

Choose Columbia

Columbia Economic Development Corporation

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION NOTICE OF PUBLIC MEETING

Please take notice that there will be a regular meeting of the Columbia Economic Development Corporation's Full Board to be held in person on March 28, 2023 at 8:30am, at One Hudson City Centre, Suite 301, Hudson, NY 12534 in accordance with Public Officers Law Section 103-a. This meeting is open to the public, who will have the opportunity to attend the meeting in person at the One Hudson City Centre address or via Zoom and provide live comments. Comments can also be provided via email before and during the meeting to mtucker@columbiaedc.com.

Meeting packets are posted and available on CEDC's website: <https://columbiaedc.com>. Join Zoom Meeting:

<https://us06web.zoom.us/j/89754510990?pwd=MDlScXp0Ynpack5yNUlBWmN3UTZGZz09>

Meeting ID: 897 5451 0990, Passcode: 218326, Dial by your location: 1 646 558 8656

Find your local number: <https://us06web.zoom.us/u/kdrtvBzlH5h>

Dated: March 21, 2023 Sarah Sterling, Secretary Columbia Economic Development Corporation

CEDC Board of Directors Agenda

Members:

Ruth Adams	Carlee Drummer	Kenneth Leggett	Carmine Pierro
Anand Balasar	David Fingar	Rachel Levine	Rick Rector
Joseph Benson	Tarah Gay	Bryan Mahoney	Sean Sawyer
James Calvin	Derek Grout	Michael Molinski	Richard Scalera
Richard Cummings	Michael Johnston	Anita Otey	Sarah Sterling

1. Chairman's Remarks
2. Minutes, February 28, 2023*
3. 2022 Full Board Evaluation *
4. 2022 Statement of Internal Controls*
5. 2022 Operations & Accomplishments*
6. March CEDC Committees Report
 - a. Audit & Finance Committee
 - i. 2022 Audit and Related Correspondence*
 - ii. Treasurer's Report *
 - iii. 2022 Investment Report*
 - iv. Audit & Finance Committee Charter*
 - b. Executive Committee
 - i. Executive Committee Charter*
 - c. Loan Committee:
 - i. Portfolio Dashboard*
 - ii. Interest Rate Discussion
 - iii. Loan Committee Charter Review*
 - iv. Upper Shire Loan Request*
7. President/CEO Report
 - a. CEDC Activities Update
 - i. PARIS Report
 - ii. Staff Update
 - iii. Columbia Forward
 - iv. Workforce & Education
 - v. Housing
 - vi. Broadband
 - vii. Annual Meeting
 - viii. Strategic Plan
8. Public Comments

Attachments:

Draft February 28, 2023 Minutes	2022 Audit & Related Correspondence	Executive Committee Charter
2022 Full Board Evaluation	Treasurer's Report	Portfolio Dashboard
2022 Statement of Internal Controls	2022 Investment Report	Loan Committee Charter
2022 Operations and Accomplishments	Audit Committee Charter	Upper Shire Loan Request
March CEDC Committees Report	Executive Committee Charter	

*Requires Approval



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BOARD

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION

Tuesday, February 28, 2023
One Hudson City Centre, Suite 301
Hudson, NY 12534

A regularly scheduled meeting of the Columbia Economic Development Corporation (CEDC) Board of Directors was held in person at their office located at One Hudson City Centre, Suite 301, Hudson, NY 12534 on February 28, 2023. The meeting was called to order at 8:30 a.m. by David Fingar, Chair.

Attendee Name	Title	Status	Arrived/ Departed
Ruth Adams	Board Member	via Zoom	
Anand Balasar	Board Member	Absent	
Joseph Benson	Board Member	Absent	
James Calvin	Vice-Chair	Present in person	
Richard Cummings	Board Member	Present in person	
Carlee Drummer	Board Member – Ex-Officio	via Zoom	
David Fingar	Chair	Present in person	
Tarah Gay	Board Member	Present in person	
Derek Grout	Board Member	Absent	
Michael Johnston	Board Member	Present in person	
Kenneth Leggett	Board Member	Present in person	
Rachel Levine	Board Member	Absent	
Bryan Mahoney	Board Member	Present in person	
Michael Molinski	Board Member	Present in person	
Anita Otey	Board Member	via Zoom	
Carmine Pierro	Board Member – Ex Officio	Absent	
Rick Rector	Board Member	Present in person	
Sean Sawyer	Board Member	Absent	
Richard Scalera	Board Member – Ex Officio	Absent	
Sarah Sterling	Secretary	Present in person	
Andy Howard	CEDC Attorney	Present in person	
F. Michael Tucker	President/CEO	Present in person	
Jessica Gabriel	Senior Economic Developer	Present in person	
Chris Brown	Housing Coordinator	Present in person	
Martha Lane	Business Development Director	Present in person	
Stephen VanDenburgh	Business Development Specialist	Present in person	
Cathy Lyden	Bookkeeper	Via Zoom	
Riley Werner	Administrative Assistant	Via Zoom	
Lisa Draushuk	Administrative Supervisor	Present in person	

Mr. Fingar called the meeting to order at 8:30am with a quorum present. He noted there would be a Workforce and Education Committee meeting following the Full Board meeting.

Minutes January 31, 2023:

Mr. Calvin made a motion, seconded by Ms. Sterling to approve the January 31, 2023 minutes as corrected (noting Mr. Mahoney was present in person at the meeting). Carried.

2022 Mission Statement and Performance Measures:

Mrs. Drahushuk noted the report described how the organization had fulfilled with its mission and goals. *Ms. Sterling made a motion, seconded by Mr. Johnston to approve the 2022 Mission Statement and Performance Measures report as presented. Carried.*

February CEDC Committee Report:

Treasurer's Report:

Mr. Tucker stated the auditors had completed their work on the audit and was reviewing the document for final changes. He reviewed their findings to date, noting he had not included a balance sheet as a result, noting one would be available later, which he would share with the Treasurer and Mr. Mahoney, in order to review the document prior to the next Audit and Finance Committee meeting. He stated the auditors shared CEDC would show a loss of \$17,000 after the deduction of the \$200,000 grant. Mr. Tucker reviewed the Income Statement with the Board.

