



STATE OF NEW YORK
Authorities Budget Office

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May 10, 2011

Mr. Tim Gordon
Executive Director
Agriculture and NYS Horse Breeding Development Fund
90 State Street, Suite 809
Albany, New York 12207

Dear Mr. Gordon:

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 May 4, 2011 we reviewed the Agriculture and New York State Horse Breeding Development Fund (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 July 1, 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: John D. Sabini, Agriculture and NYS Horse Breeding Development Fund Board of Trustees Chair

Review of the Agriculture and NYS Horse Breeding Development Fund 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	Yes
Authority By-laws	Yes
Authority Code of Ethics	Yes
Authority Organization Chart – posting, at a minimum, the Authority's executive structure and major organizational units.	No
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 Authority's 2010 report is not yet posted
Subsidiaries, Affiliates, and Major Authority Units and required subsidiary reports per statute	N/A
List of Authority Board Members, including appointing entity, appointment dates, term and professional experience, background and qualifications of each member and officer	Board members are all ex-officio
Executive Management Team (making more than \$100,000 in annual salary) - including professional background, experience and qualifications	No biographical information is provided for the Executive Director
Authority Performance Measures	No – only provides a narrative of the Authority's programs and results
Authority Performance Measures Report	No
Authority Schedule of Debt	The Authority is unable to issue debt
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	Need to post 3/21/11 meeting
Board meeting webcasts	Audio only
Schedule and notices of all board meetings	Yes
List of Committees and Committee Members	N/A - Board meets as committee of the whole
Committee meeting notices and agendas	N/A
Committee meeting minutes and webcasts	N/A
Annual Budget Report and details of 4-year financial plan	No
Annual Independent Certified Financial Audit	No
Independent audit report on internal controls	No
Independent audit management letter	No
List of Real Property owned by the Authority	Yes
Property Acquisition and Disposition Policies	No
Personal and Real Property Transactions	Yes
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 – procurement officer is identified but no report is posted
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

Date of Review: May 4, 2011