



STATE OF NEW YORK
Authorities Budget Office

P O Box 2076
Albany, NY 12220-0076
WWW.ABO.NY.GOV

e-mail address:
info@abo.ny.gov

Local:518-474-1932
Toll Free: 1-800-560-1770

October 29, 2015

Mr. Duncan Stewart
Executive Director/ CEO
Albany Convention Center Authority
126 State Street
Albany, New York 12207

Dear Mr. Stewart:

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 10/26/2015 we reviewed the Albany Convention Center's web site. Our review was limited to verifying that the required information is posted on Authority's web site. It did not address the substance of these documents. The results of our assessment are attached. 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 December 4, 2015. When completed, please provide us with a written confirmation that such actions were taken. You may view Policy Guidance No. 10-03 at www.abo.ny.gov. Please contact us if you have any additional questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Farrar', written in a cursive style.

Michael Farrar
Acting Director

Enclosure

cc: Gavin Donohue, Chair, Albany Convention Center Authority

Review of Albany Convention Center Authority 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.	Yes
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
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	Yes, but the appointing entity, appointment dates, term, background, and qualifications is missing for Board Member Reginelli.
Executive Management Team (making more than \$100,000 in annual salary) - including professional background, experience and qualifications	Yes
Authority Performance Measures	Yes
Authority Performance Measures Report	Yes
Authority Schedule of Debt	N/A, the authority has not issued debt.
Management's Assessment of the Authority's Internal Control Structure and Procedures - including a description of operating and financial risks	No, The annual report refers to the independent audit, but does not include management's assessment of controls.
Board meeting agendas and meeting minutes	Yes
Board meeting webcasts	No, webcasts of meetings are not posted on the web site
Schedule and notices of all board meetings	Yes
List of Committees and Committee Members	Yes
Committee meeting notices and agendas	Yes
Committee meeting minutes and webcasts	No, committee meeting minutes or webcasts are not posted on the web site
Annual Budget Report and details of 4-year financial plan	Yes
Annual Independent Certified Financial Audit	Yes
Independent audit report on internal controls	Yes
Independent audit management letter	Yes
List of Real Property owned by the Authority	Yes
Property Acquisition and Disposition Policies	Yes
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, the authority has not posted its procurement report on the web site
Investment Policies	Yes
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, the authority has not posted its investment report on the web site
Fee Schedules (if applicable) - list of any service or administrative fees charged	N/A
Current Year Official Statements (for those authorities issuing debt)	N/A

Review conducted by the Authorities Budget Office on 10/26/2015