DATE: March 17, 2014

TO: Binghamton University Community

FROM: Harvey Stenger, President

SUBJECT: Binghamton University's Internal Control Program

All of us share a responsibility to make our working environment safe and effective. One important way we can help achieve this goal is to establish and then follow appropriate campus policies on internal control.

Most of us are familiar with the goal of optimizing and safeguarding the University's assets such as money and equipment and know that these controls are important. Other controls that may not be as obvious, but which are critical to Binghamton's success, include ensuring that authorized people approve transactions, maintaining records of important events, and complying with laws, policies and best practices in each of our areas of responsibility.

Internal controls extend well beyond the Business Office. It is essential that supervisors in each department understand the unique risks that may threaten operational success in their units and ensure that controls are in place to minimize these risks. All of us, as State and Binghamton University employees, are responsible for adhering to the applicable internal controls.

In addition to the university's system of internal controls, the Governmental Accountability, Audit and Internal Control Act of 1987 formalizes New York State's commitment to efficient and effective business practices, quality services, and ethics in the operations of state government. As part of SUNY, Binghamton University must comply with the requirements of this legislation.

Understanding the need for and value of internal controls is a responsibility of all managers and employees. To this end, listed below is our local website URL for Internal Control;

http://www2.binghamton.edu/ocrm/internal-control/

This website is meant to give you a better understanding of the specifics of this program and how it is designed to help our university achieve its mission. I urge you to visit the website and to share this letter with your staff.

If you have any questions concerning this memo, the website, or the internal control program itself, please contact our University's Internal Control Officer, Associate Vice President Stephen A. Gilje.

Thank you for your help on this important issue.