



STATE OF NEW YORK  
**Authorities Budget Office**

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

e-mail address:  
info@abo.state.ny.us

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

October 6, 2011

Ms. Tracy Egan  
Executive Director  
NYS Thoroughbred Breeding Development Fund  
Saratoga Spa State Park  
19 Roosevelt Drive, Suite 250  
Saratoga Springs, New York 12866

Dear Ms. Egan:

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 28, 2011 we reviewed the New York State Thoroughbred Breeding Development Fund'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](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: John D. Sabini, NYS Thoroughbred Breeding Development Fund Board of Directors Chair

**Review of the NYS Thoroughbred Breeding Development Fund's Web Site**

<b>Information To Be Posted on Public Authority's Web Site</b>	<b>Posted on Web site (Yes/No)</b>
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 – however information on board members' appointing entity, appointment dates, terms, and biographical information should be provided
Executive Management Team (making more than \$100,000 in annual salary) - including professional background, experience and qualifications	Yes – however biographical information should be provided
Authority Performance Measures	No
Authority Performance Measures Report	No
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	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	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
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	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	Yes
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 – however it is not complete, it does not include any detail on the investment income or an audit
Fee Schedules (if applicable) - list of any service or administrative fees charged	Yes –all fees should be easily accessible through the web site
Current Year Official Statements (for those authorities issuing debt)	N/A

\*Review conducted by the Authorities Budget Office on September 28, 2011.