



**INDUSTRIAL DEVELOPMENT AGENCY
LOCAL DEVELOPMENT CORPORATION**

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

March 18, 2016

20 Ontario Street, Suite 106B
Canandaigua, NY 14424

Members Present	Members Absent
Lew Zulick, Chair (call in)	
Mike Davis, Member	Ken Ingersoll, CPA, 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 8:00 am.

A quorum was present.

Minutes from the January 15, 2016 Joint Audit Committee Meeting: *A motion was offered by Lew Zulick seconded by Mike Davis to approve the minutes of January 15, 2016. Unanimously approved.*

GENERAL BUSINESS:

Ontario County Industrial Development Agency:

Michael Wojcik introduced Tom Lauffer, CPA from the firm of Raymond F. Wager, CPA, P.C. Tom Lauffer proceeded to present and discuss in detail the following financial reports relating to the Ontario County Industrial Development Agency:

Tentative Annual Financial Statements and PARIS Reports for the year ended December 31, 2015 - 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. He then continued discussing the results of the December 31, 2015 audit using the executive summary as a guide. Mike Davis had indicated that Michael Wojcik had shared the preliminary figures with the Board. Tom indicated that the IDA completed many big projects this year that translated into a good year for the IDA.

Tentative Management Letter – Tom Lauffer directed the committee to the last page of the Executive Summary that summarized the management letter. Two items from last years audit were still outstanding. The first item is that the IDA should do a better job detailing what the ‘Project Benefited Amount’ is on a project. Michael Wojcik explained that nothing has changed from last year and that this would be done in parallel with Ontario County’s updating of its 5-year economic strategic plan and the resultant amendment of the IDA’s Uniform Tax Exemption Policy. He further explained that both projects that were scheduled to be completed in 2015 were still on going at 12/31/15. He furthered the discussion with recent NYS law amendments requiring certain types of information required to be caught on the application. Tom Lauffer continued on discussing the management letter which included a management fee receivable, the equity position of the airport fund, internal controls of the airport fueling station and continuing implementing changes as required by the IDA reform act.

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

Tentative Federal Single Audit for the year ended December 31, 2015 – Tom Zuber discussed the requirements dictating the need to complete this audit. He indicated that there were no findings and that the IDA is now considered a low risk auditee due to the length consecutive times the audit has been performed.

A motion was offered by Mike Davis and seconded by Lew Zulick to block and approve the 2015 Tentative Audited Financial Statements, Tentative Management Letter, and Tentative Letter of Communication Ontario County Industrial Development Agency as presented by Tom Lauffer, CPA of Raymond F. Wager, CPA, PC as final. Carried.

Michael Wojcik reported on the following three 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. Michael informed the committee that the threshold triggering an audit was increased from \$500,000 to \$750,000 in 2015 and that the OCIDA did not meet the threshold amount in 2015. He further explained that since the federal threshold was not met, the NYS DOT Single Audit is not required regardless of the amount spent. Michael Wojcik reported on the following two reports;

Annual Procurement Report – Michael Wojcik reviewed the procurement report for 2015. The report was the uncertified PARIS report.

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. He said in 2016 the OCIDA will research the ability to monitor contract balance via purchase orders and develop a Fixed Asset review policy and accompanying procedure.

A motion was offered by Mike Davis, seconded by Lew Zulick, block and approve the 2015 Annual Procurement Report and 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. Carried.

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, 2015 – 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 cited the obvious that there was very little activity in the company in 2015.

Tentative Management Letter – There was only one item to discuss and that was to closely monitor the fiscal operations of the Company.

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 Mike Davis and seconded by Lew Zulick to block and approve the 2015 Tentative Audited Financial Statements, Tentative Management Letter and Tentative Letter of Communication for the Ontario County Local development Corporation as presented by Michael Wojcik. Carried.

Kelly Mittaga left the meeting at 8:29 a.m.

Michael Wojcik proceeded to report on the following two reports;

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 2015.

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. He indicated that the same procedures that were tested during the year for the Ontario County Industrial Development Agency were tested for the Ontario County Local Development Corporation.

A motion was offered by Mike Davis, seconded by Lew Zulick, to block and approve the 2015 Annual Procurement Report and 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. Carried.

At 8:42a.m., 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. Carried.

Respectfully submitted,

Michael Wojcik