

**Minutes of the
County of Clinton Industrial Development Agency
Audit Committee
July 17, 2020**

Due to COVID-19, the meeting of the Clinton County Industrial Development Agency held on Friday, July 17, 2020 was through teleconference.

The meeting was called to order by Keith Defayette, Chairperson, at 12:00 p.m., via GoToMeeting.

MEMBERS PRESENT: Keith Defayette, Chairperson
Mark Leta, Vice Chairperson
Trent Trahan, Member
David Hoover, Member
John VanNatten, Member

OTHERS PRESENT: Renee McFarlin, Executive Director
George Cregg, Jr., Esq., Agency Counsel
Christopher Canada, Esq., Agency Counsel
Michael Zurlo, CCIDA Member
Kim Murray, CCIDA Member
David Bushey, Martindale Keysor

K. Defayette waived the reading of the notice of the meeting published in the *Press Republican* on December 22, 2018.

Review of Draft Audited Financial Statements

D. Bushey reviewed the combined draft audited financial statements for the CCIDA and the CIDA, LLC. A copy of the Board of Directors Report has been attached and made part of the minutes.

Reading and Consideration of the Draft Minutes of the CCIDA Audit meeting of December 9, 2019

K. Defayette waived the reading of the minutes of the December 9, 2019 regular meeting. He asked if there were any questions regarding the draft minutes and there were none.

On a motion by J. VanNatten, and seconded by D. Hoover, it was unanimously carried to approve the minutes of the December 9, 2019 regular meeting.

Public Comment:

Cynthia Snow inquired as to why there wasn't a note in the audit regarding potential conflicts of interest for a board member.

Old Business

There was no old business to report.

New Business

Review and Recommend Approval of Resolution Accepting Audit and Authorizing Posting of Same on PARIS

On a motion by M. Leta, and seconded by D. Hoover, it was unanimously RESOLVED to approve resolution accepting audit and authorize posting of same and to move to the Full Board for approval and authorization posting of same on PARIS.

There being no further business to discuss, T. Trahan motioned to adjourn the meeting at 12:35 p.m., seconded by J. VanNatten.

Keith Defayette, Audit Committee Chairperson

July 17, 2020

To the Board of Directors
County of Clinton Industrial Development Agency.
137 Margaret Street, Suite 209
Plattsburgh, NY 12901

In planning and performing our audit of the financial statements of the County of Clinton Industrial Development Agency as of and for the year ended December 31, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered its internal control over financial reporting as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

However, during our audit we became aware of a matter that represents an opportunity for strengthening internal controls and operating efficiency. This letter summarizes our comment and suggestion regarding the matter. We previously reported on the Organization's internal control in our letter dated July 17, 2020. This letter does not affect our report dated July 17, 2020 on the financial statements of the County of Clinton Industrial Development Agency.

We will review the status of this comment during our next audit engagement. We have already discussed this comment and suggestion with various Organization personnel, and we will be pleased to discuss it in further detail at your convenience, to perform any additional study of matter, or to assist you in implementing the recommendation. Our comment is summarized as follows:

Condition

During our audit, we noted that the balance in the Agency's checking account at December 31, 2019 exceeded the amount insured by the FDIC by \$149,000. Section II, Part B of the Agency's Investment Policy states that Agency funds in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured in accordance with the provisions of Section 10(3) of the General Municipal Law.

Recommendation

We recommend that the Agency follow the guidelines outlined in Section II, Part B of its Investment Policy to ensure that funds in excess of FDIC coverage are properly secured.

Very truly yours,

MARTINDALE KEYSOR & CO., PLLC

David G. Bushey, CPA