseo'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, the College's Internal Control Program is designed to review, critique, and strengthen our existing systems and procedures.

OBJECTIVES

SUNY Geneseo's Internal Control Program ensures the:

1. Successful achievement of the College's mission;
2. Accurate capture, 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. College is in compliance with applicable laws, regulations, policies, and guidelines.

INTERNAL CONTROL SYSTEMS

SUNY Geneseo's Internal Control Program is comprised of several major internal control systems. These systems support and strengthen the College's planning processes and provide reasonable assurance that the objectives of our Internal Control Program are met.

For more information, go to Geneseo's Internal Control website at <http://internalcontrol.geneseo.edu>

YOUR RESPONSIBILITIES

Internal controls are the responsibility of ALL employees.

Managers are responsible for the development, maintenance, documentation and supervision of internal control systems.

Likewise, ***each employee*** is responsible for adhering to established internal controls and all applicable management policies and standards issued by the State of New York, SUNY or SUNY Geneseo.

CONFIDENTIAL REPORTING

SUNY Geneseo is committed to ensuring its funds and other College resources are used in a proper and efficient manner. The hotline is intended for faculty, staff, students, and others to confidentially report suspected fraud, waste, abuse or irregular activities.

If you suspect fraud, waste, abuse, or irregular activities within the College Click on the Report Fraud item on the Internal Control website at <http://internalcontrol.geneseo.edu>