



COIDA Board Meeting Agenda

Friday March 3, 2023 8:00 AM

Updated 2/24/23

- **Call COIDA Board meeting to order-Chair**
- **Roll Call** – Calling of Board members, announcement as to whether a quorum is present
- **Approval of Previous Board Meeting Minutes**
 - *January 23, 2022 (Electronic) – Motion*
- **Financial** – Michael Dobell
 - *COIDA/ORLF Accept Monthly Financials (Finance Package) – Motion*
 - *PILOT Report- Diane*
- **Report of Committees/Departments/Sites**
 - Business Development – Gabrielle Barone
 - Project Update – Staff
 - Facilities/Sites- Michael
 - MAP and LDC Report - Diane
 - Legal – Kevin Zanner
 - Marketing – Michael
- **Executive Session – If Required – Motion (Including invitees)**
 - *Action on any matters from executive session – Motion*
- **Unfinished Business**
 - **Review of Current Mission Statement**
- **New Business**
 - *Consider Engagement Letter from EFPR Group for Audit Services -Motion*
 - Consider the approval of Guidelines and Policies
 - *Investment Policy – Motion*
 - *Real Property Acquisition - Motion*
 - *Property Disposal Guideline – Motion*
 - *Procurement Policy – Motion*
 - *Consider the approval of the Governance Committee Charter - Motion*
 -
- **Adjournment**

Local Development Corp						
Bank	Type of Account	Rate of Interest	Account Balances	CD's	Notes	
Key Bank	Checking Unrest HUD 6741	0.15%	\$14,682.61		As of 01/31/23 HUD Unrestricted Acct Interest Bearing Acct	
Five Star-360339	Checking Non Interest	0.00%	\$0.00		Used for OCR Funds Deposit 12/31/23	
Five Star-628102	Savings	0.20%	\$65,035.59		As of 12/31/2022 Interest Bearing Acct	

Orleans Economic Development Agency						
Bank	Type of Account	Rate of Interest	Account Balances	Avail Line of Credit	Notes	
Key Bank-IDA	Checking 011750	0.00%	\$107,878.12		As of 01/31/23 Non Interest Bearing Acct	
Key Bank-PILOT	Checking 348282	0.00%	\$242,228.13		Non Interest Bearing Acct	
Key Bank-ORLF	Checking 331428	0.00%	\$37,247.00		Non Interest Bearing Acct	
Key Bank-OLRC	Checking 359047	0.00%	\$52,119.94		Non Interest Bearing Acct	
Key Bank-OLRC GAIN	Checking 1253194	0.01%	\$165,326.86		Interest Bearing Account	
Key Bank-OEDA County Funds Acct	Checking 81401777	0.00%	\$465,999.99		Non Interest Bearing Account	
Key Bank-OEDA Medina Project	Checking 1311687	0.15%	\$0.00		Interest Bearing Acct Closed 2022	
US BANK	WNYE Tax Stabilization Fund		\$0.00		Closed Out 2022	



KeyBank
P.O. Box 93885
Cleveland, OH 44101-5885

Public Sector Statement
January 31, 2023
page 1 of 3

852011750

32 X 968 00032 R EM T1
COUNTY OF ORLEANS INDUSTRIAL
DEVELOPMENT AGENCY
121 N MAIN ST FL 2
ALBION NY 14411-1237

Questions or comments?
Call our Key Business Resource Center
1-888-KEY4BIZ (1-888-539-4249)

— O E N A

Public Transaction Basic 852011750
COUNTY OF ORLEANS INDUSTRIAL
DEVELOPMENT AGENCY

Beginning balance 12-31-22	\$76,820.64
7 Additions	+109,151.05
40 Subtractions	-78,093.57
Ending balance 1-31-23	\$107,878.12

Additions

Deposits	Date	Serial #	Source	
	1-9		Deposit Branch 0290 New York	\$34.07
	1-17		Deposit Branch 0290 New York	50,000.00
	1-25		Deposit Branch 0290 New York	4,388.40
	1-25		Deposit Branch 0290 New York	2,289.60
	1-25		Deposit Branch 0290 New York	347.98
	1-31		Deposit Branch 0290 New York	50,000.00
	1-31		Deposit Branch 0290 New York	2,091.00
Total additions				\$109,151.05

Subtractions

Paper Checks

* check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
2546	1-24	\$63.70	2784	1-9	26.98	2795	1-17	10.00
*2774	1-4	128.85	*2786	1-9	104.92	2796	1-13	6,000.00
*2776	1-5	76.34	2787	1-9	304.06	2797	1-23	85.00
2777	1-5	42.00	2788	1-9	536.88	2798	1-19	139.98
2778	1-5	127.50	2789	1-9	93.00	2799	1-19	277.60
2779	1-3	2,223.60	2790	1-12	25.00	2800	1-30	637.50
2780	1-3	281.65	2791	1-11	170.10	2801	1-24	100.00
2781	1-3	1,547.64	2792	1-12	3,488.12	2802	1-25	134.07
2782	1-3	1,090.00	2793	1-12	101.30	2803	1-25	465.44
2783	1-9	25.74	2794	1-13	1,447.45	2804	1-23	31,314.00

