



Control Area/Objective	Control Weaknesses Identified	Corrective Action Plan or Compensating Controls for Weaknesses
<ul style="list-style-type: none"> <li>Reviewed transactions to ensure charges appear reasonable prior to paying the credit card supplier's monthly invoice.</li> </ul>	<p>The Regulating District consistently reviews Fuel Card transactions to ensure the charges appear reasonable prior to paying the credit card supplier's monthly invoice.</p> <p>Occasionally, this review resulted in payment of the Fuel Card supplier's monthly invoice later than the time period established by the Fuel Card supplier. On a couple occasions during the period covered by this certification, this has resulted in risk of suspension of service by the Fuel Card supplier.</p>	<p>As part of this certification process, the Regulating District examined the data included on the Fuel Card provider's online portal. During this examination, it discovered two instances where vehicles that were no longer owned by the Regulating District still had active Fuel Cards. These cards have been cancelled. It also updated information in the portal to make it completely accurate.</p> <p>Having recognized the potential disruption to Regulating District operations that would occur if the Fuel Card supplier suspended service, the Regulating District's Finance staff have placed a high priority for completing transaction review and payment to ensure that the risk of suspension of service by the Fuel Card supplier does not occur.</p>
<ul style="list-style-type: none"> <li>Completed the credit card reconciliation process on all transactions within 30 days of paying the credit card supplier's monthly invoice. This includes having the cardholder verify transaction appropriateness, select the applicable account code for each transaction, and submit transactions for review and approval through the agency's finance office.</li> </ul>	<p>The Regulating District completed the credit card reconciliation process on all transactions within 30 days of paying the credit card supplier's monthly invoice. This includes having the cardholder verify transaction appropriateness, select the applicable account code for each transaction, and submit transactions for review and approval through the agency's finance office.</p>	
<ul style="list-style-type: none"> <li>Identified the cause for transactions not reconciled within 30 days and determined/documentated the corrective action.</li> </ul>	<p>The Regulating District completed the credit card reconciliation process on all transactions within 30 days of paying the credit card supplier's monthly invoice.</p>	

<ul style="list-style-type: none"> <li>Maintained appropriate supporting documentation for each credit card transaction, including approvals, purchase agreements, invoices, log entries and receiving documents (if applicable).</li> </ul>	<p>The Regulating District maintained appropriate supporting documentation for each credit card transaction, including approvals, invoices, and log entries.</p>	
<ul style="list-style-type: none"> <li>Received all items ordered in the proper condition and in accordance with the terms and conditions of the purchase agreement.</li> </ul>	<p>This task is not applicable to purchases made and paid for with Fuel Cards.</p>	
<ul style="list-style-type: none"> <li>Initiated and completed the disputes process appropriately, within 60 days of receiving the credit card supplier's monthly invoice. This includes contacting the merchant to obtain a credit for inappropriate transactions caused by the merchant and notifying the credit card supplier if the merchant is unable to resolve the problem..</li> </ul>	<p>The Regulating District did not experience any disputes with its Fuel Card suppliers during this certification period other than those mentioned above with respect to the timeliness of payment.</p>	
<ul style="list-style-type: none"> <li>Collected reimbursement from the cardholder for any inappropriate transactions made by the cardholder.</li> </ul>	<p>Because the Regulating District did not experience any disputes, it did not need to seek reimbursement for any inappropriate transactions during this certification period.</p>	
<ul style="list-style-type: none"> <li>Reviewed credit card supplier's monthly invoice to determine if disputed charges were corrected appropriately (e.g., account statement's credit amounts are accurate).</li> </ul>	<p>The Regulating District consistently reviewed the Fuel Card supplier's monthly invoice to determine the appropriateness of charges.</p>	

By checking this box, I certify the agency assessed the adequacy of controls over the Voucher Authorizer Designation process. In addition, the agency verified the individuals having the ability to approve vouchers and expense reports for submission to the Comptroller's Office on my behalf (i.e., Voucher Authorizers) have been appropriately authorized in a manner consistent with the appropriate statement(s) on Attachment A of this form.



Signature of Agency Head

6/15/2023

Date

**VOUCHER AUTHORIZER DESIGNATION FORM**

Please complete the applicable statement(s) below to indicate your voucher authorizer designation. Where an agency authorized another agency (e.g., OGS' Business Services Center) to approve its vouchers, complete the additional statement to indicate your agency's delegation of authority to the host agency.

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**Online and Bulkload Agencies**

In accordance with Section 110 of the State Finance Law, vouchers are certified or approved by myself or my designee(s) for submission to the Comptroller for audit. I may authorize one or more officers or employees to make such designations. I hereby authorize the \_\_\_\_\_ (Designee Title) to designate other agency personnel who may certify or approve vouchers on my behalf (i.e., Voucher Authorizers). I authorize Agency Security Administrators (or equivalent) to assign the appropriate role in the Statewide Financial System or our financial management system to those designated as Voucher Authorizers.

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**Hosted Agencies**

I (or through my designee) have delegated authority to the \_\_\_\_\_ (Host Agency Name) to designate its agency personnel to certify or approve vouchers on my behalf (i.e., Voucher Authorizers). I understand this delegation authorizes the host agency's Agency Security Administrator to assign the appropriate role in the Statewide Financial System to those who the host agency has designated as Voucher Authorizers.

Rev. December 2022

Hudson River - Black  
River Regulating  
District  
As of 7/31/2022

Business Unit	Business Name	Solution	Phone	Midlevel	Uname	Suffix	Title	Company Name	Phone1	EXPH1	Phone2	EXPH2	Fax1	EXFAX1	E-Mail	Facility	Address1	Building1	City1	State1	Zip1	Organizational Role
PBC01	Public Benefit Corporations	Mr.	John	M	Callaghan		Board Chair	Hudson River - Black River Regulating District	518-465-5491						callaghan@hrrca.com	54 State Street	54 State Street	Suite 501	Albany	NY	12207	State Agency - Head of Agency; State Agency - Deputy for Administration; State Agency - Voucher Authorizer
PBC01	Public Benefit Corporations	Mr.	Timothy	M	Mullins		Chief Fiscal Officer/Treasurer	Hudson River - Black River Regulating District	518-465-5491						tmullins@hrrca.com	54 State Street	54 State Street	Suite 501	Albany	NY	12207	State Agency - Deputy for Administration; State Agency - Voucher Authorizer; State Agency - Fiscal Officer; State Agency - Internal Control
PBC01	Public Benefit Corporations	Mr.	Robert	S	Ledle		Chief Engineer/Assistant Secretary-Treasurer General Counsel/Secretary	Hudson River - Black River Regulating District	518-465-5491						rlledle@hrrca.com	54 State Street	54 State Street	Suite 501	Albany	NY	12207	State Agency - Audit Liaison State Agency - Voucher Authorizer
PBC01	Public Benefit Corporations	Ms.	Stephanie	P	Razovsky		Director of Administrative Services	Hudson River - Black River Regulating District	518-661-5720				518-661-5720		srazovsky@hrrca.com	737 Bunker Hill Road			Acryfield	NY	12117	Agency - Internal Auditor