



STATE OF NEW YORK
Authorities Budget Office

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October 6, 2011

Mr. Carm Basile
Chief Executive Officer
Capital District Transportation Authority
110 Watervliet Avenue
Albany, New York 12206

Dear Mr. Basile:

The Authorities Budget Office (ABO) is authorized to assist public authorities improve management practices and the procedures by which their activities and financial practices are disclosed to the public. Pursuant to Section 2800 of Public Authorities Law, state and local authorities are to make documents pertaining to their mission, current activities, annual financial reports, budgets and independent audit reports accessible to the public on the authority's official or shared web site. To assist state and local authorities meet their disclosure and reporting obligations, the ABO has issued Policy Guidance No. 10-03: "Posting and Maintaining Reports on Public Authority Web Sites". This guidance provides a checklist of policies, reports and other information that the Authority should maintain online in accordance with the Public Authorities Reform Act of 2009 (Act).

On September 29, 2011 we reviewed the Capital District Transportation Authority's (Authority) web site. Our review was limited to verifying that the required information is posted on the Authority's web site. It did not address the substance of these documents. The results of our assessment are attached. We have concluded that the Authority has not made certain required information available on its web site. Please review these findings. Should the Authority need to post additional information to meet the accountability and transparency requirements of Section 2800 of Public Authorities Law, we ask that you do so by November 4, 2011. When done, please provide us with a written confirmation that such actions were taken. You may view Policy Guidance No. 10-03 at www.abo.state.ny.us. Please contact us if you have any additional questions.

Sincerely,

A handwritten signature in cursive script that reads "David Kidera".

David Kidera
Director

Enclosure

cc: Denise A. Figueroa, Capital District Transportation Authority Board of Directors Chair

Review of the Capital District Transportation Authority's Web Site

Information To Be Posted on Public Authority's Web Site	Posted on Web site (Yes/No)
Authority Mission Statement	Yes
Authority Enabling Statute	No
Authority By-laws	No
Authority Code of Ethics	Yes – included in the Authority's procurement manual; however should be more easily accessible
Authority Organization Chart – posting, at a minimum, the Authority's executive structure and major organizational units.	Yes – included in the Authority's strategic plan; however should be more easily accessible
Report on Operations and Accomplishments - Description of the Authority's operations, completed and active projects, as well as any material changes in Authority operations and programs	Yes – however, the annual report for 2011 should be provided
Subsidiaries, Affiliates, and Major Authority Units and required subsidiary reports per statute	No – although information is included in annual reports; separate reports should be available as per statute
List of Authority Board Members, including appointing entity, appointment dates, term and professional experience, background and qualifications of each member and officer	Yes
Executive Management Team (making more than \$100,000 in annual salary) - including professional background, experience and qualifications	Yes – however biographical background should be provided
Authority Performance Measures	Yes – provided in the Authority's strategic plan and route performance report
Authority Performance Measures Report	Yes – provided in the Authority's 2011 Route Performance Report
Authority Schedule of Debt	N/A
Management's Assessment of the Authority's Internal Control Structure and Procedures - including a description of operating and financial risks	No
Board meeting agendas and meeting minutes	No
Board meeting webcasts	Yes
Schedule and notices of all board meetings	No
List of Committees and Committee Members	No
Committee meeting notices and agendas	No
Committee meeting minutes and webcasts	No
Annual Budget Report and details of 4-year financial plan	Yes
Annual Independent Certified Financial Audit	Yes – located in the Authority's annual report; however the 2011 audit should be provided
Independent audit report on internal controls	Yes – located in the Authority's annual report; however the 2011 report should be provided
Independent audit management letter	No
List of Real Property owned by the Authority	Yes
Property Acquisition and Disposition Policies	Yes – included in the Authority's procurement manual; however should be more easily accessible
Personal and Real Property Transactions	No
Policies for the procurement of all goods and services	Yes
Annual Procurement Report - post the reports generated from the PARIS Procurement Report, and include name of the Authority's Procurement Officer	No
Investment Policies	No
Annual Investment Report, including the investment audit results and management letter, record of investment income of the authority and a list of fees paid for investment services	No

Fee Schedules (if applicable) - list of any service or administrative fees charged	Yes
Current Year Official Statements (for those authorities issuing debt)	N/A

*Review conducted by the Authorities Budget Office on September 29th 2011.