

ST. LAWRENCE COUNTY IDA  
ST. LAWRENCE COUNTY IDA – LOCAL DEVELOPMENT CORPORATION  
ST. LAWRENCE COUNTY IDA – CIVIC DEVELOPMENT CORPORATION  
ST. LAWRENCE COUNTY PROPERTY DEVELOPMENT CORPORATION

**AUDIT AND FINANCE COMMITTEE MEETING**

FEBRUARY 27, 2024

**AUDIT ENTRANCE CONFERENCE**  
**Audit Dates: Beginning the week of January 23, 2024**

**Time: 11:02 AM**

**Audit and Finance Committee Members:**

Present: Brian Staples and Mark Hall

Absent: Andrew McMahon

**PMHV & Co.:** Present: Ed Mucenski, Jacqueline Davison, Amanda Johnston

**Staff:** Present: Kimberly Gilbert

Mr. Hall calls the meeting to order. A quorum is recognized.

Mr. Mucenski proceeds with reviewing the Audit Service Plan (attached).

Mrs. Davison explains that they will be completing a required single audit on the ARPA funds. Mr. Staples asks what this entails. Mrs. Davison explains that they must test at least 40% of transactions for the single audit, verifying contracts and expenditures. Hearing no additional questions, Mrs. Gilbert explains that an executive session will be needed to discuss the financials of specific companies. Mrs. Gilbert states that the board will not take any action once they are out of executive session and that the live stream will now end and not resume.

Motion to go into executive session at 11:14 AM moved by Mr. Hall and seconded by Mr. Staples. Staff exit the room to allow the members of the audit and finance committee to speak directly with the auditors during executive session.

At 11:31AM the board exits the executive session and staff return.

Mr. Staples motions to conclude the Audit and Finance Committee Meeting at 11:32AM, seconded by Mr. Hall.

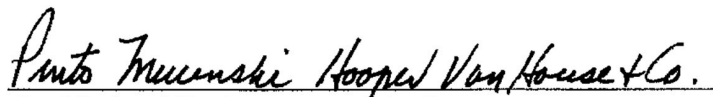
**St. Lawrence County Industrial  
Development Agency 2023 Audit  
Service Plan**

**February 27, 2024**

The Board of Directors and Management  
St. Lawrence County Industrial Development Agency

We are pleased to be of service to the St. Lawrence County Industrial Development Agency. The following report describes our audit plan for the year ending December 31, 2023, and discusses other services provided by us. This report is designed to communicate matters relevant to the financial statement audit that are, in our professional judgment, significant and relevant to your responsibilities in overseeing the financial reporting process. This report provides an overview of our plan for the 2023 audits including a summary of our overall objectives for the audit; the nature, scope, and timing of the planned audit work; and any other services required by the St. Lawrence County Industrial Development Agency.

Respectfully,

  
Panto Mucenski Hooper Van House & Co.  
Certified Public Accountants, P.C.

## Engagement Team

The team members for this year's audit and tax services are listed below. All team members are available to be reached throughout the engagement.

Edward Mucenski, CPA  
Engagement Partner



Jacqueline Davison  
Senior Auditor



Amanda Johnston  
Staff Auditor



## Management's Responsibilities

The engagement letters provide specific details regarding management responsibilities. A summary of management responsibilities includes the following:

- Preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States.
- Designing, implementing, establishing, and maintaining effective internal controls over financial reporting.
- Implementing systems to achieve compliance with applicable laws and regulations.
- Selection and application of appropriate accounting principles.
- Making all financial records and related information available to us.
- Recording material audit adjustments and confirming to us that the effects of any uncorrected misstatements are immaterial to the financial statements taken as a whole.
- Designing and implementing programs and controls to prevent and detect fraud, and for informing us about any known or suspected fraud.
- Assuming all management responsibilities relating to the tax services, financial statements, related notes, and any other non-audit services.
- Evaluating whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the ability to continue as a going concern.
- Providing a letter confirming representations made during the audit.

## Engagement Objectives and Auditor's Responsibilities

- Plan and perform our audits to obtain reasonable assurance about whether the financial statements are free of material misstatements, whether caused by error or fraud. Our audits do not provide absolute assurance and is subject to the inherent risk that errors or fraud, if they exist, may not be detected.
- Obtain a sufficient understanding of internal control to plan the audits of the financial statements. However, such understanding is required for the purpose of determining our audit procedures and not to provide any assurance concerning internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about an entity's ability to continue as a going concern.
- Communicate our responsibilities in relation to the audit and establish an understanding of the terms of the engagement.
- Perform tests of compliance with certain provisions of laws, regulations, contracts, and grant agreements.
- Communicate to management and the Audit Committee, in writing, significant deficiencies and material weaknesses identified during our audits.
- Use professional judgment and exercise professional skepticism throughout the audits.
- Maintain our independence with respect to the St. Lawrence County Industrial Development Agency.

