THE COLLEGE AT BROCKPORT
INTERNAL CONTROL PROGRAM
2009-2010 CYCLE OF REVIEWS

Computer Operations
(SUNY-mandated)

Lead:
Karen Riotto

Assisted by:
Stacie Treahy
Lou Spiro

Review Questionnaire drafted in 01/10; to be reviewed/edited by IC Team

Questionnaire to be disseminated by XX/XX/XX

Responses due to IC by XX/XX/XX

Site reviews to commence XX/XX/XX

Recommendations and final report to be prepared by XX/XX/XX

Equipment Inventory
(items < $4,999)
(SUNY-mandated; annual)

Lead:
Andrea Vella

Assisted by:
Crystal Hallenbeck and Dana (Accounting Office student employee)

Initial inventory request disseminated to 96 departments on 11/13/09

Second request disseminated to 38 departments on 12/4/09

Third request disseminated to 8 departments on 1/5/10

As of 2/10/10:
89 departments completed inventory
6 departments granted extended due date (2/12/10)
1 department noncompliant

Mail Processing
(Brockport-specific)

Lead:
Julie Morgan

Assisted by:
Michelle Hofstra

Review Questionnaire to be drafted by 2/12/10; to be reviewed/ edited by IC Team

Questionnaire to be disseminated by XX/XX/XX

Responses due to IC by XX/XX/XX

Site review(s) to commence XX/XX/XX

Recommendations and final report to be prepared by XX/XX/XX

Property Control
(SUNY-mandated)

Lead:
Crystal Hallenbeck

Assisted by:
P&PS/Property Control Staff

Review Questionnaire drafted in 01/10; reviewed/edited by IC Team on 2/2/10

Questionnaire to be disseminated by XX/XX/XX

Responses due to IC by XX/XX/XX

Site review(s) to commence XX/XX/XX

Recommendations and final report to be prepared by XX/XX/XX

Central Receiving involvement/ review to be determined after the Property Control site review has been completed.

Student Residency
(Brockport-specific)
On-going from 2008-09

Lead:
Karen Riotto

Assisted by:
TBD

Review questionnaire to be drafted by XX/XX/XX

Questionnaire to be disseminated by XX/XX/XX

Responses due to IC by XX/XX/XX

Site review(s) to commence XX/XX/XX

Recommendations and final report to be prepared by XX/XX/XX

Revenue Cash Management
(SUNY-mandated)
On-going from 2008-09

Review Questionnaire disseminated in March 2009

Questionnaire Results compiled in 08/09

Site review/ test document finalized in 12/09

Site reviews to commence in 02/10

02/22/10