Ms. Lane announced the SBA had awarded CEDC a \$275,000 for the 2023-2024 Technical Assistance Grant. She and Mr. VanDenburgh were working on utilizing ACH for CEDC loan clients. She noted they were determining the incentive needed to encourage people to move to that payment platform. Mr. Tucker stated they would also be moving all clients due date to the 15th or the first day of the month. *Mr. Johnston made a motion, seconded by Mr. Rector to approve the Treasurer's Report as presented. Carried.*

Portfolio Dashboard:

Ms. Lane noted as of February 15, 2023 there were 2 CEDC loans and 1 SBA loan past due by 30-59 days, and 1 CEDC and 1 SBA loan past due by 60 – 89 days, with no loans past 90 days. She noted she would be moving the SBA loan past due by more than 60 days to the CEDC portfolio. *Mr. Rector made a motion, seconded by Mr. Cummings to approve the Portfolio Dashboard report as presented. Carried.*

Loan Policy Manual:

Ms. Lane reviewed the changes to the Loan Policy Manual. She stated most changes were made to bring it into alignment with the SBA Standard Operating Procedures as well as CEDC By-Laws. Mr. Calvin asked for clarification of the term "Independent Members of the Corporation" on page 5. Mr. Howard stated it was a specific definition from the ABO, meaning that the board members business's had no business before the committee. Mr. Tucker thanked Ms. Lane, Mrs. Gabriel and Mr. Vandenburg for their work on the project. *Mr. Calvin made a motion, seconded by Mr. Leggett to approve the policy as presented. Carried.*

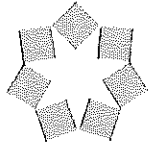
Loan Requests:

Twin Lake Ice Co. Loan Request:

Ms. Lane stated the loan request was from Twin Lakes Ice Co. LLC, located in Ghent. She stated the request was for a \$35,000 CEDC Loan as well as a \$15,000 SBA loan. The term would be 72 months at a rate of 5%. The purpose was to purchase machinery and equipment and provide working capital. She stated the collateral would be a lien on business assets and the title to the business vehicle. *Ms. Sterling made a motion, seconded by Mr. Molinski to approve the loan as presented. Carried.*

Parr Inabar Corp Loan Request:

Ms. Lane stated the loan request was from Parr Inabar Corp. located in Hudson, NY. The request was for a \$30,000 CEDC loan and a \$20,000 SBA loan for a term of 72 months. The interest rate would be 5%. The purpose of the loan is to refinance higher-interest debt and working capital. She stated collateral would



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Columbia Economic Development Corporation

BOARD

be a lien on business assets and a second mortgage on real estate. *Ms. Gay made a motion, seconded by Mr. Molinski to approve the loan as presented. Carried.*

SBA Funding Request:

Ms. Lane stated she would be requesting \$775,000 from the SBA. She noted that amount would allow CEDC three years to loan the funds. Mr. Tucker noted this would help make the loan fund evergreen. Ms. Lane reviewed the process of applying to the SBA. Mr. Calvin asked the rate due to the SBA. Ms. Lane explained that the rate was tied to the Federal funds rate. *Mr. Cummings made a motion, seconded by Mr. Mahoney to approve the request to the SBA for funding in the amount of \$775,000 for the Microloan program. Carried.*

Career Connects 2023 CEDC Funding:

Dr. Drummer reviewed the program, noting the program has grown from a one year program to a two year program. She noted that those students who took advantage of the program during their junior and senior years would be eligible to be enrolled into the Columbia –Greene Community College fall semester at no cost to them. She felt the pandemic was a set-back, but noted the program was rebounding. She stated the recruitment of the next class has begun. *Mr. Leggett made a motion, seconded by Ms. Sterling to continue the \$15,000 funding for 2023. Carried.*

President/CEO Report:

Staff Update:

Mr. Tucker stated he and Mrs. Gabriel continued to work with Elena Defio Keene on the Employee Manual, eliminating duplicates and review the draft. He stated some programs and items had been integrated. He noted they would be reviewing one more time with Ms. Keene after which he and Mrs. Gabriel would be sitting with staff and reviewing the document, in advance of presenting it to the Governance and Nominating Committee for their review and referral to the full board at their next meeting. He stated they had also been creating job descriptions, matching what staff is actually doing. He stated the next step would be job performance reviews. He stated Ms. Werner would be contacting Board members regarding their biographies for the website.

He stated the Governance and Nominating Committee and the Executive Committee are recommending that Ms. Lane be elected Vice-President of Business Development and Mrs. Gabriel Vice-President of Economic Development. He stated it is reflective of the scope of their responsibilities and expertise as well as provides them with additional standing when working with those outside the organization and the region. He expressed his gratitude to them for their assistance. *Mr. Cummings made a motion, seconded by Mr. Rector to approve the recommendation of the title changes. Carried.*

Columbia Forward:

Mrs. Gabriel noted the Chamber and CEDC have been meeting with supervisors and community leaders to determine what the community priorities are and their role with their businesses. She noted she would be meeting with the remaining 30% of the supervisors. She stated many supervisors have encouraged CEDC and the Chamber to work with their business/economic development committees, noting they would be meeting with the Germantown business committee. She stated she is working with New Lebanon to attract

a pharmacy to the town. She stated Small Business Week would be at the end of April and programming would be developed around that theme.

Housing:

Mr. Brown stated he had met with nearly all of the Task Force Advisory members and had established three committees. The last Wednesday in March will be the full task force meeting which is open to the public. He has met with community members the latest in Chatham who was updating their comprehensive plan. He noted education would be needed. Mr. Tucker handed out housing statistics. Mr. Brown reviewed the information for the Board.

Mr. Rector asked about current housing projects in the county for affordable housing. Mr. Tucker reviewed the two Galvan projects, the Redburn project which was moving forward and noted a developer had contacted him regarding two potential projects in Claverack and Livingston.

Broadband:

Mr. Tucker reported the challenges had been files and he had been in contact with Archtop. He noted that He and Mr. Fingar had a discussion with the NYS Broadband office.

Annual Meeting:

Mr. Tucker stated John Williams would not be available for the meeting, and the search would continue for another speaker. He noted the Annual Meeting sponsorship letter was being developed.

CEDC/County Contract: Mr. Tucker asked for approval for Mr. Fingar to execute the CEDC annual contract with Columbia County. *Mr. Calvin made a motion, seconded by Mr. Johnston, to authorize Mr. Fingar to execute the contract on behalf of CEDC. Carried.*

Office of Community Renewal Grant KleinsKill Farm: *Ms. Sterling made a motion, seconded by Ms. Gay to approve the execution of the County/CEDC sub-recipient contract and the CEDC/KleinsKill Farm contract. Carried.*

Laberge Engineering Contract: *Mr. Rector made a motion, seconded by Mr. Leggett to approve the execution of a contract addendum, reflecting their new professional rates. Carried.*

With no other business to be conducted, and no public comment, Mr. Molinski made a motion, seconded by Mr. Leggett to adjourn the meeting. Carried. The meeting adjourned at 9:34am.

