



3 EAST PULTENEY SQUARE
BATH, NY 14810

PHONE: (607) 664-2245
FAX: (607) 664-2282

HILDA LANDO
CHAIR

CHRIS BREWER
EXECUTIVE DIRECTOR

Assessment of Internal Controls – 2023

March 6, 2024

The Board of Directors of the Steuben County Land Bank Corporation has established the following policies, which among others is intended to provide the necessary framework for segregation of duties and the necessary controls so that no one individual can approve all steps of any payment or disposition transaction:

- Internal Controls Policy
- Conflicts of Interest Policy
- Procurement Policy
- Property Acquisition Policy

Monthly reports of the Land Bank's activities, including financial transactions, are submitted to the Board of Directors in advance of the regular meetings. The Directors are encouraged to ask questions and discussions are had regarding the status of current projects, future projects, grant funding and use.

The Board of Directors has retained a Certified Public Accounting firm to conduct an annual audit of the Land Bank, which report for the fiscal year 2023 was received and reviewed by the Board of Directors at its regular meeting on March 6, 2024.