

NEW YORK STATE  
EXECUTIVE CHAMBER

Internal Control Report

August 1, 2016 through October 31, 2016

INDEPENDENT ACCOUNTANTS' REPORT



To the Honorable Andrew M. Cuomo  
Governor  
New York State Executive Chamber:

We have examined management's assertion included in its representation letter dated March 31, 2017 that the New York State Executive Chamber's internal controls maintained during the period August 1, 2016 through October 31, 2016, are sufficient to meet the criteria for maintaining internal control as established in the "New York State Governmental Accountability, Audit and Internal Control Act." The New York State Executive Chamber's management is responsible for maintaining internal controls. Our responsibility is to express an opinion on whether internal control is adequate to meet such criteria based on our examination. The significant objectives and relevant controls supporting management's assertion are in the accompanying Appendix A.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and Government Auditing Standards, issued by the Comptroller General of the United States and, accordingly, included obtaining an understanding of internal controls over accounting and administrative operations, testing, and examining the design and operating effectiveness of the internal controls, and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination did not constitute an audit of any financial statement prepared by the New York State Executive Chamber, nor did it constitute an economy and efficiency or program audit described by Government Auditing Standards.

Because of inherent limitations in any internal control, misstatements due to errors or fraud may occur and not be detected. Also, projections of any evaluation of the internal control over administrative operations to future periods are subject to the risk that the internal control may become inadequate because of changes in conditions, or that the degree of compliance with the policies or procedures may deteriorate.

We understand that the New York State Executive Chamber believes that the controls referred to in the first paragraph of this report meet the criteria for maintaining internal control as established by the "New York State Governmental Accountability, Audit and Internal Control Act." In our opinion, based on this understanding and on our examination, the New York State Executive Chamber's internal controls maintained during the period August 1, 2016 through October 31, 2016 are sufficient, in all material respects, to meet the criteria established by the "New York State Governmental Accountability, Audit and Internal Control Act," based upon such criteria.

This report is intended for the information of the New York State Executive Chamber and should not be used for any other purpose. However, this report is a matter of public record and its distribution is not limited.

Toski & Co., CPAs, P.C.

Williamsville, New York  
March 31, 2017

NEW YORK STATE EXECUTIVE CHAMBER SIGNIFICANT OBJECTIVES AND  
RELEVANT INTERNAL ACCOUNTING AND ADMINISTRATIVE CONTROLS

**OFFICE OF THE SECRETARY  
STATE OPERATIONS**

SIGNIFICANT OBJECTIVES

Program and State government activities are accurately and timely accumulated and reported to the Executive Chamber.

The problems, requests, initiatives, and activities of State agencies, public authorities, offices, commissions, boards, task forces etc. are promptly and accurately reported to the Executive Chamber.

Requests from State agencies, offices, commissions, boards, task forces, public authorities, etc. for assistance from the Executive Chamber are promptly reviewed and acted upon.

RELEVANT CONTROLS

- Significant agencies and authorities submit reports/requests for policy direction or decisions on pending issues to Executive Chamber staff. These reports include general information and updates on various activities and initiatives as well as critical issues requiring more immediate attention.
- Formal agency requests are summarized in a memorandum by program staff, and approved for action by the Secretary to the Governor, the Director of State Operations, and/or the Deputy Directors of State Operations.
- Executive Chamber staff responsible for assigned agencies or authorities are in frequent communication with the respective agency and authority management and staff.
- Communication among program staff, the purpose of which is to educate colleagues on various issues and bring staff up-to-date, occurs at biweekly or monthly staff meetings.
- Program staff are closely monitored by the Deputy Secretaries through daily contact. Significant items are reported to the Secretary to the Governor, the Director of State Operations, and/or the Deputy Directors of State Operations.
- The Governor is verbally informed of critical issues and activities requiring his attention by the Secretary to the Governor, Director of State Operations, and applicable Executive Chamber staff as reported or communicated by the agencies and authorities.

NEW YORK STATE EXECUTIVE CHAMBER SIGNIFICANT OBJECTIVES AND  
RELEVANT INTERNAL ACCOUNTING AND ADMINISTRATIVE CONTROLS

**OFFICE OF THE SECRETARY  
STATE OF THE STATE**

SIGNIFICANT OBJECTIVE

The State of the State Message is developed accurately and delivered in a timely manner to the Legislature.

RELEVANT CONTROLS

- A schedule is prepared by the Director of State Operations outlining all due dates to assure timely preparation of the Message.
- Drafts are reviewed and approved by Senior Staff and final review and approval is made by the Director of State Operations and the Governor.
- The Governor signs two original versions of the Message and two booklets in which the Message has been printed. The booklets are delivered to the Journal Clerks of the Assembly and Senate.
- Invitations are sent to the Leaders of the Assembly and Senate requesting an opportunity to appear before them to deliver the State of the State Message.

