

Steuben Area Economic Development Corporation
7234 Route 54 North
PO Box 393
Bath, NY 14810

Board Meeting Notice
January 22, 2026

Steuben Area Economic Development Corporation will hold a Board Meeting at 12:00 pm on January 22, 2026. The meeting is open to the public and those wishing to view the meeting as it is being held may do so by visiting:

[Steuben Area Economic Development January 22, 2026 Board of Directors Meeting](#)

Sincerely,
Dean Strobel
Board Chair

Steuben Area Economic Development Corporation
Regular Meeting of the Board of Directors
Agenda
January 22, 2026, 12:00 pm

1. Call to Order – Quorum present Fitzpatrick
2. Secretary's Report – December 18, 2025, minutes. Davidson
3. Audit Presentation K. Beach
4. Treasurer's Report – December financials Russo
5. New Business:
 - a) Board Annual Disclosures Johnson
6. Adjournment Fitzpatrick

Steuben Area Economic Development Corporation

7234 Route 54N, P.O. Box 393, Bath, NY 14810

Meeting Minutes

December 18, 2025

I. **Call to Order** – The Regular Meeting of the Steuben Area Economic Development Corporation was called to order at 12:01 pm by Vice Chair, Fitzpatrick, who confirmed that there was a quorum present.

Present:	Kelly Fitzpatrick	Vice Chair
	Mike Davidson	Secretary
	Michelle Caulfield	Member
	Sarah Creath	Member
	James Johnson	Executive Director
	Jill Staats	Deputy Director
	Matt Bull	Director of Community and Infrastructure Development
	Russ Gaenzle	IDA Counsel
	Kelly Hortman	Administrative Assistant
Absent:	Dean Strobel	Chairman
	Tony Russo	Treasurer
	Mark Alger	Member
Guests:	Kam Keeley	Three Rivers Development

II. **Secretary's Report** – Davidson presented the October 23, 2025, meeting minutes as presented in the board materials. A motion to approve the minutes was made by Creath and seconded by Caulfield. All voted in favor and the motion passed.

III. Treasurer's Report –

- a) October/November 2025 Financials** – Johnson reviewed the October/November financials for the SAEDC as presented in the board package. Motion to approve the report as presented was made by Davidson and seconded by Creath. All voted in favor and the motion passed.
- b) Audit Engagement** – Johnson reviewed the 2025 Audit Engagement with KMB CPAs included in the board packet. A motion to approve the one-year engagement as presented was made by Creath and seconded by Davidson. All voted in favor and the motion passed.

IV. New Business:

- a) Nominations of Officers** - Johnson presented the proposed slate of board members and officers which were reviewed and recommended by the nominating committee. No additional nominations from the board were made. Creath motioned to approve the slate as presented which was seconded by Davidson. All voted in favor and the motion passed.
- b) Fee Policy** - Johnson reviewed the revised Fee Schedule as presented in the board packet. The revision addresses concerns over reimbursement of costs prior to closing for large-scale renewable energy projects. The recommendation is to collect payment totaling one-eighth of one percent of the total project costs upon submission of the project application. This payment will be held in escrow to be used for agency costs excluding legal fees. At time of closing, the payment will be credited against the agency fee of 1%. A motion to approve the revised Fee Schedule was made by Davidson and seconded by Creath. All voted in favor and the motion passed.

V. Adjournment – With no further business to discuss, a motion was made by Caulfield to adjourn the meeting at 12:19 pm, seconded by Creath. All voted in favor and the motion passed.

Respectfully submitted,

Mike Davidson
Secretary

Kristie M. Beach

CPAs, PLLC



January 22, 2026

Audit Plan Presentation

Kristie M. Beach, CPAs, PLLC

585.721.5663 | kmbeachcpa.com

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SCOPE OF SERVICES

Kristie M. Beach, CPA, PLLC will perform the services below for the year ended December 31, 2025:

Audit Services

- Perform the annual audits of the financial statements in accordance with Generally Accepted Auditing Standards and Government Auditing Standards for:
 - Steuben County Industrial Development Agency
 - Steuben County Economic Development Corporation

Management Letter (AU-C 265 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 Finance/Audit Committee to present reports, as requested.

ENGAGEMENT TEAM MEMBERS



Kristie Beach, CPA
Partner
kmbeach@kmbeachcpa.com
585.721.5663



Ethan Yotter
Senior Accountant
eryotter@kmbeachcpa.com
716.868.9440

MANAGEMENT'S RESPONSIBILITIES

Management is responsible for preparing, with the oversight of the Board of Directors and Finance/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 Kristie M. Beach, CPAs.
- If applicable, record material audit adjustments and affirm to Kristie M. Beach, CPAs that the impact of any uncorrected misstatements is immaterial to the financial statements taken as a whole.
- Provide Kristie M. Beach, CPAs 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 Finance/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 Finance/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 Organizations.

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 Finance/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 Organizations (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 Organizations.
- 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, including identification of related parties.
- 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.

