

Tioga County Property Development Corporation

Assessment of Internal Controls:

The Tioga County Property Development Corporation (TCPDC) has an Administrative Services Agreement in place with Tioga County to provide the TCPDC with the administrative services, office space and equipment necessary for the performance of the duties of the Land Bank Director through the Economic Development and Planning (EDP) Office. In addition, EDP provides the TCPDC with a part time administrative assistant. Several of the office duties, including but not limited to the receipt and recording of checks and invoices, record keeping, the receipt and recording of mail are performed by both parties, thus adequately addressing the need for the segregation of duties. In addition, the Board of Directors is responsible to provide oversight of operations.

This statement certifies that the Internal Control Officer has documented and assessed the internal control structure and procedures of the TCPDC for the year ending 12/31/21. This assessment found the TCPDC's internal controls to be adequate, and to the extent that deficiencies were identified, the TCPDC has developed corrective action plans to reduce any corresponding risk.