*Revenue on 2/1/23
B. D. Love*

Orleans Economic Development Agency
A/R Aging Summary
As of February 1, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
A.J Piedimonte-Magc Inc.PILOT	0.00	0.00	0.00	0.00	0.00	0.00
BOMET Property LLC PILOT	0.00	3,856.75	0.00	0.00	0.00	3,856.75
Customer	0.00	0.00	0.00	0.00	0.00	0.00
Falls Railroad PILOT	0.00	0.00	0.00	0.00	0.00	0.00
Freeze-Dried Intermediate Holdings	0.00	7,977.24	0.00	0.00	0.00	7,977.24
Holley Cold Storage PILOT	0.00	0.00	0.00	0.00	0.00	0.00
Misc. OEDA Customers	0.00	0.00	0.00	0.00	573.84	573.84
Orleans County Treasurer	0.00	0.00	0.00	0.00	0.00	0.00
Pride Pak Inc PILOT	0.00	7,632.47	0.00	0.00	0.00	7,632.47
Quorum Group LLC. PILOT	0.00	0.00	0.00	0.00	0.00	0.00
Quorum/Takeform PILOT	0.00	0.00	0.00	0.00	0.00	0.00
Town of Albion	0.00	0.00	0.00	0.00	500.00	500.00
Village of Holley (c)	0.00	0.00	0.00	0.00	0.00	0.00
Waddington North America Inc./PPP	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0.00	19,466.46	0.00	0.00	1,073.84	20,540.30

2:10 PM

02/01/23

Cash Basis

Orleans Economic Development Agency
Balance Sheet Prev Year Comparison w/o PILOT
As of January 31, 2023

	Jan 31, 23	Jan 31, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
200 · Cash Accounts				
200.006 · OEDA County Fund Acct	465,999.99	0.00	465,999.99	100.0%
200.005 · Village of Medina Proj Closed	0.00	458.10	-458.10	-100.0%
200.001 · OEDA Agency Checking	105,649.17	43,609.14	62,040.03	142.3%
Total 200 · Cash Accounts	571,649.16	44,067.24	527,581.92	1,197.2%
Cash Restricted				
Agency 3rd Party PILOT Account	465,946.54	465,946.54	0.00	0.0%
Total Cash Restricted	465,946.54	465,946.54	0.00	0.0%
Total Checking/Savings	1,037,595.70	510,013.78	527,581.92	103.4%
Accounts Receivable				
385 · Interest & Penalties-A/R	3,097.82	3,097.82	0.00	0.0%
380 · Accounts Receivable	-54,441.68	-54,441.68	0.00	0.0%
Total Accounts Receivable	-51,343.86	-51,343.86	0.00	0.0%
Other Current Assets				
Interfund Activity	359.35	359.35	0.00	0.0%
205 · Due From OLRC	72,466.80	72,466.80	0.00	0.0%
480 · Prepaid expenses				
480.001 · Express Mail Corporate Account	158.75	128.45	30.30	23.6%
Total 480 · Prepaid expenses	158.75	128.45	30.30	23.6%
Total Other Current Assets	72,984.90	72,954.60	30.30	0.0%
Total Current Assets	1,059,236.74	531,624.52	527,612.22	99.3%
Fixed Assets				
101 · Land				
101.002 · Medina Business Park				
 MBP Sewer System				
County Interagency Installmnt	11,034.85	11,034.85	0.00	0.0%
MBP Sewer System - Other	155,785.07	155,785.07	0.00	0.0%
Total MBP Sewer System	166,819.92	166,819.92	0.00	0.0%
101.002 · Medina Business Park - Other	87,549.65	87,549.65	0.00	0.0%
Total 101.002 · Medina Business Park	254,369.57	254,369.57	0.00	0.0%
101.003 · Holley Business Park	319,622.09	319,622.09	0.00	0.0%
101.004 · Land - Other	83,964.50	83,964.50	0.00	0.0%
Total 101 · Land	657,956.16	657,956.16	0.00	0.0%
104 · Machinery & equip	22,331.05	22,331.05	0.00	0.0%
114 · Accum deprec- Mach & equip	-22,331.05	-22,331.05	0.00	0.0%
Total Fixed Assets	657,956.16	657,956.16	0.00	0.0%
Other Assets				
Payment transfer to OLRC/OEDA/	-6,227.50	33,772.50	-40,000.00	-118.4%
399 · Deferred Outflow of Resources	135,803.00	135,803.00	0.00	0.0%
Total Other Assets	129,575.50	169,575.50	-40,000.00	-23.6%
TOTAL ASSETS	1,846,768.40	1,359,156.18	487,612.22	35.9%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
600 · Accounts payable	-21,199.63	-21,199.63	0.00	0.0%
Total Accounts Payable	-21,199.63	-21,199.63	0.00	0.0%

2:10 PM

02/01/23

Cash Basis

Orleans Economic Development Agency
Balance Sheet Prev Year Comparison w/o PILOT
As of January 31, 2023

