

What's New in Internal Controls

OSC Accounts Payable Advisory 28

What are the new requirements?

Agency heads annually certify as to the adequacy of internal controls over the payment process

- Separate from annual DOB certification (Due April 30th)
- Chancellor will certify for the SUNY system (Due to OSC by March 31st)
- Focuses on controls that help ensure vouchers submitted for payment are lawful, proper and appropriate to pay (and that sufficient evidence is obtained to provide reasonable assurance to support the payment is true, just, and correct)

Going forward, each year agency heads will also certify the internal controls for one or more particular segment of the procurement-to-pay process

- SFS/FMS Access Security
- Accounts Payable
- Receiving
- Employee Expenses
- Purchasing
- Grants
- Capital Construction

For 2014: SFS/FMS (Legacy) Access Security

For 2015: The highest risk area determined by internal risk assessment

For 2016 and beyond: To be determined by OSC

How will this affect campuses?

One or more components of procurement to be reviewed each year

- Modified 3-year review cycle
- Maintain documentation to support assessments

Campus President (or designee) will certify controls for their campus and submit to the University Controller's Office by end of February

- Two separate certifications
 - One for controls over the payment process
 - One for the controls over the specified procurement area
- Can be done throughout the year (must be consistent with review period selected)
- Campus certifications will be incorporated into the overall SUNY certifications

The Office of the University Controller will be providing templates relating to the evaluation and certification of these controls to SUBOA this fall.