



Authorities Budget Office
Policy Guidance

**Management's Assessment of Internal Control
Structure and Procedures**
2019

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 a successful OPEN C-PACE program defined by measurably reducing greenhouse gas emissions in New York State. As a program administrator, EIC enables a public benefit on behalf of its member municipalities, relieving them of any financial exposure and all administrative burdens of operating the program. Improvements are financed by EIC approved capital providers in accordance with EIC's underwriting guidelines and NYSERDA's C-PACE guidelines. EIC currently operates a Residential program, ending in 2020, which encourages energy conservation in certain communities. 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, 2019. To the extent that deficiencies were identified, EIC has developed corrective action plans to reduce any corresponding risk.

Approved by EIC Board of Directors on 02/12/2020