	Jan 31, 23	Jan 31, 22	\$ Change	% Change
Other Current Liabilities				
Loan Payable - Current	0.00	33,333.34	-33,333.34	-100.0%
Deferred Inflow of Resources	75,785.00	75,785.00	0.00	0.0%
604 · Cash Held on Behalf of Others	520,998.03	520,998.03	0.00	0.0%
Due to OLRC	166,704.39	166,704.39	0.00	0.0%
601 · Accrued Liabilities	9,637.12	9,637.12	0.00	0.0%
602 · Payroll Deductions				
602.200 · Employee Deductions				
602.205 · NYS & Local Retirement	-42,642.03	-11,746.01	-30,896.02	-263.0%
602.206 · Cafeteria Plan	3,340.55	1,629.59	1,710.96	105.0%
Total 602.200 · Employee Deductions	-39,301.48	-10,116.42	-29,185.06	-288.5%
602 · Payroll Deductions - Other	1,286.49	100.94	1,185.55	1,174.5%
Total 602 · Payroll Deductions	-38,014.99	-10,015.48	-27,999.51	-279.6%
Total Other Current Liabilities	735,109.55	796,442.40	-61,332.85	-7.7%
Total Current Liabilities	713,909.92	775,242.77	-61,332.85	-7.9%
Long Term Liabilities				
680 · Pension Liability	245.00	245.00	0.00	0.0%
Loan Payable - LT				
Cardone Trust Note Payable	-0.18	-0.18	0.00	0.0%
Total Loan Payable - LT	-0.18	-0.18	0.00	0.0%
689 · Other Long Term Debt (spec)				
689.003 · Loan Payable - Orleans Co.	500,000.00	0.00	500,000.00	100.0%
Total 689 · Other Long Term Debt (spec)	500,000.00	0.00	500,000.00	100.0%
Total Long Term Liabilities	500,244.82	244.82	500,000.00	204,231.7%
Total Liabilities	1,214,154.74	775,487.59	438,667.15	56.6%
Equity				
908 · Transfer from OLRC	617,500.00	547,500.00	70,000.00	12.8%
909.001 · Retained Earnings	55,367.73	122,680.09	-67,312.36	-54.9%
Net Income	15,868.61	-30,388.82	46,257.43	152.2%
Total Equity	688,736.34	639,791.27	48,945.07	7.7%
TOTAL LIABILITIES & EQUITY	1,902,891.08	1,415,278.86	487,612.22	34.5%

2:10 PM

02/01/23

Cash Basis

Orleans Economic Development Agency
Balance Sheet Prev Year Comparison w/PILOT
As of January 31, 2023

	Jan 31, 23	Jan 31, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
200 · Cash Accounts				
200.006 · OEDA County Fund Acct	465,999.99	0.00	465,999.99	100.0%
200.005 · Village of Medina Proj Closed	0.00	458.10	-458.10	-100.0%
200.001 · OEDA Agency Checking	105,649.17	43,609.14	62,040.03	142.3%
200.003 · OEDA PILOT Checking	82,221.06	-415,254.91	497,475.97	119.8%
Total 200 · Cash Accounts	653,870.22	-371,187.67	1,025,057.89	276.2%
Cash Restricted				
Agency 3rd Party PILOT Account	465,946.54	465,946.54	0.00	0.0%
Total Cash Restricted	465,946.54	465,946.54	0.00	0.0%
Total Checking/Savings	1,119,816.76	94,758.87	1,025,057.89	1,081.8%
Accounts Receivable				
385 · Interest & Penalties-A/R	3,097.82	3,097.82	0.00	0.0%
380 · Accounts Receivable	-54,441.68	-54,441.68	0.00	0.0%
381 · PILOT Receivable	77,576.58	596,610.45	-519,033.87	-87.0%
Total Accounts Receivable	26,232.72	545,266.59	-519,033.87	-95.2%
Other Current Assets				
Interfund Activity	359.35	359.35	0.00	0.0%
205 · Due From OLRC	72,466.80	72,466.80	0.00	0.0%
480 · Prepaid expenses				
480.001 · Express Mail Corporate Account	158.75	128.45	30.30	23.6%
Total 480 · Prepaid expenses	158.75	128.45	30.30	23.6%
Total Other Current Assets	72,984.90	72,954.60	30.30	0.0%
Total Current Assets	1,219,034.38	712,980.06	506,054.32	71.0%
Fixed Assets				
101 · Land				
101.002 · Medina Business Park				
 MBP Sewer System				
County Interagency Installmnt	11,034.85	11,034.85	0.00	0.0%
MBP Sewer System - Other	155,785.07	155,785.07	0.00	0.0%
Total MBP Sewer System	166,819.92	166,819.92	0.00	0.0%
101.002 · Medina Business Park - Other	87,549.65	87,549.65	0.00	0.0%
Total 101.002 · Medina Business Park	254,369.57	254,369.57	0.00	0.0%
101.003 · Holley Business Park	319,622.09	319,622.09	0.00	0.0%
101.004 · Land - Other	83,964.50	83,964.50	0.00	0.0%
Total 101 · Land	657,956.16	657,956.16	0.00	0.0%
104 · Machinery & equip	22,331.05	22,331.05	0.00	0.0%
114 · Accum deprec- Mach & equip	-22,331.05	-22,331.05	0.00	0.0%
Total Fixed Assets	657,956.16	657,956.16	0.00	0.0%
Other Assets				
Payment transfer to OLRC/OEDA/	-6,227.50	33,772.50	-40,000.00	-118.4%
399 · Deferred Outflow of Resources	135,803.00	135,803.00	0.00	0.0%
Total Other Assets	129,575.50	169,575.50	-40,000.00	-23.6%
TOTAL ASSETS	2,006,566.04	1,540,511.72	466,054.32	30.3%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
600 · Accounts payable	-21,199.63	-21,199.63	0.00	0.0%
Total Accounts Payable	-21,199.63	-21,199.63	0.00	0.0%

2:10 PM

02/01/23

Cash Basis

Orleans Economic Development Agency
Balance Sheet Prev Year Comparison w/PILOT
As of January 31, 2023