Respectfully submitted by Lisa Drahusluk

Summary Results of Confidential Evaluation of Board Performance

Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
	#	#	#	#
Board members have a shared understanding of the mission and purpose of the Authority.	15			
The policies, practices and decisions of the Board are always consistent with this mission.	13			
Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.	14			
The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.	15			
The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.	12			
The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence or self-interest.	14			
Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	14			
Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	15			
The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.	15			
The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.	14			
Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	14			
Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.	14			
Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.	15			
The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.	14			
The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.	15			
Board members demonstrate leadership and vision and work respectfully with each other.	13			

Name of Authority: Columbia Economic Development Corp.

Date Completed: March 28, 2023

Statement of the Effectiveness of Internal Control

This Statement of the Effectiveness of Internal Controls was adopted by the Board of Directors of the Columbia Economic Development Corporation, (the “Corporation”), a public benefit corporation established under the laws of the State of New York, on this the 28th day of March, 2023.

Purpose

To satisfy the requirement of Section 2800 (1)(a)(9) and Section 2800 (2)(a)(9) of Public Authorities Law, the Corporation has prepared the following statement:

Statement of the Effectiveness of Internal Controls

This statement certifies that the Columbia Economic Development Corporation followed a process that assessed and documented the adequacy of its internal control structure and policies for the year ending December 31, 2022.

To the extent that deficiencies were identified, the Corporation has developed corrective action plans to reduce any corresponding risk.

Columbia Economic Development Corporation

Operations and Accomplishments

January 1, 2022 – December 31, 2022

Operations:

The Columbia Economic Development Corporation (CEDC) assists businesses with financial incentives, technical assistance, loans, site location assistance and training. Since 1992, CEDC has helped hundreds of local businesses through its MicroBusiness training program, SBA Microloan program, technical assistance program, revolving loan funds, and Community Development Block Grant loans. CEDC provides assistance in accessing New York State funding through the Empire State Development grant funds.

Accomplishments:

- Monthly newsletters and eblasts were distributed to 1500 recipients.
- Renewed the President/ CEO contract for an additional 2 years.
- Hired a Senior Economic Developer and Administrative Assistant and began a search for a Business Development Specialist and a Housing Coordinator.
- Initiated a charter review of all Committee charters for uniformity and accuracy.
- Renewed contracts with Columbia County, the Columbia County IDA and the City of Hudson IDA for 2022
- Reviewed and approved the 2022 audit and tax engagement letters
- Approved for a \$232,000 grant from the U.S. Small Business Administration for the provision of technical assistance. Provided technical assistance to 105 small business owners in Columbia and Greene Counties.
- Closed on 19 SBA microloans totaling \$328,500.
- Closed on 16 CEDC funded loans totaling \$481,597.
- Partnered with the New York Small Business Center at SUNY Albany to allow virtual access to 4 Columbia County Microbusiness clients to access the Business Boot Camp.
- Partnered with Columbia County and the Columbia County Chamber of Commerce on the Columbia Forward program to provide resources for funding and assistance to Columbia County's small businesses and towns including meeting with towns and assisting them with the reviewing of various grant applications.
- Partnered with Columbia County on the Columbia Forward Loan Fund. Eligible businesses may apply for loans up to \$25,000 with a grant of up to 10% of the borrowed amount. Five loans were approved and 5 grants were approved.
- Reviewed, completed and submitted 2021 confidential board evaluation, mission and measurements statement, performance goals, 2021 audited financials, assessment of internal controls as well as other required compliance reports including the PARIS report.
- Held an in person annual meeting with 82 people attending.
- Governance Committee interviewed and nominated 6 board candidates, directed an overall review of all Committee Charters for uniformity, reviewed corporate by-laws for needed changes, reviewed board member compliance, reviewed committees, appointed members and recommended a nominee for the open Treasurer's seat.

- Audit and Finance Committee reviewed audited financials, auditor correspondence, 990, CHAR 500, the 2021 PARIS report, and the 2023 budget.
- Continued partnerships with the Columbia Greene Workforce Investment Board, Columbia Greene Community College, Berkshire Taconic Foundation and the City of Hudson, amongst others.
- Began work with Columbia County on housing issues, resulting in Columbia County retaining CEDC as Housing Coordinator. This action will result in a new hire for CEDC, an Affordable Housing Coordinator who will be responsible for coordinating an affordable housing taskforce. CEDC and the County have approved a three year contract to fund the project.
- Reviewed and began updating the corporation's strategic plan. The plan is anticipated to be completed and ready for public presentation at the April annual corporate meeting.
- Reviewed and adopted a virtual meeting resolution allowing virtual meetings to be held in accordance with Columbia County's local law and NYS guidelines.
- CEDC continued to work with a broadband consultant to determine the precise addresses lacking adequate broadband coverage in Columbia County, comparing to the Public Service Commission numbers and addresses.
- Worked with Columbia County on transportation, solar projects and housing studies.
- Purchased a 6.3 acre property adjacent to the existing Commerce Park.
- Contracted with the City of Hudson IDA to provide administrative support services. Organizational policies were updated, required documents were reviewed, revised and updated. The organization also reviewed and approved the SEC 7 Project, authorizing sales and compensating use tax exemption, mortgage tax exemption and a partial real property tax abatement (PILOT).
- On behalf of Columbia County and the City of Hudson, reports were submitted to NYS on CDBG approved grant projects: Klocke Estates, KleinsKill Farms and Return Brewing. Project updates were also given to the City of Hudson and Columbia County on a regular basis.



Executive

Chairperson:	David Fingar
Date Met:	3/7/23
Action Items Completed:	Minutes, January 10, 2023, new Committee Charter, 2022 Committee Evaluation
Action Items in Progress:	
Vote/Action Taken:	Approved Minutes, January 10, 2023, Approved and Recommended new Committee Charter, Reviewed and Approved 2022 Committee Evaluation
Questions/Topics for Full Board:	Executive Committee Charter
Additional Background and Notes:	
Next Meeting Date:	6/13/2023

Loan

Chairperson:	Kenneth Leggett
Date Met:	3/20/2023
Action Items Completed:	Approved Minutes February 13, 2023, reviewed and referred to the Full Board for approval: Portfolio Dashboard, Loan Committee Charter, Upper Shire Loan Request.
Action Items in Progress:	
Vote/Action Taken:	Minutes February 13, 2023, Portfolio Dashboard. Loan Committee Charter, Upper Shire Loan Request
Questions/Topics for Full Board:	
Additional Background and Notes:	
Next Meeting Date:	4/17/2023

