

Steuben Area Economic Development Corporation

January 28, 2021 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. 202.87 allowing for the extension of public meetings to be held remotely until January 29, 2021 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](mailto: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 CORPORATION  
PROPOSED AGENDA  
REGULAR MEETING  
January 28, 2021  
12:00 p.m.

- |      |   |         |
|------|---|---------|
| I.   | Call to Order   | Alger   |
| II.  | Administrative Oath<br>Sue Cranmer, Steuben County Deputy Clerk | Alger   |
| III. | Secretary's Report  | Strobel |
| IV.  | Treasurer's Report  |         |
|      | a. December 2020 Financials                                     | Russo   |
|      | b. 2020 SAEDC Audit   | Johnson |
| V.   | New Business  |         |
|      | a. Policy Review  | Johnson |

<http://www.saedc.com/>

- i. [Audit-Finance Charter](#)
- ii. [Capitalization](#)
- iii. [Code of Ethics & Whistleblower Policy](#)
- iv. [Compensation Reimbursement and Attendance](#)
- v. [Defense and Indemnification](#)
- vi. [EEO Policies for Personnel Handbook](#)
- vii. [Expenditure Policy Procedure](#)
- viii. [Fee schedule](#)
- ix. [Financial controls](#)
- x. [Governance Committee Charter](#)
- xi. [Investment Policy](#)
- xii. [Labor Market Policy](#)

- xiii. [Management Assessment of Effectiveness of Internal Controls](#)
- xiv. [Procurement Policy](#)
- xv. [Project Evaluation Criteria](#)
- xvi. [Project Progress Assessment and Verification Policy](#)
- xvii. [Property Disposition Guidelines](#)
- xviii. [Real Property Acquisition Policy](#)
- xix. [Retail Projects](#)
- xx. [Sexual Harassment Complaint Form \(4850-5997-9143 1\)](#)
- xxi. [Sexual Harassment Prevention Policy \(4813-3399-5399 1\)](#)
- xxii. [Termination of Benefits](#)
- xxiii. [Whistleblower Policy](#)

VI. **Adjournment**

Alger

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

**Minutes of the Regular Meeting**  
**December 10, 2020**

Because of the Novel Coronavirus (COVID-19) Emergency and State and Federal bans on large meetings or gatherings and pursuant to Governor Cuomo's Executive Order 202.79 extending the suspension of the Open Meetings Law, the Steuben County Industrial Development Agency (the "Agency") held this Board Meeting via electronic webinar instead of a public meeting open for the public to attend in person.

- 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      |
|          | Mark Alger        | Secretary          |
|          | Tony Russo        | Treasurer          |
|          | Christine Sharkey | Member             |
| Staff:   | James Johnson     | Executive Director |
|          | Jill Staats       | IDA Staff          |
|          | Keri Allison      | IDA Staff          |
|          | Russ Gaenzle      | SCIDA Counsel      |

- II. Secretary's Report:** A motion to approve the October 22, 2020 Steuben Area Economic Development Corporation meeting minutes was made by Mark Alger, seconded by Scott VanEtten. All in favor. Approved.
- III. Nominating Committee**  
Nominations for the 2021 Committees were presented to the Board by Jamie Johnson. A motion was made to approve these nominations by Scott VanEtten. Seconded by Christine Sharkey. All in favor. Approved.
- IV. Adjournment**  
With no further business to discuss, a motion was made by Dean Strobel 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

12:04 PM

01/22/21

Cash Basis

**Steuben Area Economic Development Corporation**

**Balance Sheet**

As of January 22, 2021

|                                       | <u>Jan 22, 21</u>        |
|---------------------------------------|--------------------------|
| <b>ASSETS</b>                         |                          |
| <b>Current Assets</b>                 |                          |
| <b>Checking/Savings</b>               |                          |
| SAEDC Escrow Acct - CCC Grant         | 25.00                    |
| 200 · FIVE STAR checking              | 153,208.71               |
| 201 · Five Star CD - 223481041        | <u>98,338.36</u>         |
| <b>Total Checking/Savings</b>         | <u>251,572.07</u>        |
| <b>Total Current Assets</b>           | <u>251,572.07</u>        |
| <b>TOTAL ASSETS</b>                   | <u><u>251,572.07</u></u> |
| <b>LIABILITIES &amp; EQUITY</b>       |                          |
| <b>Equity</b>                         |                          |
| 1110 · Retained Earnings              | -98,858.36               |
| 3000 · Opening Bal Equity             | <u>350,430.43</u>        |
| <b>Total Equity</b>                   | <u>251,572.07</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <u><u>251,572.07</u></u> |