	Jan 31, 23	Jan 31, 22	\$ Change	% Change
Other Current Liabilities				
Loan Payable - Current	0.00	33,333.34	-33,333.34	-100.0%
Deferred Inflow of Resources	75,785.00	75,785.00	0.00	0.0%
604 · Cash Held on Behalf of Others	520,998.03	520,998.03	0.00	0.0%
Due to OLRC	166,704.39	166,704.39	0.00	0.0%
601 · Accrued Liabilities	9,637.12	9,637.12	0.00	0.0%
602 · Payroll Deductions				
602.200 · Employee Deductions				
602.205 · NYS & Local Retirement	-42,642.03	-11,746.01	-30,896.02	-263.0%
602.206 · Cafeteria Plan	3,340.55	1,629.59	1,710.96	105.0%
Total 602.200 · Employee Deductions	-39,301.48	-10,116.42	-29,185.06	-288.5%
602 · Payroll Deductions - Other	1,286.49	100.94	1,185.55	1,174.5%
Total 602 · Payroll Deductions	-38,014.99	-10,015.48	-27,999.51	-279.6%
631 · Due to Other Governments				
631.001 · PILOTs payable	103,674.96	125,232.86	-21,557.90	-17.2%
Total 631 · Due to Other Governments	103,674.96	125,232.86	-21,557.90	-17.2%
Total Other Current Liabilities	838,784.51	921,675.26	-82,890.75	-9.0%
Total Current Liabilities	817,584.88	900,475.63	-82,890.75	-9.2%
Long Term Liabilities				
680 · Pension Liability	245.00	245.00	0.00	0.0%
Loan Payable - LT				
Cardone Trust Note Payable	-0.18	-0.18	0.00	0.0%
Total Loan Payable - LT	-0.18	-0.18	0.00	0.0%
689 · Other Long Term Debt (spec)				
689.003 · Loan Payable - Orleans Co.	500,000.00	0.00	500,000.00	100.0%
Total 689 · Other Long Term Debt (spec)	500,000.00	0.00	500,000.00	100.0%
Total Long Term Liabilities	500,244.82	244.82	500,000.00	204,231.7%
Total Liabilities	1,317,829.70	900,720.45	417,109.25	46.3%
Equity				
908 · Transfer from OLRC	617,500.00	547,500.00	70,000.00	12.8%
909.001 · Retained Earnings	55,367.73	122,680.09	-67,312.36	-54.9%
Net Income	15,868.61	-30,388.82	46,257.43	152.2%
Total Equity	688,736.34	639,791.27	48,945.07	7.7%
TOTAL LIABILITIES & EQUITY	2,006,566.04	1,540,511.72	466,054.32	30.3%

Orleans Economic Development Agency Profit & Loss Budget Performance January 2023

	Jan 23	Budget	Jan 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
980 · Revenues					
2116 · Fees (specify)					
2116.02 · PILOT Fees & Penalties	347.98		347.98		
2116.03 · Economic Development Fees	2,091.00		2,091.00		
2116.04 · Consulting	4,388.40		4,388.40		
Total 2116 · Fees (specify)	<u>6,827.38</u>		<u>6,827.38</u>		
2706 · Grants from Local Governments					
2706.02 · Grants from Local Govts - Other	50,000.00		50,000.00		
Total 2706 · Grants from Local Governments	<u>50,000.00</u>		<u>50,000.00</u>		
2770 · Other Unclassified Revenue					
2770.2 · Misc. Income	34.07		34.07		
Total 2770 · Other Unclassified Revenue	<u>34.07</u>		<u>34.07</u>		
Total 980 · Revenues	<u>56,861.45</u>		<u>56,861.45</u>		
Total Income	<u>56,861.45</u>		<u>56,861.45</u>		
Gross Profit	<u>56,861.45</u>		<u>56,861.45</u>		
Expense					
522 · Expenses					
6460 · Administration					
6460.1 · Salaries & related expenses					
6460.11 · Salaries & wages	19,684.17		19,684.17		
6460.12 · Other Payroll Expenses	480.98		480.98		
6460.13 · Social Security Expense	1,211.00		1,211.00		
6460.14 · Fed Unemp Tax Exp	123.47		123.47		
6460.15 · Medicare Exp.	283.22		283.22		
6460.17 · NYS Unemploy. Ins.	398.60		398.60		
6460.18 · Disability Cnty Self-Ins	4,800.00		4,800.00		
Total 6460.1 · Salaries & related expenses	<u>26,981.44</u>		<u>26,981.44</u>		
6460.4 · Contractual Expenses					
~4.100 · Other personnel expenses					
~4.102 · Accounting fees	85.00		85.00		
~4.103 · Consultant Services	4,347.90		4,347.90		
~4.105 · Payroll Services	214.44		214.44		
~4.107 · Professional fees - other	50.00		50.00		
Total ~4.100 · Other personnel expenses	<u>4,697.34</u>		<u>4,697.34</u>		

Orleans Economic Development Agency Profit & Loss Budget Performance January 2023