NEW YORK STATE EXECUTIVE CHAMBER SIGNIFICANT OBJECTIVES AND  
RELEVANT INTERNAL ACCOUNTING AND ADMINISTRATIVE CONTROLS

**OFFICE OF THE SECRETARY  
WASHINGTON OFFICE OF THE GOVERNOR**

SIGNIFICANT OBJECTIVES

Federal legislation and regulatory activities affecting New York State are monitored timely and accurately.

The Governor and other New York State personnel are advised of relevant developments at the federal level in a timely and accurate manner.

New York State interests communicated to the members and staff of the U.S. Congress and Federal Government agencies are timely, accurate, and properly authorized.

Develop, in consultation with senior chamber and agency staff, the Governor's federal priorities and agenda in Washington.

RELEVANT CONTROLS

- Assignments, prepared by Policy Staff, are reviewed and approved by the Director or Deputy Director(s) of the Washington Office of the Governor.
- Written communications with Members of Congress and the Executive Chamber's office in Albany, prepared by Policy Staff, are reviewed and approved by the Director.
- Policy staff's plans to initiate contact with congressional offices for the purpose of informing Congress of the State's views and attempting to influence federal legislation on the State's behalf, are discussed with the Director.
- All Policy Staff are closely monitored by the Director through frequent contact.
- Mail and publications received not addressed to specific staff are reviewed by the Director or Deputy Director and assigned to be responded to or read by designated staff.
- Publications, reports, and notices are reviewed by Policy Staff in order to remain informed on federal legislation and federal agencies' regulatory and other activities.
- Written communications (memoranda and briefings) to the Governor and Executive Chamber staff prepared by Policy Staff, the purpose of which is to document developments of policies relating to federal and national issues that impact the State, are reviewed and approved by the Director or Deputy Director(s).

NEW YORK STATE EXECUTIVE CHAMBER SIGNIFICANT OBJECTIVES AND  
RELEVANT INTERNAL ACCOUNTING AND ADMINISTRATIVE CONTROLS

**OFFICE OF THE SECRETARY  
WASHINGTON OFFICE OF THE GOVERNOR, Continued**

- Assignments received from the Governor and senior Executive Chamber Staff are reviewed by the Director who delegates them to the appropriate staff.
- The Director of State Operations has responsibility for overseeing the work of the Washington Office of the Governor. The Director of State Operations is in frequent and direct communication with the Director, Deputy Director, and staff of the Washington Office of the Governor and involved in the Office's communications and contact with Congressional and other federal offices.

NEW YORK STATE EXECUTIVE CHAMBER SIGNIFICANT OBJECTIVES AND  
RELEVANT INTERNAL ACCOUNTING AND ADMINISTRATIVE CONTROLS  
**COMPUTER SERVICES**

SIGNIFICANT OBJECTIVE

Development, acquisition, and changes to programs of significant computer applications are authorized, tested, and approved prior to being placed into production.

RELEVANT CONTROLS

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

SIGNIFICANT OBJECTIVE

Access to significant computer system data files is appropriately restricted to authorized users and programs.

RELEVANT CONTROLS

- [REDACTED]





NEW YORK STATE EXECUTIVE CHAMBER SIGNIFICANT OBJECTIVES AND  
RELEVANT INTERNAL ACCOUNTING AND ADMINISTRATIVE CONTROLS

**ADMINISTRATION**

SIGNIFICANT OBJECTIVES

Goods or services are purchased with proper authorization and in compliance with legal requirements.

Goods or services received and related liabilities are recorded correctly as to fund, account, amount and period.

Travel taken by employees is properly authorized.

Cash disbursements for goods and services are authorized and received.

Cash disbursements are recorded correctly as to fund, account, amount and period.

RELEVANT CONTROLS

Purchase Orders

- All requests to purchase goods or services must be approved by the Director of Administrative Services (DOAS).
- Current non-personal service balances are checked against the expenditure data in the Office of the State Comptroller (OSC) to assure adequate funds are available.

Contracts

- DOAS receives direction on commencing a contract for services from the Secretary to the Governor, Director of State Operations, [REDACTED]
- The DOAS will approve the appropriateness and budgetary aspects of the contract.
- All contracts over \$50,000 (or \$200,000 for those with M/WBE or SBE firms) must be stamped with the Attorney General and State Comptroller's approval.
- For contracts greater than \$50,000 (or \$200,000 for those with M/WBE or SBE firms), either a Request for Proposal (RFP) or single/sole source justification of a selected contractor will be prepared and submitted to OSC for approval of contract award. Purchases of goods or services expected to meet or exceed \$50,000 are published in the NYS Contract Reporter.

