

# HERKIMER LOCAL DEVELOPMENT CORPORATION

## 2025 ASSESSMENT OF INTERNAL CONTROLS

The Herkimer Local Development Corporation (HLDC) is a not for profit corporation governed by a Board of Directors consisting of no more than seven directors. Professional services are provided by the staff of the Herkimer County Industrial Development Agency. The corporation was created in 2024 by the Herkimer County Industrial Development Agency with the support of Herkimer County.

The corporation was created for the purposes of relieving and reducing unemployment, promoting maximum employment, bettering and maintaining job opportunities, and aiding a community or geographical area by attracting new industry to the community or area or by encouraging the development of, or retention of, and industry in the community or area and lessening the burdens of government and acting in public interest.

The mission of the Herkimer Local Development Corporation is to promote community and economic development and the creation of jobs for the citizens of Herkimer County, New York.

The activities of the Herkimer Local Development Corporation are performed by the staff of the Herkimer County Industrial Development Agency. The following is a review of the Internal Control System currently in place:

- All checks require two signatures
- All bills to be paid are approved by the corporation's claims auditor prior to mailing
- All bank accounts are recorded through QuickBooks (accounting program) which allows for simple and clear tracking and reporting of all transactions and all bank deposit receipts are compared to the original bank deposit slips.
- All disbursements are made only by pre-numbered checks, which are used in sequence.
- The Administrative Assistant reconciles all bank statements monthly and reports any discrepancies to the Operations Manager. The bank statements are then reviewed by the CEO.
- The Operations Manager prepares a monthly operating financial report using Excel that is provided each month to the board for review, inquiries, and approval
- A print out of the monthly check register transactions is provided each month to the board for review, inquiries, and approval
- A full audit is conducted by an independent auditor annually to review the finances, operations, and the internal control programs and procedures of the HLDC. This report is provided to the Board of Directors, the NYS Authorities Budget Office and is made available on the HLDC web site at [https://www.herkimercountyida.org/hldc\\_document\\_types/reports/](https://www.herkimercountyida.org/hldc_document_types/reports/)

The CEO and the Board of Directors are responsible to provide oversight of all of operations of the HLDC.

This statement certifies that management and the Board of Directors have documented and assessed the internal control structure and procedures of the Herkimer Local Development Corporation for the year ending December 31, 2025. This assessment found the authority's internal controls to be adequate, and to the extent that deficiencies were identified, the authority has developed corrective action plans to reduce any corresponding risk.

No deficiencies were identified.

Approved and adopted this 19th day of February 2026