

October 28, 2024

Private & Confidential

Tracy Verrier
Auburn Industrial Development Authority
2 State Street
Auburn, NY 13021

Dear Tracy:

Please find enclosed the client assistance package for the audit of the financial statements of Auburn Industrial Development Authority for the year ended December 31, 2024.

If you have any questions on the client assistance package, please do not hesitate to contact me. I would be more than happy to clarify any of the items requested.

Sincerely,

Taylor Green
Senior Auditor
Dannible & McKee, LLP

AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY

CLIENT ASSISTANCE PACKAGE

DECEMBER 31, 2024

Information Needed by December 1st

1. Backup of QuickBooks file
2. Board minutes from January 2024 through October 2024
3. Listing of all new capital asset additions, as well as invoices or supporting documentation, if any.
4. Attached is a copy of the prior year's procedure memos. Please review and update if there are any changes to the processes.
5. Please provide the contact information of the Board Treasurer.

Information Needed by Audit Date (February 17th)

1. Final copy of your QuickBooks backup
2. Board meeting minutes from November 2024 through February 2025 (draft minutes once available)
3. Board of director listing, with officer titles as of December 31, 2024
4. Bank reconciliations as of December 31, 2024
5. All operating bank statements for 2024 and January 2025
6. Pilot Schedule as of December 31, 2024
7. Copy of any new pilot agreements entered into during the year.
8. Report showing balance of fund as of December 31, 2024