	Jan 23	Budget	Jan 23	YTD Budget	Annual Budget
~4.200 · Non-personnel expenses					
~4.201 · Supplies	284.76		284.76		284.76
~4.202 · Telephone & telecommunications	839.22		839.22		839.22
~4.203 · Postage, shipping, delivery	116.05		116.05		116.05
~4.204 · Equip rental & maintenance	1,540.45		1,540.45		1,540.45
~4.205 · Printing & copying	103.65		103.65		103.65
~4.206 · Books, subscriptions, reference	9.99		9.99		9.99
Total ~4.200 · Non-personnel expenses	2,894.12		2,894.12		2,894.12
~4.300 · Occupancy expenses					
~4.301 · Rent, parking, other occupancy	2,153.00		2,153.00		2,153.00
Total ~4.300 · Occupancy expenses	2,153.00		2,153.00		2,153.00
~4.700 · Travel & training					
~4.701 · Travel	45.33		45.33		45.33
~4.704 · Meals	169.32		169.32		169.32
Total ~4.700 · Travel & training	214.65		214.65		214.65
~4.800 · Misc expenses					
~4.803 · Membership dues - organization	25.00		25.00		25.00
~4.805 · Outside computer services	75.00		75.00		75.00
~4.800 · Misc expenses - Other	294.07		294.07		294.07
Total ~4.800 · Misc expenses	394.07		394.07		394.07
Total 6460.4 · Contractual Expenses	10,353.18		10,353.18		10,353.18
6460.8 · Employee Benefits					
6460.81 · Health Insurance	3,658.22		3,658.22		3,658.22
Total 6460.8 · Employee Benefits	3,658.22		3,658.22		3,658.22
Total 6460 · Administration	40,992.84		40,992.84		40,992.84
Total 522 · Expenses	40,992.84		40,992.84		40,992.84
Total Expense	40,992.84		40,992.84		40,992.84
Net Ordinary Income	15,868.61		15,868.61		15,868.61
Net Income	15,868.61		15,868.61		15,868.61

2:10 PM

02/01/23

Accrual Basis

Orleans Economic Development Agency
Transaction Detail by Account
January 2023

Type	Date	Num	Name	Memo	Amount	Balance
200 · Cash Accounts						
200.001 · OEDA Agency Checking						
Check	01/04/2023	2786	Key Bank	Credit Card usage for M Dobell	-104.92	-104.92
Check	01/04/2023	2787	Key Bank	Credit Card Usage for G Barone	-304.06	-408.98
Check	01/04/2023	2788	Key Bank	Credit Card usage for D Blanchard	-536.88	-945.86
Check	01/04/2023	2789	U.S. Bank Equipment Fin...	RICHO Copier Rental Fee Inv# 4908...	-93.00	-1,038.86
Check	01/04/2023	2790	Medina Area Partnership	Inv# 200 Membership for 2023	-25.00	-1,063.86
Paych...	01/06/2023		Diane L Blanchard		-1,443.62	-2,507.48
Paych...	01/06/2023		Michael R Dobell		-2,497.23	-5,004.71
Paych...	01/06/2023		Gabrielle L Barone		-2,707.39	-7,712.10
Liabilit...	01/06/2023		Paychex	16-1356958, 9350087 3, 161356958 6	-3,407.17	-11,119.27
Deposit	01/09/2023			Deposit	34.07	-11,085.20
Check	01/10/2023		Paychex	Inv# 2022122900 Small Business P...	-214.44	-11,299.64
Check	01/11/2023	2791	Diane L Blanchard	Reimbursement for Medical Insuranc...	-170.10	-11,469.74
Check	01/11/2023	2792	Orleans Co. Treasurer	EDA Medical Insurance Billing for Ja...	-3,488.12	-14,957.86
Check	01/11/2023	2793	Michael R Dobell	Reimbursement for Travel and Cell P...	-101.30	-15,059.16
Check	01/11/2023	2794	Brian Parisi Copiers Inc.	Inv# IN120808 New Richo Copier ...	-1,447.45	-16,506.61
Check	01/11/2023	2795	Health Economics Group...	Acct# 7301 Admin Fee Statement P...	-10.00	-16,516.61
Check	01/11/2023	2796	Mindful Media Group	Inv# 1450 Consulting Jan 2023	-6,000.00	-22,516.61
Check	01/11/2023	2797	Roush C.P.A. PC	Accounting Services for December ...	-85.00	-22,601.61
Check	01/11/2023	2798	Spectrum Enterprise	Internet for Computers Inv# 142502...	-139.98	-22,741.59
Check	01/11/2023	2799	NTT Cloud Communicati...	Inv# USINV2212215810 Conferenc...	-277.60	-23,019.19
Check	01/11/2023	2800	James R Whipple	Consulting for January 2023 Activity...	-637.50	-23,656.69
Deposit	01/17/2023			Deposit	50,000.00	26,343.31
Check	01/18/2023	2801	Reserve Account/Pitney ...	Postage for Personal Meter	-100.00	26,243.31
Check	01/18/2023	2802	Verizon Wireless	Cell Phone Usage for G Barone and...	-134.07	26,109.24
Liabilit...	01/18/2023	2803	Health Economics Group...	Claim for G Barone FSA 2022	-465.44	25,643.80
Check	01/18/2023	2804	NYS & Local Retirement ...	IDA Pension Contribution for 2022	-31,314.00	-5,670.20
Paych...	01/20/2023		Diane L Blanchard		-1,721.59	-7,391.79
Paych...	01/20/2023		Michael R Dobell		-2,605.20	-9,996.99
Paych...	01/20/2023		Gabrielle L Barone		-2,870.95	-12,867.94
Liabilit...	01/20/2023		Paychex	16-1356958, 9350087 3, 161356958 6	-3,808.15	-16,676.09
Gener...	01/20/2023	Co...		Contribution for M Dobell to NYS Reti...	-428.43	-17,104.52
Gener...	01/20/2023	Co...		Paychex TPS	-480.98	-17,585.50
Transfer	01/23/2023			Funds Transfer	-63.70	-17,649.20
Check	01/25/2023	2805	Indoff Incorporated	Inv# 3623931 Office Supplies	-29.18	-17,678.38
Check	01/25/2023	2806	CH PC	Inv# 18340 Testing of EQ	-75.00	-17,753.38
Check	01/25/2023	2807	Village of Albion (v)	Rent for the month of February 2023	-2,153.00	-19,906.38
Check	01/25/2023	2808	County of Orleans Count...	County UCC Continuation for LynO...	-40.00	-19,946.38
Deposit	01/25/2023			Deposit	2,289.60	-17,656.78
Deposit	01/25/2023			Deposit	4,388.40	-13,268.38
Deposit	01/25/2023			Deposit	347.98	-12,920.40
Check	01/30/2023	2815	Print Enterprises Inc.	Inv# 12518 Reprints	-39.95	-12,960.35
Check	01/30/2023	2816	Orleans Co. Treasurer	2023 Workers Compensation Self I...	-4,800.00	-17,760.35
Payment	01/30/2023	145...	Orleans County Treasurer	1 of 4 1st Qtr 2023 pmt of OEDA con...	50,000.00	32,239.65
Payment	01/30/2023	8290	A.J Piedimonte-Magc Inc...	Lease of Land HBP per the lease agr...	2,091.00	34,330.65
Total 200.001 · OEDA Agency Checking					34,330.65	34,330.65
Total 200 · Cash Accounts					34,330.65	34,330.65
TOTAL					34,330.65	34,330.65



