



**Audit Committee Meeting Minutes
Auburn Industrial Development Authority
Tuesday, December 3rd, 2024 @ 4:30pm
Memorial City Hall, 24 South Street, Auburn, NY**

Board Present: Stephanie Leone, Committee Chair
James Giannettino
Excused: Vacant seat
Staff & Guests: Tracy Verrier, MRB Group
Gwen Webber-McLeod, Board Chair*

*attended virtually

Ms. Leone called the meeting to order at 4:38pm noting that a quorum was present.

COMMITTEE CHARTER

Ms. Verrier reviewed the Committee Charter and noted that she did not feel there is anything requiring updating other than the letterhead. Ms. Leone and Mr. Giannettino agreed that nothing needed to change. Ms. Leone asked what the minimum number of members for the committee is, and Ms. Verrier explained that it is three. The audit committee currently has a vacancy that will need to be filled when committees are reviewed in January. Motion to recommend charter as written with updated letterhead by Ms. Leone, seconded by Mr. Giannettino. All in favor, motion carried.

INTERNAL CONTROLS

Ms. Verrier reviewed the internal controls procedures that were submitted to audit firm D&M. Ms. Verrier updated the materials based on the current operations for AIDA. She explained it outlines AIDA's procedures and highlighted that they have a good separation of duties now. Ms. Verrier noted that changes could be made if anything appeared incorrect. The committee did not feel any changes were needed.

CORRECTIVE ACTION PLAN

The committee reviewed the corrective action plan and noted the changes that have been put into place to implement that plan. That includes:

1. A more active finance committee. They met every month from May through October, and they review several financial reports each month.
2. The board treasurer does the reconciliations, and there are good separations of duties.
3. There is a dedicated checking account for the PILOTs. There is a base deposit of \$500, so once all PILOTs are disbursed the account balance should be \$500. If not, we'll know there was a mistake along the way.
4. The PILOT invoice and disbursement report is being reviewed by the finance committee and is included in the monthly board packet. Payments are not marked as disbursed until they are in the mail or hand delivered.

Ms. Verrier noted that Quickbooks is in a much better place than last year. She reviewed the PILOT disbursement process. Ms. Leone asked how many people review the PILOT tracking reports and wondered if it would be worth having the audit committee help keep track. Ms. Verrier explained that the report goes to the whole board for monthly meetings, and there is not much activity between. The disbursements go out after the board approves them at meetings. Ms. Verrier also explained that she has

shared the invoice and disbursement report with D&M. Ms. Verrier explained that if everyone gets their PILOT payments in on time, they will be done with this process by the end of January.

Ms. Verrier also explained that the assessed value of Mack Studios' new building is changing. The assessment was originally based on an incorrect square footage. Ms. Verrier has been working with the City to correct the 2024 invoice, and noted that there will likely be a small refund to them for 2023.

AUDIT PREP PACKAGE

Ms. Verrier went over the list of information requested by D&M for the annual audit, noting that the documents requested by December 1st have been submitted already. She provided an overview of the processes that the auditors use, including sampling transactions, fraud interviews, and a year over year comparison of the general ledger.

The audit committee will meet again in late February or early March to review the draft audit before it goes to the board. Ideally, the board will approve the audit at the March meeting so it can be submitted in PARIS by the end of March.

Ms. Verrier also provided the list of information requested by the State Comptroller's Audit, which will be conducted in 2025. Ms. Leone noted that the audit will cover 2023 and 2024. Ms. Verrier explained that there will be a kickoff meeting this week with Ms. Webber-McLeod and Ms. Crawford, as requested by the Comptroller's auditor.

OTHER UPDATES & DISCUSSION

No other discussion.

CLOSING

Motion to adjourn the meeting by Ms. Leone, seconded by Mr. Giannettino. All present voted in favor, motion carried.

The meeting adjourned at 5:24pm.