**Steuben Area Economic Development Corporation**  
**Profit & Loss YTD Comparison**  
 January through December 2020

|                   |                                |                                       | Jan - Dec 20     | Jan - Dec 20     |
|-------------------|--------------------------------|---------------------------------------|------------------|------------------|
|                   | <b>Ordinary Income/Expense</b> |                                       |                  |                  |
|                   | <b>Income</b>                  |                                       |                  |                  |
|                   |                                | 7010 · Interest Income                | 319.05           | 319.05           |
|                   |                                | <b>Total Income</b>                   | 319.05           | 319.05           |
|                   | <b>Expense</b>                 |                                       |                  |                  |
|                   |                                | 6240 · Miscellaneous                  | 1,250.00         | 1,250.00         |
|                   |                                | 6270 · Professional Fees              |                  |                  |
|                   |                                | 6650 · Accounting                     | 1,850.00         | 1,850.00         |
|                   |                                | <b>Total 6270 · Professional Fees</b> | 1,850.00         | 1,850.00         |
|                   |                                | 6670 · Program Expense                | 3,600.00         | 3,600.00         |
|                   |                                | 6850 · Website                        | 250.00           | 250.00           |
|                   |                                | 6900 · Marketing                      | 3,000.00         | 3,000.00         |
|                   |                                | <b>Total Expense</b>                  | 9,950.00         | 9,950.00         |
|                   |                                | <b>Net Ordinary Income</b>            | -9,630.95        | -9,630.95        |
| <b>Net Income</b> |                                |                                       | <b>-9,630.95</b> | <b>-9,630.95</b> |

STEUBEN COUNTY ECONOMIC DEVELOPMENT CORPORATION

January 28, 2021



Audit Plan Presentation

EFPR Group, CPAs, PLLC

8 Denison Parkway East, Suite 407

Corning, New York 14830

607.962.6891 | [EFPRgroup.com](http://EFPRgroup.com)

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## Scope of Services

EFPR Group will perform the services below for the year ended December 31, 2020:

### Audit Services

- Perform the annual audits of the financial statements in accordance with Generally Accepted Auditing Standards and Government Auditing Standards.

### Management Letter (SAS 115 Letter)

Preparation of management letter containing comments and recommendations with respect to accounting and administrative controls and efficiencies along with internal controls.

### Meetings

Meet with the Board of Directors and Audit Committee to present reports, as requested.

## Engagement Team Members

Joseph Kehm, CPA, Partner

[JKehm@EFPRgroup.com](mailto:JKehm@EFPRgroup.com)

585.340.5178

Kristie Beach, CPA, Director

[KBeach@EFPRgroup.com](mailto:KBeach@EFPRgroup.com)

585.721.5663

## Management's Responsibilities

Management is responsible for preparing, with the oversight of the Board of Directors and Audit Committee, the financial statements and disclosures in conformity with accounting principles generally accepted in the United States of America (GAAP). Management's responsibilities also include the following:

- Establish and maintain effective internal control over financial reporting and proper accounting records.
- Identify and ensure compliance with relevant laws and regulations.
- Safeguard the Organization's assets.
- Select appropriate accounting principles.
- Use reasonable judgments and accounting estimates.
- Make all financial records and related information available to EFPR Group.
- If applicable, record material audit adjustments and affirm to EFPR Group that the impact of any uncorrected misstatements is immaterial to the financial statements taken as a whole.
- Provide EFPR Group with a letter confirming representations made during the audit.

Relating to third party transactions and other non-attest services, management needs to assume responsibility for:

- Overseeing the financial statements, by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience. The member should assess and be satisfied that such individual understands the services to be performed sufficiently to oversee them. However, the individual is not required to possess the expertise to perform or reperform the services.
- Evaluating the adequacy and results of the services performed.
- Accepting responsibility for the results of the services and providing an acknowledgement in writing in regard to their responsibilities. Acknowledgement to include the following:
  - Objectives of the engagement
  - Services to be performed
  - Client's acceptance of its responsibilities
  - Firm's responsibilities
  - Any limitations of the engagement

## Engagement Objectives

Our objectives with respect to the audit of the Organizations' financial statements are summarized below:

