

Steuben Area Economic Development Corporation

October 22, 2020 Meeting Notice

Because of the Novel Coronavirus (COVID-19) Emergency and State and Federal bans on large meetings or gatherings and pursuant to Governor Andrew Cuomo's Executive Order EO No. 202.67 allowing for the extension of public meetings to be held remotely until November 3, 2020, the Steuben Area Economic Development Corporation will hold its regularly scheduled Board Meeting at 12:00 p.m. electronically via webinar instead of a public meeting open for the public to attend in person. Minutes of the Board Meeting will be posted on the Steuben County IDA's website.

The public may submit written comments in advance of the meeting through the Steuben County IDA website (<https://www.steubencountyida.com/contact/>) or by email at scida@steubencountyida.com.

Members of the public may view and listen to the meeting by using the following link: <https://www.steubencountyida.com/meetings/>.

STEUBEN AREA ECONOMIC
DEVELOPMENT COUNCIL
PROPOSED AGENDA
REGULAR MEETING
October 22, 2020
12:00 pm

- | | | |
|------|---|---------|
| I. | Call to Order
Quorum Present | Nisbet |
| II. | Secretary's Report | Alger |
| III. | Treasurer's Report | |
| | a. Financials | Russo |
| | b. EFPR Engagement Letter
2020 Financial Audit | Johnson |
| | c. 2021 Budget Review and Approval | Johnson |
| IV. | New Business | |
| V. | Adjournment | Nesbit |

**Steuben Area Economic Development Corporation
7234 Route 54N, P.O. Box 393, Bath, NY 14810**

**Minutes of the Regular Meeting
February 27, 2020**

- I. Call to Order:** The Regular Meeting of the Steuben Area Economic Development Corporation was called to order at 12:00 p.m. by Chairman, Mike Nisbet at their offices at 7234 State Route 54, Bath, New York 14810. Chairman Nisbet indicated that a quorum was present.

Present:	Mike Nisbet	Chairman
Board	Scott VanEtten	Vice Chairman
	Tony Russo	Treasurer
	Mark Alger	Secretary
	Mike Doyle	Member
	Chris Sharkey	Member
Absent:	Dean Strobel	Member
Staff:	James Johnson	Executive Director
	Kathy Forester	Administrative Assistant
	Jill Staats	IDA Staff
	Keri Allison	IDA Staff
	Russ Gaenzle	Counsel
	Jeff Evans	Counsel

- II. Administrative Oath**
Sue Cranmer, Steuben County Clerk’s Office administered the oath of office to newly elected board members, Scott VanEtten, Tony Russo, and Mike Nisbet.
- III. Secretary’s Report:** A motion to approve the December 11, 2019 Steuben Area Economic Development Corporation Regular Meeting minutes was made by Mike Doyle, seconded by Mark Alger. All in favor. Approved.
- IV. Treasurer’s Report:** Nothing to report.
- V. New Business**
- a. Policy Review**
Harris Beach, LLC has completed a full review of all SAEDC policies to ensure compliance with current regulations. Jamie recommended to the board that all policies be adopted as currently written with the exception of one change; the Expenditure Policy should have a change in the language replacing the title of “Administrative Assistant” to “Finance and Compliance Manager” to align with Keri Allison’s title for the responsibilities outlined in that policy. A motion was made by Mark Alger, seconded by Chris Sharkey. All in favor. Approved.

The following policies were included in this review, and a copy was provided to all Board members:

- Compensation Reimbursement and Attendance
- Defense and Indemnification
- EEO Policies for Personnel Handbook
- Real Property Acquisition
- Sexual Harassment Prevention
- Sexual Harassment Complaint Form
- Audit-Finance Charter
- Capitalization
- Code of Ethics/Whistleblower Policy
- Expenditure Policy Procedure
- Fee Schedule
- Financial Controls
- Governance Committee Charter
- Investment Policy
- Labor Market Policy
- Procurement Policy
- Project Evaluation Criteria
- Project Progress Assessment and Verification
- Property Disposition Guidelines
- Retail Projects
- Termination of Benefits
- Management Assessment of Effectiveness of Internal Controls

b. Appointment of Keri Allison as FOIL Officer

Upon the recommendation of Jamie, a motion was made by Mike Doyle to appoint Keri Allison as the Freedom of Information Law Officer. The motion was seconded by Mark Alger. All in Favor. Approved

VI. Old Business: None

VII. Adjournment

With no further business to discuss, a motion was made by Chris Sharkey to adjourn the meeting at 12:05 p.m., seconded by Mark Alger. All in favor. Approved.