KeyBank
 P.O. Box 93885
 Cleveland, OH 44101-5885

Public Sector Statement
January 31, 2023
 page 1 of 3

852348282

12 X 968 00012 R EM T1
 COUNTY OF ORLEANS INDUSTRIAL
 DEVELOPMENT AGENCY
 121 N MAIN ST FL 2
 ALBION NY 14411-1237

Questions or comments?
 Call our Key Business Resource Center
 1-888-KEY4BIZ (1-888-539-4249)

Plot

Public Transaction 852348282
 COUNTY OF ORLEANS INDUSTRIAL
 DEVELOPMENT AGENCY

Beginning balance 12-31-22	\$0.01
8 Additions	+513,042.60
12 Subtractions	-270,814.48
Ending balance 1-31-23	\$242,228.13

Additions

Deposits	Date	Serial #	Source	
	1-17		Deposit Branch 0290 New York	\$3,475.18
	1-17		Deposit Branch 0290 New York	2,817.18
	1-23		Deposit Branch 0290 New York	393,658.59
	1-23		Deposit Branch 0290 New York	18,699.99
	1-23		Deposit Branch 0290 New York	7,606.90
	1-23		Direct Deposit, Bomet Recovery Lvndor Pmt	4,500.00
	1-24		Deposit Branch 0290 New York	63.70
	1-31		Deposit Branch 0290 New York	82,221.06
Total additions				\$513,042.60

Subtractions

Paper Checks * check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
863	1-23	\$1,843.27	*868	1-30	8,974.79	874	1-30	2,447.60
864	1-24	973.91	*870	1-30	4,501.74	875	1-31	4,152.02
865	1-23	2,703.48	871	1-30	238,874.99	876	1-25	347.98
866	1-24	771.70	*873	1-30	5,159.30	*2301191366	1-19	63.70
							Paper Checks Paid	\$270,814.48

Reconciled 2/1/23
[Signature]



KeyBank
 P.O. Box 93885
 Cleveland, OH 44101-5885

Public Sector Statement
January 31, 2023
 page 1 of 2

852331428

X 968 00000 R EM T1

COUNTY OF ORLEANS INDUSTRIAL
 DEVELOPMENT AGENCY
 121 N MAIN ST FL 2
 ALBION NY 14411-1237

Questions or comments?
 Call our Key Business Resource Center
 1-888-KEY4BIZ (1-888-539-4249)

-ORLA

Public Transaction 852331428
 COUNTY OF ORLEANS INDUSTRIAL
 DEVELOPMENT AGENCY

Beginning balance 12-31-22	\$35,365.88
1 Addition	+1,919.69
Net fees and charges	-38.57
Ending balance 1-31-23	\$37,247.00

Additions

Deposits	Date	Serial #	Source	
	1-25		Deposit Branch 0290 New York	\$1,919.69
Total additions				\$1,919.69

Fees and charges

Date		Quantity	Unit Charge	
1-10-23	Dec Analysis Service Chg	1	38.57	-\$38.57
Fees and charges assessed this period				-\$38.57

See your Account Analysis statement for details.

Revised on 2/1/23
[Signature]

Orleans Revolving Loan Fund
Balance Sheet Prev Year Comparison
As of January 31, 2023

