

## Attachment D

The State University of New York  
Internal Control Review Schedule  
2019-20

SUNY Old Westbury

CAMPUS NAME

Athyj@oldwestbury.edu

E-MAIL OF ICO

Joe Athy

INTERNAL CONTROL OFFICER'S NAME (ICO)

516 876 4220

TELEPHONE NO. OF ICO

## High-Risk Areas

**Predetermined:**

Cash Management (1)  
Revenue Management (1)  
Property Control (2) (5)  
Procurement- Review of Purchasing Controls (3)  
Personnel (4)  
Payroll (4)  
Computer Operations  
Financial Aid  
Disaster Planning & Recovery  
General Control Environment

**Campus Specific:**

Facilities Rental  
Athletic Department  
Residential Life  
Maintenance/Facilities (5)  
Central Receiving (5)  
Academic Affairs (Study Abroad)  
Student Affairs  
Food Pantry

Fiscal Year Ended March 31,				
2020	2021	2022	2023	
Tested				
X				
X				
	X			
	X			
		X		
	X			
	X			X
				X
X				X
		X		X
		X		
X				
	X			
	X			
X				
		X		
		X		
		X		
X				

**NOTE:** The annual reporting requirement is on an April 1 to March 31 reporting cycle to coincide with the State's fiscal year.

- 1) Cash Management and Revenue Management Reviews performed separately to be consistent with how areas are run at OW.
- 2) Property Control Review deferred to 2020-21, so that inventory may be performed.
- 3) ICO will perform review of Procurement Purchasing Controls for 2020-21. Procurement Card Review was performed during the previous Review Cycle.
- 4) Personnel and Payroll Reviews performed separately to be consistent with how areas are run at OW.
- 5) For sake of efficiency, all 3 areas within Institutional Services: Property Control, Maintenance/Facilities and Central Receiving, will be covered during the same Review Cycle.

Utilize an "X" to mark the designated area that an internal control review was conducted for the year ended March 31, 2020 and for planned testing for 2021-2023 periods ending March 31.  
Utilize an "I" to mark the designated area that an internal control review is currently "In process" for the year ended March 31, 2020.

Please e-mail this completed schedule to: [sunyiccert@sysadm.suny.edu](mailto:sunyiccert@sysadm.suny.edu)