Audit & Finance

Chairperson:	Tarah Gay
Date Met:	3/21/23
Action Items Completed:	Received and recommended 2022 Audit and related correspondence, the 2022 Investment Report, the revised Audit and Finance Committee Charter to the Full Board for approval. Reviewed and approved the 2022 Committee Evaluation
Action Items in Progress:	
Vote/Action Taken:	
Questions/Topics for Full Board:	2022 Audit & Correspondence, 2022 Investment Report, Revised Audit and Finance Committee Charter
Additional Background and Notes:	
Next Meeting Date:	4/11/2023



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**CEDC Committees Report
March 2023**

Governance & Nominating

Chairperson:	Sarah Sterling
Date Met:	2/14/2023
Action Items Completed:	
Action Items in Progress:	
Vote/Action Taken:	
Questions/Topics for Full Board:	
Additional Background and Notes:	
Next Meeting Date:	5/9/2023

Workforce & Education

Chairperson:	Ruth Adams, Interim
Date Met:	2/28/2023
Action Items Completed:	
Action Items in Progress:	
Vote/Action Taken:	
Questions/Topics for Full Board:	
Additional Background and Notes:	
Next Meeting Date:	to be determined

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
(a component unit of the County of Columbia, New York)

AUDITED FINANCIAL STATEMENTS

As of and for the year ended December 31, 2022
(with memorandum totals as of and for the year ended December 31, 2021)

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COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
(A Component Unit of the County of Columbia, New York)

TABLE OF CONTENTS

	Page
Independent Auditor's Report	1
Management Discussion and Analysis	4
Financial Statements	
Statement of Net Position	8
Statement of Revenues, Expenses, and Changes in Net Position	9
Statement of Cash Flows	10
Notes to Financial Statements	12
Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	25
Schedule of Findings and Responses	27

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INDEPENDENT AUDITOR'S REPORT

To the Chairman and Board of
Columbia Economic Development Corporation:

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Columbia Economic Development Corporation (a not-for-profit component unit of the County of Columbia, New York) (the "Corporation"), as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise Columbia Economic Development Corporation's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of Columbia Economic Development Corporation as of December 31, 2022 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Columbia Economic Development Corporation and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Change in Accounting Principle

As described in Note 2 to the financial statements, the Corporation adopted GASB Statement No. 87, *Leases*. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Columbia Economic Development Corporation's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Columbia Economic Development Corporation's ability to continue as a going concern for one year after the date the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. 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 will always detect a material misstatement when it exists. 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, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatements of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Columbia Economic Development Corporation's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our professional judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Columbia Economic Development Corporation's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 to 7 be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about 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 do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March __, 2023 on our consideration of Columbia Economic Development Corporation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Columbia Economic Development Corporation's internal control over financial reporting and compliance.

Report on Summarized Comparative Information

We have previously audited Columbia Economic Development Corporation's 2021 financial statements, and we expressed an unmodified opinion on those audited financial statements in our report dated March 30, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2021 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Hudson, New York
March __, 2023

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COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
(A Component Unit of the County of Columbia, New York)
MANAGEMENT DISCUSSION AND ANALYSIS
December 31, 2022

1. Introduction:

Within this section of the Columbia Economic Development Corporation's (the "Corporation") financial statements, the Corporation's management provides narrative discussion and analysis of the financial activities of the not-for profit Corporation for the year ended December 31, 2022. This discussion and analysis is intended to serve as an introduction to the Corporation's basic financial statements for the year ended December 31, 2022.

2. Overview of the Financial Statements:

The Corporation's basic financial statements include: (1) financial statements, and (2) notes to the financial statements.

Financial Statements:

The Corporation's financial statements are prepared on the accrual basis in accordance with generally accepted accounting principles promulgated by the Governmental Accounting Standards Board (GASB). The Corporation is structured as a single enterprise fund with revenues recognized when earned, not when received. Expenses are recognized when incurred, not when they are paid. Capital assets are capitalized and are depreciated over their useful lives. See notes to the financial statements for a summary of the Corporation's significant accounting policies.

The *Statement of Net Position* presents information on the Corporation's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of the Corporation's financial position.

The *Statement of Revenues, Expenses and Change in Net Position* presents information showing how the Corporation's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in these statements for some items that will result in cash flows in future periods.

The *Statement of Cash Flows* relates to the flows of cash and cash equivalents. Consequently, only transactions that affect the Corporation's cash accounts are recorded in this statement. A reconciliation is provided at the bottom of the statement of cash flows to assist in the understanding of the difference between cash flows from operating activities and operating income.

Notes to Financial Statements:

The accompanying notes to the financial statements provide information essential to a full understanding of the basic financial statements.

3. Financial Highlights:

During the year ended December 31, 2022, the Corporation was able to assist Columbia County businesses through its loan programs.

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
(A Component Unit of the County of Columbia, New York)
MANAGEMENT DISCUSSION AND ANALYSIS
December 31, 2022

3. Financial Highlights (Continued):

Net position decreased \$17,732 during the year ended December 31, 2022. Operating revenues increased \$293,597 or 79%, primarily due to an increase in grant revenue of \$307,611 offset by a decrease of administrative fees of \$10,022. Non-operating activity in 2022 (excluding appropriations) resulted in a loss of \$13,087. Operating expenses increased \$288,908 or 34%, primarily due to an increase in grant expense of \$276,707, an increase in personnel and benefits of \$22,107, an increase in consulting of \$25,280, offset by a decrease in bad debt expense of \$50,000.

Total assets increased by \$741,199 or 19.84% and total liabilities increased \$661,919 or 67.67% for the year ended December 31, 2022. Cash and cash equivalents was \$1,413,338 at December 31, 2022, an increase of \$60,139 from December 31, 2021. Total loans increased by \$119,722 to \$1,787,811 presented net of an allowance for loan loss of \$278,233 at December 31, 2022.

4. Financial Statement Analysis:

Below is a comparative summary of the Corporation's Statements of Net Position as of December 31:

	<u>2022</u>	<u>2021</u>
Assets		
Capital assets	\$ 247,468	\$ 12,740
Current assets	1,960,896	2,165,039
Long-term assets	2,268,458	1,557,844
Total assets	<u>\$ 4,476,822</u>	<u>\$ 3,735,623</u>
Current liabilities	\$ 265,068	\$ 199,586
Long-term liabilities	1,374,989	778,552
Deferred inflow of resources	102,249	5,237
Net position		
Unrestricted	2,067,349	2,271,624
Capital	6,458	12,740
Restricted	660,709	467,884
Total liabilities, deferred inflows, and net position	<u>\$ 4,476,822</u>	<u>\$ 3,735,623</u>

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
(A Component Unit of the County of Columbia, New York)
MANAGEMENT DISCUSSION AND ANALYSIS
December 31, 2022

4. Financial Statement Analysis (Continued):

Below is a comparative summary of the Corporation's statements of Revenues, Expenses and Changes in Net Position for the years ended December 31:

	2022	2021
Operating revenues		
Charges for services	\$ 34,000	\$ 44,022
Interest from loans	72,160	73,472
Grant revenues	528,700	221,089
Membership fees	31,185	32,992
Land sale	-	873
Total operating revenues	<u>666,045</u>	<u>372,448</u>
Non-operating revenues		
Columbia County appropriation	460,000	368,000
Forgiveness of paycheck protection program loans	-	132,814
Interest earnings	5,795	3,750
Total non-operating revenues	<u>465,795</u>	<u>504,564</u>
Total revenues	<u>1,131,840</u>	<u>877,012</u>
Operating expenditures		
Personnel and benefits	337,175	315,068
Professional fees	61,167	46,419
Grants	286,361	9,654
Office	100,651	98,642
Consulting	192,598	167,318
Marketing	41,088	19,689
New initiatives	15,285	61,802
Amortization on right-of-use asset	36,598	-
Bad debt	-	50,000
Other operating expenditures	59,767	73,190
Total operating expenditures	<u>1,130,690</u>	<u>841,782</u>
Nonoperating expenditures		
Interest	<u>18,882</u>	<u>69</u>
Total nonoperating expenditures	<u>18,882</u>	<u>69</u>
Total expenditures	<u>1,149,572</u>	<u>841,851</u>
Total revenues (deficiency) in excess of expenditures	(17,732)	35,161
Net position at the beginning of the year	<u>2,752,248</u>	<u>2,717,087</u>
Net position at the end of the year	<u>\$ 2,734,516</u>	<u>\$ 2,752,248</u>

The 2022 budget included revenue of \$833,000 and expenses of \$833,000 with no projected gain or loss.

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
(A Component Unit of the County of Columbia, New York)
MANAGEMENT DISCUSSION AND ANALYSIS
December 31, 2022

4. Financial Statement Analysis (Continued):

Total revenues were \$298,840 more (36%) than the budget and total expenditures were \$316,572 more (38%) than the budget. Total revenues exceeded budget primarily due to grant revenue exceeding the budget by \$373,700. This was offset by interest on loans, membership fees, and other income not meeting the budget by \$3,840, \$28,815, and \$12,000, respectively. Total expenses exceeded the budget primarily due to grant expenses and professional fees exceeding budget by \$271,361 and \$25,167, respectively, offset by personnel and benefits and new initiatives budget exceeding actual expense by \$22,825 and \$34,715, respectively.

5. Additional Information:

This report is prepared for the use of the Corporation's audit committee, management, federal awarding agencies and pass-through entities, and members of the public interested in the affairs of the Corporation. Questions with regard to this financial report or requests for additional information may be addressed to the President/CEO, Columbia Economic Development Corporation, 1 Hudson City Centre, Suite 301, Hudson, NY 12534.

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COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
(A Component Unit of the County of Columbia, New York)
STATEMENT OF NET POSITION
December 31, 2022
(with memorandum only totals at December 31, 2021)

	2022	2021 (memorandum only)
CURRENT ASSETS		
Cash and cash equivalents	\$ 1,413,338	\$ 1,353,199
Certificate of deposit	-	153,955
Restricted cash - fiscal agency	-	14,670
Accounts receivable	62,402	50,675
Account receivable - IDA	6,000	12,000
Land sale receivable, current portion	-	9,918
SBA technical assistance grant receivable	59,224	43,352
Loans receivable, current portion	419,932	527,270
Total current assets	<u>1,960,896</u>	<u>2,165,039</u>
CAPITAL ASSETS, NET		
Land	232,900	-
Furniture and equipment, net of \$35,855 of accumulated depreciation	14,668	12,740
Total capital assets, net	<u>247,468</u>	<u>12,740</u>
OTHER ASSETS		
Restricted cash	653,390	413,825
Right of use asset, net	243,989	-
Security deposit	3,200	3,200
Loans receivable, less current portion, net of allowance of \$278,233	1,367,879	1,140,819
Total other assets	<u>2,268,458</u>	<u>1,557,844</u>
Total assets	<u>4,476,822</u>	<u>3,735,623</u>
CURRENT LIABILITIES		
Accounts payable	33,546	16,222
Accrued expenses	22,045	8,674
Due to fiscal agency	-	14,670
Loans payable - SBA microloan program, current portion	169,913	140,833
Lease liability, current	29,761	-
Debt reserve deposit	-	10,000
Unearned revenue, current portion	9,803	9,187
Total current liabilities	<u>265,068</u>	<u>199,586</u>
NON-CURRENT LIABILITIES		
Loan payable-EIDL, long-term portion	100,000	100,000
Loans payable-SBA microloan program, long-term portion	856,853	623,680
Lease liability, long-term portion	222,338	-
Unearned revenue, long-term portion	195,798	54,872
Total non-current liabilities	<u>1,374,989</u>	<u>778,552</u>
Total liabilities	<u>1,640,057</u>	<u>978,138</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred grant income	83,737	5,237
Deferred membership income	18,512	-
Total deferred inflows of resources	<u>102,249</u>	<u>5,237</u>
NET POSITION		
Unrestricted	2,067,349	2,271,624
Invested in capital assets	6,458	12,740
Restricted		
Commerce Park water tower	-	71,817
County directed	-	48,889
Columbia County Student Connects Program	8,000	23,000
County restricted land	232,900	-
Masten Park	-	15,000
SBA microloan program	419,809	309,178
Total net position	<u>\$ 2,734,616</u>	<u>\$ 2,752,248</u>

See notes to financial statements.

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
(A Component Unit of the County of Columbia, New York)
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
For the year ended December 31, 2022
(with memorandum only totals for the year ended December 31, 2021)

	2022	2021 (memorandum only)
OPERATING REVENUE		
Administrative fees - related party	\$ 24,000	\$ 24,000
Administrative fees - Hudson IDA	10,000	20,022
Grant revenue	280,710	221,089
Grant revenue - Columbia County	247,990	-
Interest on loans	72,160	73,472
Membership fees	31,185	32,992
Land sale	-	873
Total operating revenue	666,045	372,448
OPERATING EXPENSES		
Personnel and benefits	337,175	315,068
Grants	286,361	9,654
Office	100,651	98,642
Program delivery fees	40,095	35,442
Professional fees	61,167	46,419
Consulting	192,598	167,318
Meetings and events	2,655	2,620
Insurance	2,903	2,886
Marketing	14,788	19,689
New initiatives	41,585	61,802
Depreciation	4,535	5,293
Amortization on right-of-use asset	36,598	-
Bad debt	-	50,000
Miscellaneous	9,579	26,949
Total operating expenses	1,130,690	841,782
OPERATING LOSS	(464,645)	(469,334)
NON-OPERATING REVENUE (EXPENSES)		
Bank interest	5,795	3,750
Forgiveness of paycheck protection program loans	-	132,814
Interest expense and fees	(18,882)	(69)
Total Non-Operating (Expenses) Revenue	(13,087)	136,495
Appropriation from the County of Columbia, NY	460,000	368,000
CHANGE IN NET POSITION	(17,732)	35,161
NET POSITION, Beginning of year	2,752,248	2,717,087
NET POSITION, End of year	\$ 2,734,516	\$ 2,752,248