	Jan 31, 23	Jan 31, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
200 · Orleans Revolving Loan Fund	37,285.57	21,870.18	15,415.39	70.5%
Total Checking/Savings	37,285.57	21,870.18	15,415.39	70.5%
Accounts Receivable				
392 · Loan payments receivable	-1,919.69	-1,919.69	0.00	0.0%
Total Accounts Receivable	-1,919.69	-1,919.69	0.00	0.0%
Other Current Assets				
Loan Principal (current yr)				
Medina Hospitality LLC	17,357.65	16,657.39	700.26	4.2%
Total Loan Principal (current yr)	17,357.65	16,657.39	700.26	4.2%
Total Other Current Assets	17,357.65	16,657.39	700.26	4.2%
Total Current Assets	52,723.53	36,607.88	16,115.65	44.0%
Other Assets				
Funds Transf to OEDA/OLRC/ORLF	8,951.82	8,951.82	0.00	0.0%
ORLF Loan Principal -noncurrent				
Medina Hospitality LLC	126,783.22	144,198.13	-17,414.91	-12.1%
Total ORLF Loan Principal -noncurrent	126,783.22	144,198.13	-17,414.91	-12.1%
Total Other Assets	135,735.04	153,149.95	-17,414.91	-11.4%
TOTAL ASSETS	188,458.57	189,757.83	-1,299.26	-0.7%
LIABILITIES & EQUITY				
Liabilities				
Long Term Liabilities				
ORLF Deferred Revenue				
Allowance - Medina Hospitality	61,500.00	61,500.00	0.00	0.0%
Medina Hospitality LLC	-61,500.00	-61,500.00	0.00	0.0%
Total ORLF Deferred Revenue	0.00	0.00	0.00	0.0%
Total Long Term Liabilities	0.00	0.00	0.00	0.0%
Total Liabilities	0.00	0.00	0.00	0.0%
Equity				
3000 · Opening Bal Equity	1,060,322.72	1,060,322.72	0.00	0.0%
3900 · Retained Earnings	-872,323.02	-870,564.89	-1,758.13	-0.2%
Net Income	458.87	0.00	458.87	100.0%
Total Equity	188,458.57	189,757.83	-1,299.26	-0.7%
TOTAL LIABILITIES & EQUITY	188,458.57	189,757.83	-1,299.26	-0.7%

OEDA Current Project List

OEDA Current Project List		Updated:		24-Feb-23			
<u>Industrial/Commercial Projects</u>	<u>Location</u>	<u>Description</u>	<u>Type of Project</u>	<u>Status</u>	<u>Update/ Next step</u>	<u>Last Update</u>	
Vellocci	Medina	New product line	Increase capacity	Moving	Working on Final draw	7-Dec-22	
Hotel Project	Orleans	New Build	New Building	Moving	Proect complete	30-Oct-22	
Heritage Wind	Barre	Wind Farm Project	New Build	Moving	Submitting modification for 94-C	1/123	
Zambistro Project	Medina	TBD	Redevelopment	Moving	Finalizing last draw	1-Nov-22	
Falls Road-Culvert/Bridge Replacement	Orleans	Northern Boarders Grant	Repair/Replace	Moving	waiting on DOT approval for construction	1-Mar-22	
Bomet-MBP-N	Medina	Remanufacturer	New Build	Moving	Working on Project logistics for shipping	1-May-22	
Mariachi	Albion	TBD	New Build	No Action	Plans went to county planning board	1-May-22	
Hemlock Ridge Solar	Barre/Shelby	Solar	New Build	No Action	ORES approved, Working on PILOT	24-Feb-23	
Freeze Dry/ Thrive Foods	Albion	Manufacturing	Repair/ New Build	No Action	Working on project Agreement	24-Feb-23	
Developments Projects							
Bates Road Redevelopment	Ridgeway	Brownfield	Development	No Action	Update	6-Nov-20	
MBP-Strategic Plan Project	Medina	Planning	Development	On Hold	On hold for COIDA match	9-Sep-20	
Medina/Shelby Pedestrian Bridge	Medina	Planning	Development	On Hold	Received additional fudning 2024 goal	1-Nov-22	
Big Guys Camping	Murray	Planning	Development	Planning	Project closed/ Construction still underway	1-Jul-22	
NBRC-Medina Team Track, Holley Spur	Medina/Holley	Planning	Development	Planning	EA complete	1-Mar-22	
RFP Responded							
	<u>Partner</u>	<u>Description</u>	<u>Type of Project</u>	<u>Status</u>			
Administration							
		<u>Description</u>			<u>Update</u>		
ORLF-GAIN Loan Fund							
		<u>Description</u>			<u>Update</u>		
Orleans Land Restoration							
TakeForm	Medina	Software upgrade	OCR	No Action	Application has been submitted	1-Jan-23	
Thrive Foods/ Freeze Dry	Albion	Renovations	OCR	No Action	Working on Application	24-Feb-23	
Orleans County LDC							
Micro Training		Training program		On Going	Update		
Micro OCR Grant/Loan		See Report in handout		On Going	Separate Update		
					Separate Update		

OEDA Board Notes

February 17, 2023

- Master Budget:
- Spring MAP Class 2023
- Diane reported the new Spring MAP class starts on April 4th and runs through June 13th. To date she has 15 people interested in the next class.

Grant:

The LDC Board approved 5 grants for a total of \$125,000.

Raven Moon Revival for \$25,000.

Toyz N Kandy for \$20,000.

The Hot Spot Albion LLC for \$35,000.

Iced & Glazed LLC for \$10,000.

365 Fitness LLC for \$35,000.

- Revolving Loan Fund:
- Loans Status: Printed reports from 01/10/23 are available for review.
 - Total funds in RLF Account as of 01/31/23
 - \$14,682.61---HUD unrestricted fund
 - \$65,035.59---Unrestricted Money Market Account.



September 28, 2022

Orleans Economic Development Agency

OFFICE
121 North Main Street
Albion, NY 14411

PHONE
(585) 589-7060

FAX
(585) 589-5258

EMAIL
oeda@orleansdevelopment.org

WEB
www.orleansdevelopment.org

COIDA Mission

The County of Orleans Industrial Development Agency (COIDA) actively pursues the location of new and expanding businesses. The agency facilitates development by attracting new industries, while promoting the retention and expansion of existing Orleans County businesses. COIDA delivers economic incentives to diversify the county's tax base, spur job creation, and strengthen community vitality. The agency strives to develop the local economy in an organized, sustainable, and environmentally beneficial manner to enhance the quality of life for all those who live and work in Orleans County, New York.