## Overall Audit Strategy

Overall, our audit strategy is to focus on areas with a higher risk of material misstatement (whether due to fraud or error) and any other areas of concern brought forward by management or the Board of Directors.

Our audit strategy includes consideration of the following:

- Prior year audit results together with interim financial information and preliminary analytical reviews, including discussions with management and others.
- Inherent risk within the Agency before recognizing internal controls.
- Materiality thresholds.
- New accounting and financial reporting standards and guidance.
- Industry developments and general economic conditions.
- Accounting policies and procedures of the Agency.
- Significant management judgments and accounting estimates.
- Changes to internal controls and the susceptibility of internal controls to failure.
- Computer systems.

## Preliminary Risk Assessment

The assessment and identification of risk is performed throughout the audit process in coordination with management and staff. Our focus is on the risks that have a potential impact on financial reporting and financial accounting systems and assessing controls that mitigate those risks.

### High Risk Assessment

- American Rescue Plan Act – Single Audit
- Long-term receivables
- Grant receivables and related revenue
- Due from Other Governments
- Related-party transactions
- Post-retirement and pension liabilities
- Other significant and unusual transactions

### Moderate or Low Risk Assessment

- Cash and cash equivalents
- Investments
- Other receivables
- Property and equipment
- Accounts payable and accrued expenses
- Long-term debt
- Payroll and related payroll expenses
- Net position (or net assets)

## FASB Accounting Standards

The Financial Accounting Standards Board (FASB) has issued several accounting standards that are effective for the year ending December 31, 2023 or later. These standards are as follows:

- ASU 2022-02 - *Financial Instruments-Credit Losses (Topic 326)*
- ASU 2023-01 - *Leases (Topic 842)*
- ASU 2023-08 - *Intangibles-Goodwill and Other-Crypto Assets (Subtopic 350-60)*

We will evaluate the impact each of these pronouncements may have on its financial statements and will implement them as applicable and when material.

## GASB Accounting Standards

The Governmental Accounting Standards Board (GASB) has issued several accounting standards that are effective for the year ending December 31, 2023 or later. These standards are as follows:

- GASB has issued Statement No. 91, *Conduit Debt Obligations*, effective for the year ending June 30, 2023.
- GASB has issued Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, effective for the year ending June 30, 2023.
- GASB has issued Statement No. 96, *Subscription-Based Information Technology Arrangements*, effective for the year ending June 30, 2023.
- GASB has issued Statement No. 101, *Compensated Absences*, effective for the year ending June 30, 2024.
- GASB has issued Statement No. 94, *Accounting Changes and Error Corrections*, effective for the year ending June 30, 2024.

We will evaluate the impact each of these pronouncements may have on its financial statements and will implement them as applicable and when material.

## Financial Statements Audit Timeline

Preliminary management meetings, interim audit fieldwork, and engagement communications will run from January through February 9, 2024.

The development of audit strategy, the determination of the nature and scope of audit procedures, and client communications will run throughout the engagement and will change as necessary.

Trial balances and audit documentation uploads to PMHV share drive started January 19th and is ongoing.

The individual audits will be presented to the Audit Committee and/or Board of Directors in March 2024.

## Significant Transactions and Events

### St. Lawrence County Industrial Development Agency

- Solar project fees
- ARPA fund administration
- Phase III of rehabilitation project for 100 Paterson Street

### St. Lawrence County IDA Civic Development Corporation

- Note Receivable paid in full
- Issuance of Note Receivable

### St. Lawrence County IDA Local Development Corporation

- Two new loan receivables issued
- One loan receivable paid in full
- One Brasher Revolving Loan was paid off
- One new loan issued from the Brasher Revolving Loan Fund
- One micro-loan was paid off in full
- Two new loans issued from the micro-loan funds
- Increase in evaluation for allowance for doubtful note receivables

### St. Lawrence River Valley Redevelopment Agency

- One new loan receivable issued
- Two loans were paid in full
- Increase in evaluation for allowance for doubtful note receivables

### Greater Massena Economic Development Fund

- No significant items noted

### St. Lawrence County Property Development Corporation

- IDA takes control of 100 Patterson St, Ogdensburg under lease agreement.

## 2023 Reporting Requirements

	SLC IDA	CDC	IDA-LDC	GMEDEF	SLRVRA	PDC
Financial statement audit in accordance with GAAP	X	X	X	X	X	X
Auditor's required communications letter	X	X	X	X	X	X
Financial statement audit in accordance with Government Auditing Standards	X	X	X	X	X	X
Single Audit on Federal Awards	X					
Federal form 990 and NYS form CHAR500			X			X