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## Authorities Budget Office

### Policy Guidance

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# Management's Assessment of Internal Control Structure and Procedures

## 2020

### **Name of Public Authority:**

Energy Improvement Corporation

### **A. Define the Authority's Major Business Functions:**

The mission of the Energy Improvement Corporation (EIC) is to design and operate successful assessment financing programs to reduce greenhouse gas emissions and provide other environmental public benefits in New York State. EIC is a program administrator and enables a public benefit on behalf of its member municipalities, relieving them of financial exposure and the administrative burdens of operating the programs. Improvements are financed by EIC approved capital providers in accordance with EIC's underwriting guidelines and NYSERDA's guidelines. EIC endeavors to create and operate programs which address climate change. EIC's goal is to operate in a self-sufficient manner without subsidies from rate payers.

### **B. Determine the Risks Associated with Its Operations**

Segregation of duties

### **C. Identify the Internal Control Systems in Place**

- Procurement Policy that specifies actions related to spending funds
- Check signing Policy that requires multiple signatures depending on threshold
- Quarterly review of financial statements by independent CPA and Board Members

### **D. Assess the Extent to Which the Internal Control System is Effective**

The internal control systems in place are fully effective

### **E. Take Corrective Action**

No corrective action necessary

This statement certifies that the Energy Improvement Corporation (EIC) followed a process that assessed and documented the adequacy of its internal control structure and policies for the year ending December 31, 2020.

Approved by EIC Board of Directors on 02/10/2021