- Plan and perform an audit to obtain reasonable assurance about whether the financial statements are free of material misstatements, whether caused by error or fraud. An audit does not provide absolute assurance relative to or any guarantee of the accuracy of the financial statements and is subject to the inherent risk that errors or fraud, if they exist, may not be detected.
- Obtain a sufficient understanding of the Organizations' internal control to plan the audit of the financial statements. However, such understanding is required for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.
- Discuss any significant issues discussed with management in connection with our appointment or retention.
- Communicate our responsibilities in relation to the audit and establish an understanding of the terms of the engagement, including providing you with engagement letters.
- Provide an overview of the overall audit strategy, timing of the audit and significant risks identified.
- Inquire of the Board of Directors and Audit Committee about risks of material misstatement, including fraud risks, and whether they are aware of other matters that may be relevant to the audit such as violations or possible violations of laws or regulations and complaints or concerns raised regarding accounting or auditing matters.
- Communicate with management and the Board of Directors and Audit Committee regarding significant deficiencies and material weaknesses identified during our audit and other timely observations that are significant and relevant to the financial reporting process.
- Work with management toward timely issuance of financial statements.
- Maintain our independence with respect to the Organization.

## Audit Approach – Planned Scope

Overall, our audit strategy is to focus on higher risk areas of material misstatement (whether due to error or fraud) and other areas of concern for management and the Board of Directors and Audit Committee.

Our audit strategy includes consideration of:

- Prior year audit results along with interim results, including discussions with management regarding the Organizations operations, business activities, and risks.
- Inherent risk within the Organization (i.e., the susceptibility of the financial statements to material error or fraud) before recognizing the effectiveness of the control systems.
- A continual assessment of materiality thresholds based upon qualitative and quantitative factors affecting the Organization.
- Changes in staffing levels, particularly those involved in the financial activities of the Organizations.
- Recent developments within the industry, regulatory environment, and general economic conditions.
- Recently issued and effective accounting and financial reporting guidance.
- The Organizations significant and critical accounting policies and procedures, including those requiring significant management judgments and estimates and those related to significant unusual transactions.
- The control environment, risk management and monitoring processes, and the possibility that the control systems and procedures may fail to prevent or detect a material error or fraud. We will place reliance on internal controls, where applicable, in determining the degree of detailed substantive testing required.
- Information about systems and the computer environment in which financial records and related systems operate.

## Audit Approach – Planned Scope

Based upon our initial assessment, our audit will entail a combination of testing controls for reliance and substantive testing. The preliminary primary areas of focus in our overall audit strategy include:

- Cash and Cash Equivalents
- Investments – Certificates of Deposit
- Accounts Receivables and Allowance (if any)
- Revenue Recognition
  - Grants income
  - Business development support
  - Other revenues
- Capital Assets
  - Property and equipment
  - Capital lease
- Other Assets and Liabilities
  - Accounts payable
  - Capital lease obligations
  - Net pension liability
- Net Position/Net Assets
- Supplemental Schedule of Straight Lease Projects (Agency)
- Compliance with Public Authorities Law
- Fraud Risks (always considered)
- Internal Control over Financial Reporting (always considered)

We will communicate to management, the Board of Directors and Audit Committee, in a timely manner, any significant changes to the planned audit strategy or the significant risks initially identified that may occur during the audit to the results of audit procedures or in response to external factors.

## Overall Audit Timeline

The following represents our anticipated schedule with regard to our audit of the annual financial statements of the Organizations:

|  | Jan | Feb | Mar |
|--|-----|-----|-----|
| Meet with management – Pre-Audit (1/28/2021)                             | ✓   |     |     |
| Develop Audit Strategy, and Determine Nature and Scope of Testing        | ✓   |     |     |
| Risk Assessment, Internal Control Discussions & Interim Fieldwork        | ✓   |     |     |
| Fieldwork  |     | ✓   |     |
| Agency Project Information Testing                                       |     |     | ✓   |
| Financial Statement Preparation & Wrap                                   |     | ✓   | ✓   |
| Meeting with management – Post Audit                                     |     |     | ✓   |
| Release Final Financial Statements & Internal Control Letter (3/31/2021) |     |     | ✓   |
| Periodic Meetings and Discussions With Management                        | ✓   | ✓   | ✓   |

