



STATE OF NEW YORK  
**Authorities Budget Office**

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May 3, 2011

Ms. Gayle M. Horwitz  
President and Chief Executive Officer  
Hugh L. Carey Battery Park City Authority  
One World Financial Center  
24<sup>th</sup> Floor  
New York, New York 12081

Dear Ms. Horwitz:

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 April 21, 2011 we reviewed the Battery Park City 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. 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](http://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: William C. Thompson, Jr., BPCA Board of Directors Chair

## Review of the Hugh L. Carey Battery Park City 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	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 – however the link for the 2010 report does not work and needs to be accessible
Subsidiaries, Affiliates, and Major Authority Units and required subsidiary reports per statute	No - report on the Authority's subsidiary - Battery Park City Park Conservancy in accordance with Section 2827-a(6) needs to be available
List of Authority Board Members, including appointing entity, appointment dates, term and professional experience, background and qualifications of each member and officer	Yes – however needs to also include appointing entity and appointment date for each member
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	No
Authority Schedule of Debt	No schedule of debt available for 2010
Management's Assessment of the Authority's Internal Control Structure and Procedures - including a description of operating and financial risks	Yes
Board meeting agendas and meeting minutes	Yes
Board meeting webcasts	Yes
Schedule and notices of all board meetings	Yes
List of Committees and Committee Members	Yes
Committee meeting notices and agendas	Yes – however only for Audit Committee, other committees information needs to be available
Committee meeting minutes and webcasts	Yes - however only for Audit Committee, other committees information needs to be available
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	No – a list of all real property owned by the Authority needs to be made available
Property Acquisition and Disposition Policies	Yes

Personal and Real Property Transactions	No information available for 2010
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	Yes – however the file was not accessible and needs to be fixed
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	Yes - but does not include record of investment income or fees paid
Fee Schedules (if applicable) - list of any service or administrative fees charged	No information on the fees associated with rents, leases, or other fees charged by the Authority for its facilities
Current Year Official Statements (for those authorities issuing debt)	Yes

\*Review conducted by the Authorities Budget Office on April 21, 2011