NEW YORK STATE EXECUTIVE CHAMBER SIGNIFICANT OBJECTIVES AND  
RELEVANT INTERNAL ACCOUNTING AND ADMINISTRATIVE CONTROLS

**ADMINISTRATION, Continued**

Vouchers

- Invoice, purchase order and receiver are matched in the Statewide Financial System (SFS).
- Expenditures are reviewed and approved by the DOAS. Vouchers are prepared in SFS. They are approved in SFS by authorized staff after being checked for proper coding and supporting documentation.
- The Payee Listing Report generated in SFS, which lists each voucher paid, is agreed to each voucher. The payment date is written on each voucher.

General Ledger Journal

- General Ledger Journal processed in SFS, for the purpose of authorizing the transfer of expenses or to correct coding errors, are prepared by the Finance Office and are approved in SFS by authorized staff.

Travel

- Travel is approved by the traveler's supervisor.
- The DOAS approves the expense report in SFS after reviewing proper completion of the expense report, appropriate reason for travel, supervisor's signature and correct coding.



NEW YORK STATE EXECUTIVE CHAMBER SIGNIFICANT OBJECTIVES AND  
RELEVANT INTERNAL ACCOUNTING AND ADMINISTRATIVE CONTROLS

**CORRESPONDENCE/SCHEDULING  
OPERATIONS/INVITES**

SIGNIFICANT OBJECTIVES

Invitations received by the Governor are tabulated, reviewed and replied to timely.

Governor events are timely scheduled and properly prepared for.

RELEVANT CONTROLS

- The Assistant Director of Scheduling reviews each invitation and documents a recommendation on the Invitation Cover Sheet.
- Regret letters, regret with message letters, regret with representative letters, etc., are pre-approved form letters signed by the Director of Scheduling.
- Invitations which the Assistant Director of Scheduling cannot conclude on are sent to the appropriate staff as an Opinion Request. The staff makes the appropriate recommendation and documents it using electronic forms.
- The Opinion Request forms are monitored by the Assistant Director of Scheduling and the Invitations Unit Confidential Aide. The Confidential Aide reviews the open tickler file and pulls all due forms. If a response has not been received, the person whose opinion is being sought is contacted via reminder emails.
- Invitations entered into the scheduling process, and which have received all appropriate opinions, are reviewed and regretted or forwarded to the Director of Scheduling for further review.
- After final review by the Director of Scheduling, invitations that are not added to the Governor's schedule are returned to Governor's Correspondence Office for appropriate responses - regret, regret with message, regret with surrogate, etc.

Scheduling/Briefing

- The Director of Scheduling, in consultation with the Governor, Deputy Secretary for Executive Operations and Chief of Staff approves all schedule commitments for the Governor.
- A schedule is prepared and circulated on a daily basis by the Scheduling Office, who makes changes throughout the day to the schedule.

NEW YORK STATE EXECUTIVE CHAMBER SIGNIFICANT OBJECTIVES AND  
RELEVANT INTERNAL ACCOUNTING AND ADMINISTRATIVE CONTROLS

**CORRESPONDENCE/SCHEDULING  
OPERATIONS/INVITES, Continued**

- The Director of Scheduling communicates daily with the Governor and his Senior Staff by memoranda, phone, electronically, or meeting to advise him of his upcoming events.
- After an event is placed on the long-term schedule, a briefing and/or talking points is assigned to the person(s) in the Executive Chamber most familiar with the subject matter of the event and the speechwriting team.
- The Special Assistant for Briefings prepares and coordinates briefings from the Governor's Regional Directors, with support from the Deputy Secretaries, on local issues for the region where the event is being held.
- The event briefing informs the Governor of all logistical and substantive matters relating to the event and is delivered to the Governor by the Special Assistant for Briefings.
- The talking points are prepared relative to the needs of each individual event, i.e. length, focus, etc., and are delivered to the Governor by his speechwriting team in coordination with the Deputy Chief of Staff.
- Briefings are compiled and distributed daily by the Special Assistant for Briefings and relevant event staff, both electronically and in print form.

NEW YORK STATE EXECUTIVE CHAMBER SIGNIFICANT OBJECTIVES AND  
RELEVANT INTERNAL ACCOUNTING AND ADMINISTRATIVE CONTROLS

**CORRESPONDENCE/SCHEDULING  
CORRESPONDENCE**

SIGNIFICANT OBJECTIVES

Constituent and policy/program correspondence received by the Governor's Office is read, reviewed, and properly sorted.

