

One DiPronio Drive, Waterloo, New York 13165

Fax (315) 539-4340

**SENECA COUNTY
ECONOMIC DEVELOPMENT CORPORATION
Audit Committee Meeting Minutes**

Wednesday, March 14, 2022

2:25pm

Held via Zoom Livestreamed due to COVID-19

Attendance:

Members Present: Steve Brusso SCEDC Chair, Thomas Kime and Jeff Shipley

Staff Present: Sarah Davis- Executive Director, Patricia Jones- Deputy Director, and Kelly Kline- Office Manager

Others Attending: Robert E. Kernan, Jr., SCEDC CFO ; Audit Firm Representatives: John Rynkiewicz, Jr., CPA- Principal and Michael J. DeBadts CPA- Lead Auditor

Chair Brusso called the meeting to order at 2:25 pm. A quorum of the Committee was present.

Approval of the Audit Committee Minutes / September 14, 2021:

The minutes of the Agency's Audit Committee Meeting of September 14, 2021 had been mailed to Committee members prior to the meeting. A motion was made by Mr. Brusso to approve the minutes, Seconded by Mr. Kime. Members Brusso and Kime voted "yea." Motion carried.

Presentation of the 2020 IDA Audit and Management Letter:

Mr. Rynkiewicz informed the committee that as a result of the audit an unqualified opinion was issued relating to the financial position of the Agency on December 31, 2020. Opinion: "in our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Seneca County Economic Development Corporation as of December 31, 2021, and 2020, And the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America."

The firm did not identify a Material Weakness or Significant Deficiencies in internal control in this year's audit. It was noted that prior year recommendation had been implemented to the firm's satisfaction.

The following schedules from the Financial Executive Summary were presented by the audit firm representative Mr. Rynkiewicz:

- Seneca County Economic Development Corporation- Combined Statement of Financial Position- From Page 4 and 5 of the Audited Financial Statements December 31, 2021 and 2020.

Assets, Liabilities and Net Assets:

- Total Assets measured \$163,367 at 12/31/21 compared to \$236,151 at 12/31/20, Variance (\$72,784).
- Total Liabilities measured \$0 at 12/31/21 compared to \$139 at 12/31/20, Variance (\$139).
- Total Net Assets measured \$163,367 at 12/31/21 compared to \$236,012 at 12/31/20, Variance (72,645).
- Total Liabilities and Net Assets measured \$163,367 at 12/31/21 compared to \$236,151 at 12/31/20, Variance (\$72,784) .

Revenues:

- Total Revenues measured \$7,874 at 12/31/21 compared to \$23,632 at 12/31/20. Variance (\$15,758).
 - Burial income down (\$13,318) in 2021.
- Total Expenses measured \$80,519 at 12/31/21 compared to \$127,682 at 12/31/20, Variance \$47,163.

- Program Services down \$17,485 and Supporting Services down \$29,678 in 2021.
 - Change in Net Assets measured (\$72,645) at 12/31/21 compared to (\$104,050) at 12/31/20, Variance \$31,405.
 - Net assets- End of Year measured \$163,367 at 12/31/21 compared to \$236,012 at 12/31/20, Variance (\$72,645).
- Seneca County Economic Development Corporation- Summarized Balance Sheet- General Operations- From Page 14 of the Audited Financial Statements December 31, 2021 and 2020.

Assets:

- Total Assets measured \$163,367 at 12/31/21 compared to \$1,047,595 at 12/31/20, Variance (\$884,228).
 - Due to decrease in Cash of (\$42,965) and amount due from other funds of (\$841,263) in 2021.

Net Assets:

- Total Net Assets measured \$163,367 at 12/31/21 compared to \$1,047,595 at 12/31/20, Variance (\$884,228).
 - See note above.

Financial Highlights:

- Due from other funds- cemetery:
 - 2011-2016- \$11,263.
 - 2017- 75,000.
 - 2018- 65,000.
 - 2019- 100,000.
 - 2020- 90,000.
 - 2021- (841,263).
 - Total- \$0

- Seneca County Economic Development Corporation- Summarized Income Statement- General Operations- From Page 15 of Audited Financial Statements for Years Ended December 31, 2021 and 2020.

Revenues and Expenses:

- Total Revenues measured \$95 at 12/31/21 compared to \$175 at 12/31/20, Variance (\$80).
 - Total Expenses measured \$22,678 at 12/31/21 compared to \$21,956 at 12/31/20. Variance \$722.

Other Revenues and Expenses:

- Transfer to Cemetery measured (\$861,645) at 12/31/21 compared to \$0 at 12/31/20, Variance (\$861,645).
 - Total Revenues and Expenses measured (\$861,645) at 12/31/21 compared to \$0 at 12/31/20. Variance (\$861,645).
 - Changes in Net Assets measured (\$884,228) at 12/31/21 compared to (\$21,781) at 12/31/20. Variance (\$862,447).
 - Net assets- End of Year measured \$163,367 at 12/31/21 compared to \$1,047,595 at 12/31/20, Variance (\$884,228).
 - Due to transfer to Cemetery.

- Seneca County Economic Development Corporation- Summarized Balance Sheet- Cemetery- From Page 14 of Audited Financial Statements December 31, 2021 and 2020.

Assets, Liabilities and Net assets:

- Total Assets measured \$0 at 12/31/21 compared to \$29,819 at 12/31/20, Variance (\$29,819).
 - Total Liabilities measured \$0 at 12/31/21 compared to \$841,402 at 12/31/20, variance (\$841,402).
 - Operations of the Cemetery transferred back to Seneca county in June 2021.
 - Total Net Assets measured \$0 at 12/31/21 compared to (\$811,583) at 12/31/20, Variance (\$811,583).

- Total Liabilities and Net Assets measured \$0 at 12/31/21 compared to \$29,819 at 12/31/20, Variance (\$29,819).
- Seneca County Economic Development Corporation- Summarized Income Statement- Cemetery- From Page 5 of Audited Financial Statements- December 31, 2021 and 2020.
Revenues, Expenses, Other Revenues and Expenses and Net Assets:
 - Total Revenues measured \$7,779 at 12/31/21 compared to \$23,457 at 12/31/20, Variance (\$15,678).
 - Burial Income down (\$13,318) in 2021.
 - Total Expenses measured \$57,841 at 12/31/21 compared to \$105,726 at 12/31/20, variance (\$47,885).
 - Program Services down (\$22,650) and Supporting Services down (\$25,235) in 2021.
 - Transfer from Operating- Cemetery measured \$861,645 at 12/31/21 compared to \$0 at 12/31/20, Variance \$861,645.
 - Changes in Net Assets measured \$811,583 at 12/31/21 compared to (\$82,269) at 12/31/20, Variance \$893,852.
 - Net Assets- End of Year measured \$0 at 12/31/21 compared to (\$811,583) at 12/31/20, Variance \$811,583.
 - Financial Highlights:
 - Expenditures:
 - Cemetery director services- William Yale.
 - Operating Loss for 2021 was (\$50,062).

A motion was made by Mr. Kime recommending approval of the 2021 Audit Report to the full EDC Board and Seconded by Mr. Shipley. Members Brusso, Kime and Shipley voted “yea.” Motion carried.

Ms. Davis presented a review of the SCEDCA Long Term Financial Plan reflecting SCEDC- Worst Case- Known Revenues only Against Budgeted Expense for the period 2022 through 2025.

Adjournment:

A motion was made by Mr. Kime at 2:35 pm to adjourn the meeting. Seconded by Mr. Brusso. Motion carried.

Respectfully submitted,

Robert E. Kernan, Jr.
 SCEDC- CFO