MESSAGE FROM THE PRESIDENT

A strong system of internal controls is essential to achieving efficient and effective operations, while simultaneously safeguarding the University's assets against loss due to waste, abuse, mismanagement, errors and fraud. A strong system of internal controls is also a means of monitoring our efforts to uphold competent and ethical business practices.

All employees must take part in maintaining an effective internal control system. We must remain committed to achieving the University's goals and objectives by maintaining a positive work environment, fulfilling duties and responsibilities while meeting applicable performance standards, and following organizational and departmental policies and procedures that support operations and address areas of risk.

Project 50 Forward, one of the most important initiatives that Stony Brook University has embarked upon in its 56-year history, is an integral part of the University's commitment to ensuring appropriate review of and improvements to internal control and is dedicated to operational excellence, academic greatness and building for our future. It is a comprehensive initiative designed to enhance the fundamental teaching, research and service mission of Stony Brook University. To accomplish this, we must work more efficiently, more effectively, more strategically and more creatively to streamline operations and improve accountability.

I encourage you to become familiar with Project 50 Forward, the University's Five-Part Mission, its administrative policies and its Internal Control Program, all of which can be found on the University's website. Please also visit the University's fraud hotline website for information on how to report suspected incidents of fraud, waste or abuse.

Sincerely,

Samuel L. Stanley Jr., MD
President

ADDITIONAL INFORMATION

For more information please visit www.stonybrook.edu/internalcontrol or contact
Douglas Panico, Internal Control Officer
291 Administration Building
(631) 632-6081
Email: Douglas.Panico@stonybrook.edu

To report suspected fraud, waste or abuse, refer to www.stonybrook.edu/audit/reportfraud

For information on Project 50 Forward, visit www.stonybrook.edu/50forward

Learn more about Stony Brook University's Five-Part Mission at www.stonybrook.edu/pres/mission

For information on Stony Brook University's Administrative Policies, visit www.stonybrook.edu/padmin/policy/policies

Stony Brook University affirms its commitment to implement the provisions of the New York State Governmental Accountability, Audit and Internal Control Act, Chapter 814 of the Laws of 1987.
WHAT IS INTERNAL CONTROL?

Internal control is a process designed to provide reasonable assurance regarding the achievement of objectives in effectiveness and efficiency of operations, reliability of financial reporting, compliance with applicable laws and regulations, and safeguarding of the organization's assets.

At Stony Brook University the Internal Control Program is designed to review, critique and strengthen existing systems and procedures to foster the University's success and help it achieve its mission.

Examples of Internal Controls

- Documenting procedures
- Maintaining records
- Supervising staff
- Maintaining a separation of duties
- Requiring approvals and authorizations
- Providing adequate employee training
- Ensuring adequate safeguards to protect University resources

WHO IS RESPONSIBLE FOR INTERNAL CONTROL?

Everyone has a part in the internal control system at Stony Brook. The roles vary depending upon the level of responsibility and the nature of involvement by the individual. The President and senior executives establish the presence of integrity, ethics, competence and a positive control environment. The directors, department heads and deans have oversight responsibilities for internal controls within their areas. Managers and supervisors are responsible for ensuring that internal controls are established and functioning to achieve the mission and objectives of their units. Each employee within an area must be made aware of and understand proper internal control procedures associated with his or her specific job function.

MAINTAINING STRONG INTERNAL CONTROLS

All employees must participate in maintaining a strong system of internal control.

Here's what you can do:

- Follow the policies and procedures in place for your job.
- Always lock the door when you leave work.
- Keep documents containing confidential or sensitive data in secure files.
- Shred documents containing confidential or sensitive data when no longer needed.
- Do not share or post computer passwords.
- To report suspected incidents of fraud, waste or abuse, use the Fraud Hotline www.stonybrook.edu/audit/reportfraud or inform your supervisor about any suspicious persons or activities.

ETHICAL VALUES AND INTEGRITY

Ethical values are the standards of behavior that form the framework for employee conduct and guide employees when making decisions.

Personal and professional integrity is demonstrated when you:

- Commit to honesty and fairness
- Respect the organization and authority
- Adhere to laws and policies
- Respect the rights of all employees
- Commit to excellence