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
(A Component Unit of the County of Columbia, New York)
STATEMENT OF CASH FLOWS
For the year ended December 31, 2022
(with memorandum only totals for the year ended December 31, 2021)

	<u>2022</u>	<u>2021</u> <u>(memorandum only)</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Administrative fees - related party	\$ 30,000	\$ 18,000
Administrative fees - Hudson IDA	10,000	20,022
Principal disbursed on loans receivable	(943,500)	(580,400)
Principal received on loans receivable	623,778	392,514
Membership contributions	49,697	28,825
Grant revenue	706,473	234,026
Land sale	9,918	10,364
Interest on loans	62,160	73,472
Payments to employees	(337,175)	(315,068)
Payments to vendors	(521,687)	(548,616)
Net cash used for operating activities	<u>(310,336)</u>	<u>(666,861)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
Appropriation from the County of Columbia, NY	460,000	368,000
Proceeds from loans payable - PPP	-	64,114
Payments on SBA microloan program	(137,747)	(132,564)
Proceeds from SBA microloan program	400,000	300,000
Net cash provided by noncapital financing activities	<u>722,253</u>	<u>599,550</u>
CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES		
Principal paid on leases	(28,488)	-
Interest paid	(18,882)	(69)
Net cash used for capital financing activities	<u>(47,370)</u>	<u>(69)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds (purchase) of certificate of deposit	153,955	(516)
Purchase of equipment	(6,363)	(3,693)
Purchase of land	(232,900)	-
Interest received	5,795	3,750
Net cash used for investing activities	<u>(79,513)</u>	<u>(459)</u>

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
(A Component Unit of the County of Columbia, New York)
STATEMENT OF CASH FLOWS (CONTINUED)
For the year ended December 31, 2022
(with memorandum only totals for the year ended December 31, 2021)

NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	\$ 285,034	\$ (67,839)
CASH AND CASH EQUIVALENTS, Beginning of year	<u>1,781,694</u>	<u>1,849,533</u>
CASH AND CASH EQUIVALENTS, End of year	<u>\$ 2,066,728</u>	<u>\$ 1,781,694</u>
RECONCILIATION OF TOTAL CASH AND CASH EQUIVALENTS		
Cash and cash equivalents	\$ 1,413,338	\$ 1,353,199
Restricted cash - fiscal agency	-	14,670
Restricted cash	<u>653,390</u>	<u>413,825</u>
	<u>\$ 2,066,728</u>	<u>\$ 1,781,694</u>
Reconciliation of operating loss to net cash used for operating activities:		
Operating loss	\$ (464,645)	\$ (469,334)
Bad debt reserve	-	50,000
Amortization on right-of-use assets	36,598	-
Depreciation expense	4,535	5,293
Changes in assets, liabilities, and deferred inflows:		
Prepays	-	2,888
Loans receivable	(119,722)	(187,887)
Land sale receivable	9,918	9,491
SBA technical assistance grant receivable	(15,872)	(24,070)
Accounts receivable	(11,727)	(49,008)
Account receivable - IDA	6,000	(6,000)
Accounts payable	17,324	(13,493)
Due to fiscal agency	(14,670)	(10,674)
Unearned revenue	141,542	37,007
Debt reserve deposit	(10,000)	-
Accrued expenses	13,371	(6,907)
Deferred grant income	78,500	-
Deferred membership income	<u>18,512</u>	<u>(4,167)</u>
Net cash used for operating activities	<u>\$ (310,336)</u>	<u>\$ (666,861)</u>
Non-Cash Activity:		
Contingent loan forgiven	<u>\$ 200,000</u>	<u>\$ -</u>

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
(A Component Unit of the County of Columbia, New York)
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 1 – NATURE OF ORGANIZATION

Financial Reporting Entity

The Columbia Economic Development Corporation ("CEDC" or the "Corporation") was organized as a not-for-profit entity for the purpose of promoting and developing industry and job development in Columbia County, New York (the "County"). The Corporation is a component unit of the County, is a separate entity, and operates independently of the County.

Programs of the Corporation

General Operating

The Corporation derives its revenues primarily from Columbia County appropriations and from administrative fees from related parties such as Columbia County Capital Resource Corporation ("CRC") and Columbia County Industrial Development Agency ("CCIDA"). The fund also derives revenue from interest from loan receivables.

Loan Program

The loan program offers loans to local businesses, often at a discounted interest rate, to attract business to the County as well as expand business growth from existing businesses already located in the County. The program funds are also used to continue offering the Microbusiness seminar series and is used to fund expenses as it applies to the administration and delivery of programs.

The loan program receives grant money from time to time from CDBG-NYS. As a requirement of the grant, the loan program awards a contingent grant (usually based on employment goals) to local organizations after meeting certain NYS grant requirements. If requirements of the grant are not met by the local organization, the grant converts to a loan. The Corporation treats these arrangements as loans until the contingencies are met. As of December 31, 2022, the Corporation's loans receivables include \$195,000 of these loan types comprised of:

	Original Loan Balance	Loan Balance at December 31, 2022
Flanders/Precisionaire Corporation	\$ 200,000	\$ -
Klocke Estates (CDBG)	150,000	150,000
Hudson Valley Creamery (CDBG)	45,000	45,000
	<u>\$ 395,000</u>	<u>\$ 195,000</u>

Flanders/Precisionaire Corporation's loan was fully forgiven in 2022. Hudson Valley Creamery's loan is expected to be fully forgiven in 2026 and Klocke Estates loan is expected to be fully forgiven in 2027.

During the years ended December 31, 2022 and 2021 grant money received from CDBG-NYS of \$150,000 and \$45,000, respectively, was recorded as deferred revenue due to the CDBG grant including conditions that the grantee must meet the employment goals in order for the grant revenue to be earned by the Corporation (see Note 11). If the job requirements are not met by the grantee, they are obligated to repay the grant received. Should the employment goals not be met, the Corporation would either have to repay the CDBG grant or request permission to re-grant the funds to another eligible participant.

