



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

November 26, 2012

Mr. Wade Davis
Executive Director
Ogdensburg Bridge and Port Authority
One Bridge Plaza
Ogdensburg, New York 13669

Dear Mr. Davis:

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 November 15, 2012 we reviewed the Ogdensburg Bridge and Port Authority's (Authority) web site. Our review was limited to verifying that the required information is posted on the Authority's web site. Our review focused on data for the fiscal year ended March 31, 2012. 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 31, 2012. 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,

David Kidera
David Kidera
Director

Enclosure

cc: Samuel La Macchia, Ogdensburg Bridge and Port Authority Board of Director, Chair

Review of Ogdensburg Bridge and Port 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	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	No – the last one posted was for FYE 2010. Updated and current reports need to be posted
Subsidiaries, Affiliates, and Major Authority Units and required subsidiary reports per statute	No – According to the independent audit, Ogdensburg Border Station, Inc. is a component of the Authority, however no reports are posted
List of Authority Board Members, including appointing entity, appointment dates, term and professional experience, background and qualifications of each member and officer	Yes – but should include appointing entity and biographical information
Executive Management Team (making more than \$100,000 in annual salary) - including professional background, experience and qualifications	No – information on the Executive Director should be provided
Authority Performance Measures	No
Authority Performance Measures Report	No
Authority Schedule of Debt	No – audit indicates \$3.9 million of outstanding bonds
Management's Assessment of the Authority's Internal Control Structure and Procedures - including a description of operating and financial risks	Yes - however link for fiscal year 2011-12 was not working as of this review
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	Yes
Committee meeting notices and agendas	No
Committee meeting minutes and webcasts	No – webcasts are included but meeting minutes are not posted
Annual Budget Report and details of 4-year financial plan	Yes – however the report should include four years of data
Annual Independent Certified Financial Audit	Yes
Independent audit report on internal controls	Yes
Independent audit management letter	No – if no management letter was issued, please indicate so
List of Real Property owned by the Authority	Yes
Property Acquisition and Disposition Policies	Yes – however no

	policy for acquisitions
Personal and Real Property Transactions	No – although there were no transactions during the year, a statement indicating such should be posted
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	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 should include list of fees paid
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 November 15, 2012.