Responses made to constituent and policy/program correspondence are properly authorized and issued in a timely manner by the Office of the Director of Correspondence.

Executive Chamber files are properly organized and secured.

Executive Chamber files are disposed of only with proper authorization.

RELEVANT CONTROLS

- [REDACTED]
- [REDACTED]
- [REDACTED]
- VIP and routine correspondence is logged through the InterTrac Correspondence Tracking System where computer records are maintained, tracking whether correspondence has been answered or whether an action has been completed on correspondence.
- Computer generated follow-up notices are sent weekly to the individual responsible for reviewing and determining the best course of action for correspondence routed to them.
- Draft responses from the Governor must be approved through the Concurrence process. Responses machine signed by the Governor must be approved by the Director of Governor's Offices.
- Files are indexed by Correspondence Tracking number.
- The Correspondence Unit is secured each night.
- The GCO and responsible units follow procedures established and authorized by the State Education Department in disposing of subject files.

NEW YORK STATE EXECUTIVE CHAMBER SIGNIFICANT OBJECTIVES AND  
RELEVANT INTERNAL ACCOUNTING AND ADMINISTRATIVE CONTROLS  
**COUNSEL**

SIGNIFICANT OBJECTIVES

[REDACTED]

RELEVANT CONTROLS

- [REDACTED]
- [REDACTED]
- [REDACTED]

Departmental Bills

- [REDACTED]
- [REDACTED]
- [REDACTED]

Budget Bills

- [REDACTED]
- [REDACTED]



NEW YORK STATE EXECUTIVE CHAMBER SIGNIFICANT OBJECTIVES AND  
RELEVANT INTERNAL ACCOUNTING AND ADMINISTRATIVE CONTROLS

**COUNSEL, Continued**

SIGNIFICANT OBJECTIVES

[REDACTED]

RELEVANT CONTROLS

- [REDACTED]
- [REDACTED]

SIGNIFICANT OBJECTIVES

[REDACTED]

RELEVANT CONTROLS

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

NEW YORK STATE EXECUTIVE CHAMBER SIGNIFICANT OBJECTIVES AND  
RELEVANT INTERNAL ACCOUNTING AND ADMINISTRATIVE CONTROLS

**COUNSEL, Continued**

█ [REDACTED]

█ [REDACTED]  
[REDACTED]  
[REDACTED]

SIGNIFICANT OBJECTIVE

[REDACTED]  
[REDACTED]

RELEVANT CONTROLS

█ [REDACTED] [REDACTED]  
[REDACTED]  
[REDACTED] [REDACTED]  
[REDACTED]

SIGNIFICANT OBJECTIVES

[REDACTED]  
[REDACTED]

[REDACTED]

RELEVANT CONTROLS

█ [REDACTED]  
[REDACTED]  
[REDACTED]

█ [REDACTED]  
[REDACTED]

█ [REDACTED]  
█ [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]  
[REDACTED]

NEW YORK STATE EXECUTIVE CHAMBER SIGNIFICANT OBJECTIVES AND  
RELEVANT INTERNAL ACCOUNTING AND ADMINISTRATIVE CONTROLS

**COUNSEL, Continued**

█ [REDACTED]

█ [REDACTED]

█ [REDACTED]

SIGNIFICANT OBJECTIVES

[REDACTED]

RELEVANT CONTROLS

[REDACTED]

█ [REDACTED]

█ [REDACTED]

Second Level Review

█ [REDACTED]

█ [REDACTED]

NEW YORK STATE EXECUTIVE CHAMBER SIGNIFICANT OBJECTIVES AND  
RELEVANT INTERNAL ACCOUNTING AND ADMINISTRATIVE CONTROLS

**COUNSEL, Continued**

Final Review

- [REDACTED]
- [REDACTED]
- [REDACTED]

SIGNIFICANT OBJECTIVE

[REDACTED]

RELEVANT CONTROLS

- [REDACTED]
- [REDACTED]
- [REDACTED]

SIGNIFICANT OBJECTIVES

[REDACTED]

[REDACTED]

[REDACTED]

NEW YORK STATE EXECUTIVE CHAMBER SIGNIFICANT OBJECTIVES AND  
RELEVANT INTERNAL ACCOUNTING AND ADMINISTRATIVE CONTROLS

**COUNSEL, Continued**

RELEVANT CONTROLS

- █ [REDACTED]
- █ [REDACTED]
- █ [REDACTED]