



Central New York  
Regional Transportation Authority

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Frank Kobliski, Executive Director

January 21, 2015

Office of the State Comptroller  
110 State Street  
Albany, NY 12236

Dear Office of the State Comptroller:

As required, the Central New York Regional Transportation Authority is writing to report what actions have been or will be taken in response to recommendations offered in the audit report on discretionary spending of Authority funds during the period April 1, 2010 to March 31, 2013.

*Audit recommendation #1:*

Examine written policies and procedures to determine if they adequately address the various forms of discretionary spending, including definitions of such costs and necessary justifications, dollar thresholds, formal approvals, and required supporting documentation.

*CNYRTA Response:* We have again, as we did at the time of the audit examination, reviewed our policies and procedures pertaining to discretionary spending and the documentation required to justify and secure appropriate management approval of each expenditure. Our internal control processes are sound. We believe our policies are complete and appropriate. We have reviewed with staff the processes required to be followed and are confident of our success.

*Audit recommendation #2:*

Ensure employees exercise due diligence to obtain goods and services at the lowest reasonable cost to the Authority.

*CNYRTA Response:* We believe our policies are complete and appropriate. We have reviewed with staff the processes required to be followed and are confident of our success.



Audit recommendation #3:

Document in detail the business need when sending multiple employees to conferences or seminars.

*CNYRTA Response:* The process to determine which employees or board members are selected to attend conferences or seminars is thoroughly vetted with executive management and finally approved by the CEO/Executive Director as explained in the CNYRTA response included in the final audit report. Our review of the documentation process shows thorough presentation of the financial impact. In the future the CNYRTA will include in the documentation an assessment of the advantages to the Authority for each employee to attend.

Audit recommendation #4:

Require employees to request the GSA rate for lodging, or provide a written justification and obtain formal prior approval for lodging costs over the GSA rate.

*CNYRTA Response:* Coordination of authority travel activity is the responsibility of one staff member therefore consistently monitored. Attainment of the most affordable rate for travel and lodging has been a regular part of our process when making travel arrangements. Rationale and justification for all travel related costs will be noted on the travel approval documentation (including the GSA rate for lodging).

As always, Authority staff is willing to discuss the above matters in detail. The proper stewardship of public funds is our mutual goal. The CNYRTA Board of Members and the CNYRTA staff take the recommendations of the audit seriously and have used them as a tool to improve our operation.

Sincerely,

A handwritten signature in cursive script, appearing to read "Brian Schultz".

Brian Schultz  
Chairman