

SENATE RULE XIV
"GUIDELINES FOR A SYSTEM OF INTERNAL CONTROLS"

§1. Pursuant to Article 6 of the Legislative Law as enacted by the New York state governmental accountability, audit and internal control act of 1987, the following guidelines for a System of Internal Control are hereby established:

a. all financial transactions shall be executed in accordance with the general or specific authorization of the Temporary President or his or her designated representative;

b. all financial transactions shall be recorded in conformity with generally accepted accounting principles or other applicable criteria and to maintain accountability for assets;

c. access to assets shall be permitted only in accordance with the authorization of the Temporary President or his or her designated representative;

d. the recorded accountability for assets shall be compared with the existing assets at reasonable intervals and appropriate action shall be taken with respect to any differences; and

e. the system of internal controls shall provide reasonable assurance that the foregoing are accomplished.

§2. Expenditure reporting. The Temporary President shall establish a system of expenditure reporting whereby expenditures of the Senate shall be reported by such categories as he or she shall determine. Reports of expenditures by such system shall be published in a form to be prescribed by the Temporary President.