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
(A Component Unit of the County of Columbia, New York)
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 1 – NATURE OF ORGANIZATION (Continued)

Programs of the Corporation (Continued)

CDBG Small Cities

Grant funds received with performance requirements are recorded as unearned revenue in the period granted. The Corporation records a receivable for the amount of the loan lent out or grant made to the third party business. As obligations are met, the loan is paid off or written down and the loan balance is earned or forfeited. Unearned revenue is recognized in income as performance obligations are met and contingent grants made are recognized in expense as earned by the grantee.

267ED424-02 Grant

The 267ED424-02 grant offered assistance to local businesses by offering low interest business loans. The Corporation receives interest and principal payments on a monthly basis. At December 31, 2022, the loan balance outstanding was \$10,601.

Microbusiness Program

The microbusiness program is funded by the loan program. The program offers technical assistance to local businesses. The program also offers seminars taught by local business owners and professionals.

SBA-Microloan Program

Loans are provided to small businesses in Columbia and Greene Counties funded by the Small Business Administration (SBA). Loans over 120 days past due are required to be charged off. The loan maturity date should not exceed six years on Microloans. The Corporation may charge up to 7.75% over the Corporation's cost of funds on a microloan of more than \$10,000 and up to 8.5% over the Intermediary's cost of funds on a microloan of \$10,000 or less. Amounts loaned to the Corporation are maintained in a restricted revolving loan fund. The Corporation is also required to maintain a separate loan loss reserve fund with its own funds representing at least 15% of SBA funds received.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The financial statements of the Corporation have been prepared on the accrual basis of accounting and reflect all significant receivables, payables, and other liabilities. Revenues are recorded when earned and expenses are recorded when incurred. In accordance with accounting principles generally accepted in the United States of America, the Corporation applies all applicable Governmental Accounting Standards Board (GASB) pronouncements as the Corporation is a component unit of the County of Columbia, New York (the "County"), a governmental entity. The Corporation does not apply any Financial Accounting Standards Board (FASB) or AICPA pronouncements post November 30, 1989, as clarified by GASB No. 62. In accordance with GASB standards, balances and activity for the Corporation are presented as an enterprise fund.

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
(A Component Unit of the County of Columbia, New York)
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Deferred Outflows/Inflows of Resources

GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, defined and classified deferred outflows of resources and deferred inflows of resources. A deferred outflow of resources is a consumption of net assets that applies to future period(s), and as such, will not be recognized as an outflow of resources (expense/expenditure) until that time. A deferred inflow of resources is an acquisition of net assets that applies to future period(s), and as such, will not be recognized as an inflow of resources (revenue) until that time.

Statement 63 changed how governments organize their statements of financial position (such as the current government-wide statement of net assets and the governmental funds balance sheet).

As a result of Statement 63, financial statements will include deferred outflows of resources and deferred inflows of resources ("deferrals"), in addition to assets and liabilities, and will report net position instead of net assets.

Membership fees collected in the current year that will be recognized as revenue next year and grant payments received in advance of the grant term are classified as a deferred inflow.

Prior Year Amounts

Amounts shown for the prior year, in the accompanying statements are included to provide a basis for comparison with the current year and present summarized totals only. Accordingly, the prior year amounts are not intended to present all information necessary for a fair presentation in accordance with accounting principles generally accepted in the United States of America.

Budgetary Data

The budget policies are as follows:

In October of each year, the President/CEO submits a tentative budget to the Board of Directors for their approval for the next fiscal year. The tentative budget includes proposed expenditures and the proposed means of financing, which is to be used as a guide of activity for the fiscal year.

Income Taxes

A provision for income tax has not been provided for in these financial statements, as the Corporation is a not-for-profit corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

The Corporation has evaluated any uncertain tax positions and related income tax contingencies and determined uncertain positions, if any, are not material to the financial statements. Penalties and interest assessed by income taxing authorities are included in operating expenses, if incurred. None of the Corporation's returns are currently under examination.

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
(A Component Unit of the County of Columbia, New York)
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those amounts.

The determination of the adequacy of the allowance for loan losses is based on estimates that are particularly susceptible to significant changes in the economic environment and market conditions. In connection with the determination of the estimated losses on loans, management obtains independent appraisals for significant collateral.

The Corporation's loans are generally secured by specific items of collateral including real property, consumer assets, and business assets, along with personal guarantees. Although the Corporation has a diversified loan portfolio, a substantial portion of its debtors' ability to honor their contracts is dependent on local economic conditions in Columbia County, New York.

While management uses available information to recognize losses on loans, further reductions in the carrying amounts of loans may be necessary based on changes in local economic conditions. Because of these factors, it is reasonably possible that the estimated losses on loans may change materially in the near term.

Revenue Recognition

Contribution revenue is recognized in the period it is unconditional, measurable, and future installments are considered probable of collection. Contribution revenue that is restricted as a result of a purpose or time restriction is included as a component of "restricted net position", when applicable.

Administrative revenue is recognized in the period services are provided and payments are generally received from related parties on a quarterly basis. Grant revenue is recognized on cost reimbursable contracts in the period the costs are incurred. Advances on grants prior to costs being incurred in accordance with the terms of the grant agreement are deferred until the period costs are incurred. Membership revenue is recognized as revenue over the period of membership.

Interest on loans is recognized in the period earned over the life of the related loans receivable.

Operating revenues include revenue generated from ongoing operating activities. Non-operating revenues include investing, financing and other non-recurring activities.

Columbia County Appropriation

For the year ended December 31, 2022, Columbia County appropriated \$460,000 for unrestricted use by the Corporation. The Corporation recognizes appropriated income in the period appropriated.

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
(A Component Unit of the County of Columbia, New York)
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cash and Cash Equivalents

The Corporation considers all highly liquid investments with maturities of three months or less when purchased to be cash equivalents.

Certificates of Deposit

The Corporation records certificate of deposits at amortized cost.

Capital Assets

Capital assets are stated at cost and fair market value for donated items. Maintenance and repairs are expensed as incurred whereas major repairs and betterments are capitalized. Property and equipment comprise office equipment, furniture and software. Depreciation is provided for using the straight-line method over the estimated useful lives of the respective assets, which are:

Land	Not applicable
Computer/Software	3 – 5 years
Furniture and Equipment	5 – 10 years

Right-of-Use Lease Assets

The Corporation's right of use assets are reported within the major class of the underlying asset and initially measured at an amount equal to the initial measurement of the related lease liability plus any lease payments made at or before the commencement of the lease term, less any lease incentives, plus ancillary charges necessary to place the lease asset into service. The right-of-use lease assets are amortized on a straight-line basis over the life of the related lease.

Loans and Allowance for Loan Losses

Loans are stated at their recorded investment, which is the amount of unpaid principal, reduced by an allowance for loan losses. Interest is calculated by using the simple interest method.

