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Columbia Economic Development Corporation

**MINUTES
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
AUDIT and FINANCE COMMITTEE
Tuesday, March 22, 2022**

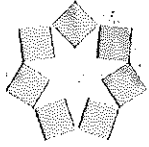
A regularly scheduled meeting of Columbia Economic Development Corporation’s (CEDC) Audit and Finance Committee was held at the CEDC office, located at One Hudson City Centre, Suite 301, Hudson, NY, on March 22, 2022. The meeting was called to order at 8:31am by Mr. Lapenn, Acting-Chair.

Attendee Name	Title	Status	Departed
Joseph Benson	Committee Member	Present	
David Fingar	Committee Member	Present	
Tish Finnegan	Committee Member	Present via Zoom	
James Lapenn	Committee Member	Present	
John Lee	Committee Member	Excused	
Anita Otey	Committee Member	Excused	
F. Michael Tucker	President/CEO	Present	
Andy Howard	Counsel	Present via Zoom	
Lauren Cranna	Business Development Partner	Present	
Lisa Drahushuk	Administrative Supervisor	Present	
Martha Lane	Business Development Director	Present	
Cathy Lyden	Bookkeeper	Present	
Nicole Overbaugh	UHY	Present	
Matt Vanderbeck	UHY	Present	

2021 CEDC Audit:

Mr. Vanderbeck presented the 2021 draft audited financials, and the associated reports to the Committee. He informed the Committee there was a new auditing standard for 2021, affecting the format. He stated there were also 2 additional risks added to the accounting standards which required auditor communication in this report. He noted the CEDC audit revealed no risks to report and no issues in regards to the newly added risks. He drew attention to pages 24-26, noting any compliance or control issues would be reported in that section. He noted no compliance issues were reported. He noted there was one finding, which was an inaccurate recording of a loan receivable in the amount of \$45,000 within the general ledger, which was not detected until the audit. Mr. Vanderbeck recommended a process be developed to track all federal awards in order to properly report on the Schedule of Expenditures of Federal Awards going forward. Mr. Tucker stated he would provide a responding statement as required for the final report.

Mr. Vanderbeck referred to page 12 and the Flanders project, warning that the project may show as a large financial hit to the financial statements in the upcoming year. He noted on page 17, CEDC cash exceeds the FDIC level. Mr. Tucker and Mr. Vanderbeck will discuss finding a bank that will cover the excess.



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Mr. Vanderbeck stated there was no management letter this year. He reviewed the required communication letter. He drew attention to the conservative level of the reserve account, to ensure the Board is aware of any potential issues in the future.

Mr. Vanderbeck then reviewed the single audit, noting the Schedule of Expenditures of Federal Awards was required to be maintained by the borrower. He stated UHY was unable to fulfill both the role of consultant for the day to day accounting questions and the auditing role. He suggested finding someone to fill that consulting/accounting role. *With no other questions, Mr. Lapenn called for a motion to accept and approve the audited financials to the full board. Carried.*

Minutes:

Mr. Fingar made a motion, seconded by Mr. Benson to approve the January 12, 2022 minutes as presented. Carried.

2021 Investment Report:

Mr. Fingar made a motion, seconded by Mr. Benson to recommend the report to the full board. Carried.

Treasurer's Report:

Mr. Tucker reported QuickBooks had been converted to an online version and we were working with a consultant to streamline and reformat the report. Mr. Tucker reviewed the balance sheet analysis with the Committee. *Ms. Finnegan made a motion, seconded by Mr. Fingar to approve the Treasurer's Report as presented. Carried.*

Portfolio Report:

Ms. Lane announced the SBA had awarded CEDC \$232,000 in technical assistance grant funds. She noted 711 CR3 LLC had sent their deferment paperwork and she was awaiting receipt. Alula was a payment behind, the Chamber had sent a payment and Hudson Clothier had made their payment. *Mr. Fingar made a motion, seconded by Ms. Finnegan to recommend the Portfolio Report to the Full Board. Carried.*

The Committee thanked Mr. Tucker and the staff for their work.

With no other business to come before the committee and no public comment, Ms. Finnegan made a motion, seconded by Mr. Benson to adjourn the meeting. Carried.

The meeting adjourned at 9:48am

Respectfully submitted by Lisa Drahushuk