



**INDUSTRIAL DEVELOPMENT AGENCY
LOCAL DEVELOPMENT CORPORATION**

Meeting Minutes – Joint Meeting of the IDA and LDC Audit Committees

March 18, 2018

20 Ontario Street, Suite 106B
Canandaigua, NY 14424

Members Present	Members Absent
Lew Zulick, Chair	Ken Ingersoll, CPA, Member
Mike Davis, Member	Kelly Mittiga, Member (call in)
Staff Present	Guests Present
Michael Wojcik, CFO	Tom Lauffer, CPA – Raymond Wager, CPA
Sue Vary, Staff	
Michael Manikowski, ED	

Lew Zulick called the joint Industrial Development Agency/Local Development Corporation Audit Committee meeting to order at 4:02 PM.

A quorum was present.

Minutes from the December 11, 2017 Joint Audit Committee Meeting: *A motion was offered by Mike Davis, seconded by Lew Zulick, to approve the minutes of the December 11, 2017 Audit Committee meeting. Unanimously approved.*

GENERAL BUSINESS:

Ontario County Industrial Development Agency:

Michael Wojcik introduced Tom Lauffer, CPA and informed the committee that it was Tom's third year as the lead auditor. Tom Lauffer passed out an executive summary of the Ontario County Industrial Development Agency financial statements:

Tentative Annual Financial Statements and PARIS Reports for the year ended December 31, 2017 - Tom Lauffer began his presentation indicating that his firm

issued an unqualified opinion and that there were no material weaknesses or significant deficiencies uncovered during their audit. Michael Manikowski said they were getting close to securing an airport manager and that this person is key to properly developing the county asset. Tom Lauffer said this years financial statements were almost identical to last years statements operationally. Michael Manikowski said that 2018 is shaping up to be a very good year for the Agency side of the Company.

Tentative Management Letter – Tom Lauffer directed the committee to the last page of the Executive Summary that summarized the management letter. He also indicated that some of the items listed last year were corrected or no longer relevant. He said that until the airport is able to sustain itself this item will continue to be an item on the annual letter. Michael Wojcik said it was nice not dealing with the day to day fueling operations any further.

Tentative Letter of Communication – Tom began by informing the Committee that despite the Committee having a separate copy of the letter in hand, this letter is typically affixed to the audited financial statement at the end of the report. Tom Lauffer indicated that there were no disputes or disagreements with management during the engagement and that the audit went well.

A motion was offered by Mike Davis and seconded by Lew Zulick to block and approve the 2017 Tentative Audited Financial Statements, Tentative Management Letter, and Tentative Letter of Communication of the Ontario County Industrial Development Agency as presented by Tom Lauffer, CPA as final. Unanimously approved.

Michael Wojcik reported on the following two reports;

Federal Single Audit and DOT Single Audits (Discussion only) – Michael Wojcik reviewed the criteria surrounding the need to complete the Federal and NYS DOT Single audits. He informed the Committee that these are typically triggered by a large grant or numerous grants in excess of \$750,000. In 2017, the OCIDA did not meet the threshold amount. He further explained that since the federal threshold was not met, the NYS DOT Single Audit is not required to be completed. No motion is required.

Annual Procurement Report – Michael Wojcik reviewed the procurement report for 2017. He said this report is a required filing with the Authorities Budget Office by march 31, 2018. He said that the only real change in the report from year to year are the airport project contractors. *A motion was offered by Lew Zulick, seconded by Mike Davis, to approve the 2017 Annual Procurement Report as presented by Michael Wojcik. Unanimously approved.*

Management’s Internal Control Assessment: Michael Wojcik reviewed the statement entitled ‘Management’s Assessment of the Effectiveness of Internal Control Structure and Procedures for the Ontario County Industrial Development Agency’ signed by both the Executive Director and Chief Financial Officer. He reviewed what procedures were

tested during the year and indicated that the signed statement will be posted on the website. *A motion was offered by Mike Davis to block and approve the 2017 Annual Procurement Report and 2017 Management's Assessment of the Effectiveness of Internal Control Structure and Procedures for the Ontario County Industrial Development Agency statement for the Ontario County Industrial Development Agency as presented by Michael Wojcik. Seconded by Lew Zulick. Unanimously approved.*

Ontario County Local Development Corporation:

Tom Lauffer proceeded to present and discuss in detail the following financial reports pertaining to the Ontario County LDC:

Tentative Annual Financial Statements and PARIS Reports for the year ended December 31, 2017 – Tom Lauffer began his financial presentation citing that this year their firm issued an unqualified opinion and indicated there were no material weaknesses or significant deficiencies discovered during their audit engagement. Michael Manikowski said the OCLDC had one project this year at the end of the year and it generated a lot of income for the OCLDC. Michael Wojcik said it was enough revenue to keep the OCLDC going for some time.

Tentative Management Letter – There was only one item to discuss. Tom reported that the only finding was when Michael Wojcik was out on extended medical leave, the bank reconciliations did not get done in a timely fashion. Michael said it was his intent to complete the reconciliations from home however QuickBooks was inaccessible when remotely connecting to the Company's main frame. Michael said he would find a backup that would not jeopardize the established internal controls.

Tentative Letter of Communication - Tom Lauffer indicated that the audit went smoothly and that there were no disputes or disagreements during the engagement.

A motion was offered by Lew Zulick to block and approve the 2017 Tentative Audited Financial Statements, Tentative Management Letter and Tentative Letter of Communication for the Ontario County Local Development Corporation as presented by Michael Wojcik and Tom Lauffer. Unanimously approved.

Annual Procurement Report – Michael reviewed the procurement report that was the uncertified PARIS report. He said the expenditure section of the report was missing because there were no vendors paid over \$5,000 in 2017. He said he did not expect to have any vendors in 2018 to eclipse the threshold. *A motion was offered by Lew Zulick, seconded by Mike Davis, to approve the 2017 Annual Procurement Report for the Ontario County Local Development Corporation as presented by Michael Wojcik. Unanimously approved.*

Management's Internal Control Assessment: Michael Wojcik reviewed the statement entitled 'Management's Assessment of the Effectiveness of Internal Control Structure and Procedures for the Ontario County Local Development Corporation' signed by both the Executive Director and Chief Financial Officer. *A motion was offered by Mike Davis, to approve Management's Assessment of the Effectiveness of Internal Control Structure and Procedures for the Ontario County Local Development Corporation statement for the Ontario County Local Development Corporation as presented by Michael Wojcik. The motion was seconded by Lew Zulick. Unanimously approved.*

At 4:41 PM, a motion was offered by Mike Davis and seconded by Lew Zulick to adjourn the joint Audit Committee meeting of the Ontario County Industrial Development Agency and the Ontario County Local Development Corporation. Unanimously approved.

Respectfully submitted,

Michael Wojcik