Meeting was adjourned at 12:05 p.m.

Respectfully Submitted,

Mark Alger
Secretary

12:13 PM
10/15/20
Cash Basis

Steuben Area Economic Development Corporation
Balance Sheet
As of October 15, 2020

	<u>Oct 15, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
SAEDC Escrow Acct - CCC Grant	25.00
200 · FIVE STAR checking	154,208.71
201 · Five Star CD - 223481041	<u>98,338.36</u>
Total Checking/Savings	<u>252,572.07</u>
Total Current Assets	<u>252,572.07</u>
TOTAL ASSETS	<u><u>252,572.07</u></u>
LIABILITIES & EQUITY	
Equity	
1110 · Retained Earnings	-89,227.41
3000 · Opening Bal Equity	350,430.43
Net Income	<u>-8,630.95</u>
Total Equity	<u>252,572.07</u>
TOTAL LIABILITIES & EQUITY	<u><u>252,572.07</u></u>

Steuben Area Economic Development Corporation Profit & Loss Budget Performance

		January through December 2020				
		Jan - Dec 20	Budget	Jan - Dec 20	YTD Budget	Annual Budget
Ordinary Income/Expense						
Income						
	4020 · Project Income	0.00	7,600.00	0.00	7,600.00	7,600.00
	4150 · Miscellaneous Income	1,000.00		1,000.00		
	7010 · Interest Income	319.05	980.00	319.05	980.00	980.00
	Total Income	1,319.05	8,580.00	1,319.05	8,580.00	8,580.00
Expense						
	6240 · Miscellaneous	1,250.00		1,250.00		
	6270 · Professional Fees					
	6650 · Accounting	1,850.00	2,500.00	1,850.00	2,500.00	2,500.00
	Total 6270 · Professional Fees	1,850.00	2,500.00	1,850.00	2,500.00	2,500.00
	6670 · Program Expense	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00
	6770 · Supplies					
	6780 · Marketing	0.00	1,900.00	0.00	1,900.00	1,900.00
	Total 6770 · Supplies	0.00	1,900.00	0.00	1,900.00	1,900.00
	6850 · Website	250.00	500.00	250.00	500.00	500.00
	6900 · Marketing	3,000.00		3,000.00		
	Total Expense	9,950.00	8,500.00	9,950.00	8,500.00	8,500.00
	Net Ordinary Income	-8,630.95	80.00	-8,630.95	80.00	80.00
Net Income		-8,630.95	80.00	-8,630.95	80.00	80.00



100 South Clinton Avenue
Suite 1500
Rochester, NY 14604

P 585.427.8900
TF 800.546.7556
F 585.427.8947
W EFPRgroup.com

September 3, 2020

Mr. Michael Nisbet, Board Chairman
Steuben Area Economic Development Corporation
7234 Route 54
P.O. Box 393
Bath, NY 14810

Dear Mr. Nisbet:

We are pleased to confirm our understanding of the services we are to provide for Steuben Area Economic Development Corporation for the year ended December 31, 2020. We will audit the financial statements of Steuben Area Economic Development Corporation, which comprise the statement of financial position as of December 31, 2020, and the related statements of activities and cash flows for the year ended, and the related notes to the financial statements (financial statements).

Audit Objectives

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of Steuben Area Economic Development Corporation's financial statements. Our report will be addressed to Board of Directors of Steuben Area Economic Development Corporation. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue reports, or we may withdraw from this engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Steuben Area Economic Development Corporation is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from the Organization's attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the Organization and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Steuben Area Economic Development Corporation's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will prepare the Organization's federal and state information returns for the year ended December 31, 2020 for the [identify jurisdictions] based on information provided by you. We will also assist in preparing the financial statements and related notes of the Organization in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

If, during our work, we discover information that affects prior-year tax returns, we will make you aware of the facts. However, we cannot be responsible for identifying all items that may affect prior-year returns. If you become aware of such information during the year, please contact us to discuss the best resolution of the issue. We will be happy to prepare appropriate amended returns as a separate engagement.