Auditing standards generally accepted in the United States of America require us to identify significant risks in the planning stage of our audit. Based upon our initial assessment the preliminary primary areas of focus in our overall audit strategy include:

- Management override of controls (always considered)
- Improper revenue recognition due to fraud (always considered)
- Internal Control over Financial Reporting (always considered)

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
- Other Assets and Liabilities
 - Accounts payable
 - Net pension liability
- Net Position/Net Assets
- Supplemental Schedule of Straight Lease Projects (Agency)
- Compliance with Public Authorities Law

We will communicate to management, the Board of Directors and Finance/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
Planning meeting with management and Finance/Audit Committee (1/22/2026)	✓		
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, Finance/Audit Committee and Board – Post Audit			✓
Release Final Financial Statements & Internal Control Letter (3/31/2026)			✓
Periodic Meetings and Discussions With Management	✓	✓	✓

NEW ACCOUNTING AND REPORTING STANDARDS

GASB Statement No. 102 Certain Risk Disclosures	The objective of this Statement is to provide users of government financial statements with essential information about risks related to a government's vulnerabilities due to certain concentrations or constraints. *** Effective for periods beginning after June 15, 2024.***
GASB Statement No. 103 Financial Reporting Model Improvements	The objective of this Statement is to improve key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government's accountability. *** Effective for periods beginning after June 15, 2025.***
GASB Statement No. 104 Disclosure of Certain Capital Assets	The objective of this Statement is to provide users of government financial statements with essential information about certain types of capital assets. *** Effective for periods beginning after June 15, 2025.***
GASB Statement No. 105 Subsequent Events	The objective of this Statement is to improve the financial reporting requirements for subsequent events, thereby enhancing consistency in their application and better meeting the information needs of financial statement users. *** Effective for periods beginning after June 15, 2026.***

Statement of Financial Position by Fund with Comparison to Prior Year End

Run: 1/14/2026 at 10:56 AM

Steuben Area Economic Development Council**For 12/31/2025**

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SAEDC

	This Year	Last Year	Change
Assets			
Current Assets			
20,0200,020.00 SAEDC Checking xx2455 - Five Star Bank	105,432.68	119,625.43	(14,192.75)
20,0201,020.00 SAEDC Five Star CD	109,292.15	104,349.15	4,943.00
Total Current Assets	<u>214,724.83</u>	<u>223,974.58</u>	<u>(9,249.75)</u>
Non-Current Assets			
Fixed Assets			
Land			
Buildings			
Equipment			
Goodwill			
Depreciation			
Total Assets	<u>214,724.83</u>	<u>223,974.58</u>	<u>(9,249.75)</u>
Liabilities and Fund Balance			
Liabilities			
Current Liabilities			
Non-Current Liabilities			
Fund Equity			
NonSpendable Fund Balance			
Fund Balance			
20,0915,090.00 Fund Balance	223,974.58	229,809.61	(5,835.03)
Total Fund Balance	223,974.58	229,809.61	(5,835.03)
Current Year Change in Fund Balance	(9,249.75)	(5,835.03)	(3,414.72)
Total Fund Equity	<u>214,724.83</u>	<u>223,974.58</u>	<u>(9,249.75)</u>
Total Liabilities and Fund Balance	<u>214,724.83</u>	<u>223,974.58</u>	<u>(9,249.75)</u>

Statement of Activity - MTD and YTD by Department
Steuben Area Economic Development Council
For 12/31/2025

SAEDC	M-T-D Actual	Y-T-D Actual	Y-T-D Budget	Variance
Income				
Administrative Income				
Business Development Income				
Other Income	0.00	4,943.00	5,000.00	(57.00)
20,22791.100.00 Interest Income	0.00	4,943.00	5,000.00	(57.00)
Total Other Income				
Total Income	0.00	4,943.00	12,500.00	(7,557.00)
Expenses				
Office Expenses				
Professional Services Expense	0.00	7,842.75	7,000.00	(842.75)
20,6210,400.00 Accounting	0.00	7,842.75	7,000.00	(842.75)
Total Professional Services Expenses				
Salaries & Wages Expense				
Administrative Expenses	0.00	5,350.00	4,000.00	(1,350.00)
1,000.00 Marketing	1,000.00	1,000.00	1,000.00	0.00
20,6640,400.00 Website				
Total Administrative Expenses	1,000.00	6,350.00	5,000.00	(1,350.00)
Utility Expenses	0.00	0.00	3,600.00	3,600.00
20,6670,400.00 Program Expense	0.00	0.00	3,600.00	3,600.00
Total Utility Expenses				
Travel Expenses				
Insurance Expense	0.00	0.00	700.00	700.00
20,6800,400.00 Insurance	0.00	0.00	700.00	700.00
Total Insurance Expense				
Infrastructure Expense				
Other Expenses				
Total Expenses	1,000.00	14,192.75	16,300.00	2,107.25
Excess Revenue Over (Under) Expenses	(1,000.00)	(9,249.75)	(3,800.00)	(5,449.75)