6390 Main Street, Suite 200
Williamsville, NY 14221

P 716.634.0700
TF 800.546.7556
F 716.634.0764
W EFPRgroup.com

December 7, 2022

Mr. Michael Dobell
CEO/CFO
County of Orleans Industrial
Development Agency
121 North Main Street, 2nd Floor
Albion, New York 14411

Dear Michael:

Attached are our engagement letters to provide audit and related services to County of Orleans Industrial Development Agency and Affiliates and The Orleans County Local Development Corporation for the year ending December 31, 2022. If the terms of these letters are satisfactory to you, please sign the letters and return them to me at your convenience.

58

Please call me if you have any questions.

Very truly yours,

EFPR GROUP, CPAs, PLLC

A handwritten signature in blue ink, appearing to read 'Doug'.

Douglas E. Zimmerman, CPA
Partner

DEZ:kms

Enclosure



6390 Main Street, Suite 200
Williamsville, NY 14221

P 716.634.0700
TF 800.546.7556
F 716.634.0764
W EFPRgroup.com

December 7, 2022

Mr. Michael Dobell
CEO/CFO
The Board of Directors
County of Orleans Industrial
Development Agency
121 North Main Street, 2nd Floor
Albion, New York 14411

Dear Mr. Dobell:

We are pleased to confirm our understanding of the services we are to provide the County of Orleans Industrial Development Agency and Affiliates (the Agency) for the year ending December 31, 2022.

Audit Scope and Objectives

We will audit the financial statements, and the disclosures, which collectively comprise the basic financial statements of the Agency as of and for the year ending December 31, 2022. Accounting principals generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Agency's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Agency's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of the Proportionate Share of the Net Pension Liability
- 3) Schedule of Employer Pension Contributions

Mr. Michael Dobell
December 7, 2022
Page 2

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditors' Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the Agency and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Agency or to acts by management or employees acting on behalf of the Agency. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Mr. Michael Dobell
December 7, 2022
Page 3

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risks of material misstatement as part of our audit planning:

- Management override of controls
- Improper revenue recognition

Note that planning has not concluded and modifications may be made.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Mr. Michael Dobell
December 7, 2022
Page 4

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the Agency and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Agency's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the Agency in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Mr. Michael Dobell
December 7, 2022
Page 5

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the Agency from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

Mr. Michael Dobell
December 7, 2022
Page 6

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Agency involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Agency received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Agency complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Agency; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

Mr. Michael Dobell
December 7, 2022
Page 7

The audit documentation for this engagement is the property of EFPR Group, CPAs, PLLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of EFPR Group, CPAs, PLLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the cognizant or oversight agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Douglas E. Zimmerman is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. David S. Gabel is the engagement director and is responsible for supervising the fieldwork. We expect to begin our audit on approximately January 23, 2023 and to issue our reports no later than March 15, 2023.

Our fee for these services will be \$23,000.

You agree that any dispute (other than our efforts to collect an outstanding invoice) that may arise regarding the meaning, performance or enforcement of this engagement or any prior engagement that we have performed for you, will, prior to resorting to litigation, be submitted to mediation, and that the parties will engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement. Any mediation initiated as a result of this engagement shall be administered within the County of Erie and State of New York by NAM (National Arbitration and Mediation Inc.), according to its mediation rules, and any ensuing litigation shall be conducted within said county, according to New York State law. The results of any such mediation shall be binding only upon agreement of each party to be bound. The costs of any mediation proceeding shall be shared equally by the participating parties.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our peer review report accompanies this letter.

Mr. Michael Dobell
December 7, 2022
Page 8

Reporting

We will issue a written report upon completion of our audit of the Agency's financial statements. Our report will be addressed to the Board of Directors of County of Orleans Industrial Development Agency. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the Agency's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Agency is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Mr. Michael Dobell
December 7, 2022
Page 9

We appreciate the opportunity to be of service to the Agency and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

EFPR GROUP, CPAs, PLLC



Douglas E. Zimmerman, CPA
Partner

RESPONSE:

This letter correctly sets forth the understanding of County of Orleans Industrial Development Agency

By: _____

Title: _____

Date: _____



Lisa M. Altschaffl, CPA
Jeffrey P. Anzovino, CPA, MSA
Cole F. Beehner, CPA
Charles A. Deluzio, CPA

Joseph E. Petrillo, CPA
Stacey A. Sanders, CPA, CSEP
Daniel W. Wilkins, CPA

Report on the Firm's System of Quality Control

June 8, 2020

To the Partners of EFPR Group LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of EFPR Group LLP (the firm) in effect for the year ended November 30, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and audits of employee benefit plans. As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of EFPR Group LLP, in effect for the year ended November 30, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*; *pass with deficiency(ies)* or *fail*. EFPR Group LLP has received a peer review rating of *pass*.

Deluzio & Company LLP

Deluzio & Company LLP



CPAAI
CPA ASSOCIATES INTERNATIONAL

351 Harvey Avenue, Suite A, Greensburg, PA 15601 // p - 724-838-8322 // f - 724-853-6500
45 South 23rd Street, Suite 102, Pittsburgh, PA 15203 // p - 412-481-1900 // f - 412-481-1923
www.DeluzioCPA.com