Our work in connection with the preparation of the tax return(s) does not include any procedures designed to discover defalcations or other irregularities, should any exist. The returns will be prepared solely from information provided to us without any verification by us.

In accordance with federal law, in no case will we disclose your tax return information to any location outside the United States, to another tax return preparer outside of our firm for purposes of a second opinion, or to any other third party for any purpose other than to prepare your return without first receiving your consent.

The Internal Revenue Code and regulations impose preparation and disclosure standards with noncompliance penalties on both the preparer of a tax return and on the taxpayer. To avoid exposure to these penalties, it may be necessary in some cases to make certain disclosures to you and/or in the tax return concerning positions taken on the return that do not meet these standards. Accordingly, we will advise you if we identify such a situation, and we will discuss those tax positions that may increase the risk of exposure to penalties and any recommended disclosures before completing the preparation of the return. If we conclude that we are obligated to disclose a position and you refuse to permit disclosure, we reserve the right to withdraw from the engagement. Likewise, where we disagree about the obligation to disclose a position, you also have a right to choose another professional to prepare your return. In either event, you agree to compensate us for our services to the date of the withdrawal. Our engagement with you will terminate upon our withdrawal.

Your returns may be selected for review by the taxing authorities. Any items resolved against you by the examining agent are subject to certain rights of appeal. In the event of an examination, we will be able to represent you. However, our fees for preparing tax returns do not include representing you in case of an examination of your tax returns.

Mr. Michael Nisbet, Board Chairman
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The IRS permits you to authorize us to discuss, on a limited basis, aspects of your return for one year after the return's due date. Your consent to such a discussion is evidenced by checking a box on the return. Unless you tell us otherwise, we will check that box authorizing the IRS to discuss your return with us.

Should we receive any request for the disclosure of privileged information from any third party, including a subpoena or IRS summons, we will notify you. In the event you direct us not to make the disclosure, you agree to hold us harmless from any expenses incurred in defending the privilege, including, by way of illustration only, our attorney's fees, court costs, outside adviser's costs, or penalties or fines imposed as a result of your asserting the privilege or your direction to us to assert the privilege.

Please note that any person or entity subject to the jurisdiction of the U.S., having a financial interest in, or signature or other authority over, a bank, securities or other financial account having a value exceeding \$10,000 in a foreign country at any time during the year, shall report such relationship. Failure to disclose the required information to the U.S. Department of the Treasury may result in substantial civil and/or criminal penalties.

If you have a financial interest in any foreign account(s), you are responsible for providing our firm all information necessary to prepare any applicable informational returns required by the U.S. Department of the Treasury. If you do not provide our firm with information regarding any interest you may have in a foreign account, we will not prepare any of the required disclosure statements.

Certain communications involving tax advice are privileged and not subject to disclosure to the IRS. By disclosing the contents of those communications to anyone, or by turning over information about those communications to the government, you, your employees, or agents may be waiving this privilege. To protect this right to privileged communication, please consult with us or your attorney prior to disclosing any information about our tax advice. Should you decide that it is appropriate for us to disclose any potentially privileged communication, you agree to provide us with written, advance authority to make that disclosure.

Management has final responsibility for the tax return and, therefore, the appropriate person should review the return carefully before signing it.

It is our policy to keep records related to this engagement for seven years. However, we do not keep any of your original records, so we will return those to you upon the completion of the engagement. When records are returned to you, it is your responsibility to retain and protect the records for possible future use, including potential examination by governmental or regulatory agencies.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; and (3) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the organization from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are required to disclose in the financial statements the date through which subsequent events have been evaluated and whether that date is the date the financial statements were issued or were available to be issued. You agree that you will not date the subsequent event note earlier than the date of the management representation letter.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. The Organization is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the tax services, financial statements, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter the tax services provided and our assistance with preparation of the financial statements and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to assume all management responsibilities for the tax services, financial statement preparation services, and any other nonattest services we provide; you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Mr. Michael Nisbet, Board Chairman
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Independence

Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to your Company and in the performance of our services. Any discussions that you have with personnel of our Firm regarding employment could pose a threat to our independence. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence. In addition, if you hire one of our personnel, you agree to pay us a fee of 20% of that individual's annual base compensation at your Company within 90 days from the first day of employment.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Organization; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of EFPR Group, CPAs, PLLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to oversight agencies or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of EFPR Group, CPAs, PLLC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the oversight agencies. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Joseph J. Kehm, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately February 8, 2021 and to complete your information returns and issue our report no later than March 31, 2021.

