



DRAFT MINUTES

EDC AUDIT & FINANCE MEETING

March 20, 2025

Present: Sarah Lansdale
Kevin Harvey, Chair
Gregory Casamento, Member

Excused Absence: Sondra Cochran, Treasurer

Also Present: Kelly Murphy, Executive Director
Lori LaPonte, Chief Financial Officer

Mr. Harvey, Chair Audit & Finance Committee, called the Meeting to order at 12:00 P.M.

Review of Financial Report for 2025

On the agenda is a draft review of the financial report for 2024 for the EDC, and at this time, I'll hand it to Kelly.

KKM: I would like to introduce Stephanie Handel from Sheehan & Company and Lori LaPonte, our CPA and accountant, to discuss their plan.

SH: Thanks, Kelly. So again, within the folder in front of you, there are three draft files, all in draft form. Pending approval, we'll look at the financial statement file first, and Lori will go through the financial information in detail. But I just want to first draw your attention to the auditor's report, which is the first couple of pages of the draft financial statement. We're issuing what we call an unmodified opinion on the corporation's financial statements. The cleanest opinion, the best opinion we could be giving in the very last couple pages of the financial statement file is that the internal control report on compliance, if we were to notice anything during our audit that would rise to the level of what we call a material weakness or a significant deficiency. We would need to let you know that within this report, nothing of the sort, as you can see, it's a very thin letter, just the required communication, so certainly nothing noteworthy. I'll turn it over to Lori now to go through the financial information in the EDC financial statements, and then we'll jump back into the other two drafts that you have in that folder in front of you.

LL: So please interrupt me if I go too fast or you have any questions as I go through it. The first thing that I'm going to draw to your attention is we have table of contents, and the next section is the opinion Stephanie just went through the management discussion and analysis, which is a summary statement. So, if you can turn to page seven, that is our statement of net position, our balance sheet. And I just want to point out certain changes, things that have occurred during the current year. First thing I want to mention is the accounts receivable from the prior years has been satisfied with some receivables set aside for a closing of a project that was closed and 24 The next thing that has gone away. They have zero balances in the loan receivable. There was a small loan. It's been paid off fully. The last thing I want to mention on the statement is an escrow deposit that we had set forth in 24 that was subsequently returned in 25 and there's a note further explaining the details of that. The next page is our income statement, and I'm pleased to report that we had some closings this year, a closing, at least during the year for the EDC, a nice size closing. So revenue is up for the year. We had document processing fee, because we had a bond, some changes to a bond, an existing bond, and then also we settled our final money on the Add grant. The grant, as you'll see, the same amount that came in was the same amount we dispersed. So that has gone away. The other item I wanted to mention is on page 13 of the note, note number five discusses that Asgard deposit that was on our balance sheet at 1231, 24 we received that \$50,000 escrow deposit back. It's gone into the bank. It's clear. So that whole agreement was the agreement was changed substantially canceled. So, we were that's why the money was returned to us. We've updated the number of bonds. That's on page, number 14 note number eight. We've updated the bonds because there's an additional bond. In the past, we had 15 bonds. Now we're up to 16 because we had the closing during the year.

SH: You can turn then to the other two drafts that are within your folder. It's the schedule of cash, cash equivalents and investments. This is a required report as part of the New York Public Authorities Law. Um. As part of our audit, our financial statement audit, we, on a test basis, will look to ensure that the corporation is in compliance with investment guidelines. It's investment policy, which essentially means making sure that the bank balances of the corporation are either FDIC insured or collateralized at various points throughout the year. So it's the only thing within this report is cash and cash equivalents, and we're issuing the cleanest opinion we could be giving on this as well. The only other item in your folder is a communication letter, communication to those charged with governance, using the committee, the board of the organization, and this is our direct communication to you about how the audit went. So it lets you know that we did not encounter any difficulties in completing our audit. It lets you know that there are estimates within the audited financial statements, and it lets you know that we're going to be obtaining or obtained the management representation letter signed by management, basically affirming to us that anything provided or told to us during the cost course of the audit is treatable to the best of their knowledge and belief. So again, a very clean audit, a very smooth audit, so as far as audits go.

Any other questions?

KH: Thank you, Stephanie, for your help. Thank you. No questions being asked. I will entertain a motion to present this draft audit to the full EDC board by the motion.

Motion by Sarah, Second, by Greg

Roll Call:

Kevin Harvey, yes. Sarah lambs, yes. Greg Casamento, yes.

KH: We will present it to the full board at the EDC meeting I'll make a motion to adjourn. Second, Greg Casamento. Okay. All in favor, aye, thank you.