## Updated or New Accounting and Reporting Standards

|   |   |
|---|---|
| <p><b>GASB Statement No. 84</b><br/>Fiduciary Activities</p>  | <p>The requirements of this Statement will enhance consistency and comparability by (1) establishing specific criteria for identifying activities that should be reported as fiduciary activities and (2) clarifying whether and how business-type activities should report their fiduciary activities. Greater consistency and comparability enhances the value provided by the information reported in financial statements for assessing government accountability and stewardship.</p> <p style="text-align: center;"><b>*** Effective for periods beginning after December 15, 2019. ***</b></p>   |
| <p><b>GASB Statement No. 87</b><br/>Leases</p>  | <p>This Statement will increase the usefulness of governments' financial statements by requiring reporting of certain lease liabilities that currently are not reported. It will enhance comparability of financial statements among governments by requiring lessees and lessors to report leases under a single model. This Statement also will enhance the decision-usefulness of the information provided to financial statement users by requiring notes to financial statements related to the timing, significance, and purpose of a government's leasing arrangements.</p> <p style="text-align: center;"><b>*** Effective for periods beginning after June 15, 2021. ***</b></p> |
| <p><b>GASB Statement No. 89 -</b><br/>Accounting for Interest Cost Incurred before the End of a Construction Period</p> | <p>The requirements of this Statement will improve financial reporting by providing users of financial statements with more relevant information about capital assets and the cost of borrowing for a reporting period. The resulting information also will enhance the comparability of information about capital assets and the cost of borrowing for a reporting period for both governmental activities and business-type activities.</p> <p style="text-align: center;"><b>*** Effective for periods beginning after December 15, 2020.***</b></p>   |
| <p><b>GASB Statement No. 90</b><br/>Majority Equity Interests-an amendment of GASB Statements No. 14 and No. 61</p>     | <p>The requirements of this Statement will improve the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units.</p> <p style="text-align: center;"><b>*** Effective for periods beginning after December 15, 2019.***</b></p>   |
| <p><b>GASB Statement No. 91</b><br/>Conduit Debt Obligations</p>  | <p>The requirements of this Statement include a single method be used for the reporting of conduit debt obligations. The focus of the Statement is to improve financial reporting by eliminating diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures.</p> <p style="text-align: center;"><b>*** Effective for periods beginning after December 15, 2021.***</b></p>  |

|   |   |
|---|---|
| <p><b>GASB Statement No. 92</b><br/>Omnibus 2020</p>  | <p>The requirements of this Statement will enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB statements.</p> <p style="text-align: center;"><b>*** Effective for periods beginning after June 15, 2021.***</b></p>   |
| <p><b>GASB Statement No. 93</b><br/>Replacement of Interbank Offered Rates</p>  | <p>The requirements of this Statement include a single method be used for the reporting of conduit debt obligations. The focus of the Statement is to improve financial reporting by eliminating diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures.</p> <p style="text-align: center;"><b>*** Effective for periods beginning after June 15, 2021.***</b></p>  |
| <p><b>GASB Statement No. 94</b><br/>Public-Private and Public-Public Partnerships (PPP's) and Availability Payment Arrangements (APA's)</p> | <p>The requirements of this Statement will improve financial reporting by establishing the definitions of PPPs and APAs and providing uniform guidance on accounting and financial reporting for transactions that meet those definitions. The focus of the Statement is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements.</p> <p style="text-align: center;"><b>*** Effective for periods beginning after June 15, 2022.***</b></p>                |
| <p><b>GASB Statement No. 96</b><br/>Subscription-Based Information Technology Arrangements (SBITAs)</p>                                     | <p>The requirements of this Statement will improve financial reporting by establishing a definition for SBITAs and providing uniform guidance for accounting and financial reporting for transactions that meet that definition. The focus of the Statement is to provide guidance on the accounting and financial reporting for subscription-based information technology arrangements for government end users.</p> <p style="text-align: center;"><b>*** Effective for periods beginning after June 15, 2022.***</b></p> |



**GASB Statement No. 97**

Certain Component Unit Criteria,  
and Accounting and Financial  
Reporting for Internal Revenue  
Code Section 457 Deferred  
Compensation Plans

The requirements of this Statement will result in more consistent financial reporting of defined contribution pension plans, defined contribution OPEB plans, and other employee benefit plans, while mitigating the costs associated with reporting those plans. The focus of the Statement is to (1) increase consistency and comparability related to the reporting of fiduciary component units in circumstances in which a potential component unit does not have a governing board and the primary government performs the duties that a governing board typically would perform, (2) mitigate costs associated with the reporting of certain defined contribution pension plans, defined contribution other postemployment benefit plans, and employee benefit plans other than pension plans or OPEB plans as fiduciary component units in fiduciary fund financial statements, and (3) enhance the relevance, consistency, and comparability of the accounting and financial reporting for Internal Revenue Code Section 457 deferred compensation plans that meet the definition of a pension plan and for benefits provided through those plans.

**\*\*\* Effective for periods beginning after June 15, 2021.\*\*\***