We estimate that our fees for these services described above to be \$1,950 for year ended December 31, 2020. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.

Our invoices for these fees will be rendered as work progresses and are due upon receipt. We will charge interest at the rate of 1% per month on all bills 30 days or more past due. The charge in interest on an annual basis is 12%. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Mr. Michael Nisbet, Board Chairman
Steuben Area Economic Development Corporation
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You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2019 peer review report accompanies this letter.

You agree that any dispute (other than our efforts to collect an outstanding invoice) that may arise regarding the meaning, performance or enforcement of this engagement or any prior engagement that we have performed for you, will, prior to resorting to litigation, be submitted to mediation, and that the parties will engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement. Any mediation initiated as a result of this engagement shall be administered within the county of Monroe and state of New York by NAM (National Arbitration and Mediation Inc.), according to its mediation rules, and any ensuing litigation shall be conducted within said county, according to New York State law. The results of any such mediation shall be binding only upon agreement of each party to be bound. The costs of any mediation proceeding shall be shared equally by the participating parties.

We appreciate the opportunity to be of service to [Name of Nonprofit Organization] and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



for EFPR Group, CPAs, PLLC

/gt
Enc.

ACCEPTED BY:

This letter correctly sets forth the understanding of Steuben Area Economic Development Corporation.

Mr. Michael Nisbet, Board Chairman

Date

Tax // Audit & Attestation // Consulting // Planning



Lisa M. Altschaffl, CPA
Jeffrey P. Anzovino, CPA, MSA
Cole F. Beehner, CPA
Charles A. Deluzio, CPA

Joseph E. Petrillo, CPA
Stacey A. Sanders, CPA, CSEP
Daniel W. Wilkins, CPA

Report on the Firm's System of Quality Control

June 8, 2020

To the Partners of EFPR Group LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of EFPR Group LLP (the firm) in effect for the year ended November 30, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and audits of employee benefit plans. As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of EFPR Group LLP, in effect for the year ended November 30, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*; *pass with deficiency(ies)* or *fail*. EFPR Group LLP has received a peer review rating of *pass*.

Deluzio & Company LLP

Deluzio & Company LLP



CPAAI
CPA ASSOCIATES INTERNATIONAL

351 Harvey Avenue, Suite A, Greensburg, PA 15601 // p - 724-838-8322 // f - 724-853-6500
45 South 23rd Street, Suite 102, Pittsburgh, PA 15203 // p - 412-481-1900 // f - 412-481-1923
www.DeluzioCPA.com

**Steuben Area Economic Development Corporation
2021 Budget Breakdown**

Account	2020 Budget	2020 Actual	2021 Proposed Budget	Description
Corning CC Foundation Grant				
2140 · Administrative Income	7,600.00	0.00	7,600.00	
7010 · Interest Income	980.00	250.25	200.00	
Total Revenue and Financing Sources	8,580.00	250.25	7,800.00	
Corning Properties				
6035 · Administrative Expense		0.00	1,000.00	Stipend
6240 · Miscellaneous	250.00	1,250.00		2020 Expenses: Jamie- reimbursement Legislative Expenses; Kathy- stipend
6270 · Professional Fees:6650 · Accounting	2,500.00	1,850.00	2,500.00	EFPR
6670 · Program Expense	3,600.00	3,600.00	3,600.00	REDEC
6850 - Website	250.00			
6851 - Technology			1,500.00	New Line Item (replaces Website)
6900 · Marketing	1,900.00		5,000.00	
6999 · Uncategorized Expenses				
Total Expenditures	8,500.00	6,700.00	13,600.00	
Excess (Deficiency) of Revenues and Capital Contributions Over Expenditures	80.00		(5,800.00)	