The allowance for loan losses reflects management's judgment of probable loan losses inherent in the portfolio at the balance sheet date. The Corporation uses a disciplined process and methodology to establish the allowance for loan losses. To determine the total allowance for loan losses, management estimates the reserves needed for each loan outstanding.

To determine the balance of the allowance account, loans are evaluated on a case by case basis and future losses are projected using historical experience adjusted for current economic and industry conditions. Management exercises significant judgment in determining the estimation method that fits the credit risk characteristics of each case. Management must use judgment in establishing additional input factors for estimating purposes. The assumptions used to determine the allowance are periodically reviewed by management to ensure that their theoretical foundation, assumptions, data integrity, computational processes, and reporting practices are appropriate and properly documented.

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
(A Component Unit of the County of Columbia, New York)
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Loans and Allowance for Loan Losses (Continued)

The establishment of the allowance for loan losses relies on a consistent process that requires multiple layers of management review and judgment and responds to changes in economic conditions, customer behavior, and collateral value, among other influences. From time to time, events or economic factors may affect the loan portfolio, causing management to provide additional amounts to, or release balances from, the allowance for loan losses.

Management monitors differences between estimated and actual incurred loan losses. This monitoring process includes periodic assessments by senior management of loan portfolios and the assumptions used to estimate incurred losses in those portfolios. Additions to the allowance for loan losses are made by charges to the provision for loan losses. Credit exposures deemed to be uncollectible are charged against the allowance for loan losses. Recoveries of previously charged off amounts are credited to the allowance for loan losses.

Concentration of Credit and Market Risk

Financial instruments that potentially expose the Corporation to concentrations of credit and market risk consist primarily of cash and cash equivalents, certificates of deposit and loans receivable. Cash and cash equivalents and certificates of deposit are maintained at Federal Deposit Insurance Corporation insured financial institutions and credit exposure is limited to any one institution. As of December 31, 2022, the Corporation was in excess of the FDIC limits of approximately \$1,324,000, which is not collateralized.

Concentrations of credit risk with respect to notes receivables are limited due to the diverse industry backgrounds of its borrowers. Furthermore, management feels its borrower approval processes and regular review of provisions for loan losses, adequately provides for any material credit risks. Generally, sufficient collateral or a personal guarantee is obtained for all loans at the time of disbursement. Collateral is generally in the form of a mortgage on real property or a chattel lien on equipment title.

The Corporation received \$707,990 from the County of Columbia representing 63% of its total revenue for the year ended December 31, 2022.

Investment Policy

The Corporation has an investment policy that includes authorized investments of the following types: special time deposit accounts, certificates of deposit, obligations of the United States of America, obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America, obligations of the State of New York and money market/savings accounts.

Interest Income on Loans

Interest on loans is accrued and credited to income based on the principal amount outstanding. The accrual of interest on loans is discontinued when, in accordance with adopted policies, there is an indication that the borrower may be unable to meet payments as they become due. Upon such discontinuance, all unpaid accrued interest is reversed.

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
(A Component Unit of the County of Columbia, New York)
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Risks and Uncertainties

In May 2020, the Corporation applied for and received a loan in the amount of \$68,700 from its bank through the Small Business Administration's ("SBA") Paycheck Protection Program ("PPP"). In February 2021, the loan, including principal and interest, was fully forgiven, and considered repaid in full. In February 2021, the Corporation applied for and received a second PPP loan in the amount of \$64,114. In December 2021, the loan, including principal and interest was fully forgiven and considered repaid in full.

According to the rules of the SBA, the Corporation is required to retain PPP loan documentation for six years after the date the loan is forgiven or repaid in full, and permit authorized representatives of the SBA, including representatives of its Office of Inspector General, to access such files upon request. Should the SBA conduct such a review and reject all or some of the Corporation's judgments pertaining to satisfying PPP loan eligibility or forgiveness conditions, the Corporation may be required to adjust previously reported amounts and disclosures in the financial statements.

Change in Accounting Principle

During the year ended December 31, 2022, the Corporation implemented GASB Statement No. 87, *Leases*. This statement changes the reporting of leases that were previously classified as operating leases, requiring the recognition of certain lease assets and liabilities along with the recognition of inflows and outflows of resources, as appropriate.

The Corporation applied the new standard as of January 1, 2022, since the prior year is presented as memorandum only. As part of the implementation, a right-of-use asset and lease liability of \$280,587 was recorded as of January 1, 2022.

Subsequent Events

Subsequent events have been evaluated through March __, 2023, which is the date the financial statements were available to be issued.

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
(A Component Unit of the County of Columbia, New York)
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 3 – LOANS RECEIVABLE

During the year ended December 31, 2022, the Corporation loaned \$943,500 to 34 local businesses.

A summary of loan activity is as follows:

	Balance at January 1, 2022	New Loans	Payments	(Write-offs), Reclasses, and Recoveries	Balance at December 31, 2022	Current Portion
Loan Fund	\$ 1,235,401	\$ 615,000	\$ 423,975	\$ (182,891)	\$ 1,243,535	\$ 207,500
CDBG Small Cities	19,059	-	8,458	-	10,601	9,803
SBA Microloan	691,862	328,500	191,345	(17,109)	811,908	202,629
	<u>1,946,322</u>	<u>\$ 943,500</u>	<u>\$ 623,778</u>	<u>\$ (200,000)</u>	<u>2,066,044</u>	<u>\$ 419,932</u>
Less: Allowance for loan losses	(278,233)				(278,233)	
Total Loans	<u>\$ 1,668,089</u>				<u>\$ 1,787,811</u>	

NOTE 4 – CAPITAL ASSETS

A summary of changes in capital assets is as follows:

	Balance at January 1, 2022	Additions	Disposals	Balance at December 31, 2022
Land	\$ -	\$ 232,900	\$ -	\$ 232,900
Furniture and equipment	44,060	6,363	-	50,423
Accumulated depreciation	(31,320)	(4,535)	-	(35,855)
Total capital assets	<u>\$ 12,740</u>	<u>\$ 234,728</u>	<u>\$ -</u>	<u>\$ 247,468</u>

Depreciation expense was \$4,535 for the year ended December 31, 2022.

NOTE 5 – RIGHT-OF-USE LEASE ASSET

Right-of-use lease assets of the Corporation is as follows:

	Balance as of January 1, 2022	Additions	Subtractions	Modifications and Remeasurements	Balance at December 31, 2022
Right-to-use lease asset - building	\$ 280,587	\$ -	\$ -	\$ -	\$ 280,587
Accumulated amortization	-	(36,598)	-	-	(36,598)
Total right-to-use lease asset, net	<u>\$ 280,587</u>	<u>\$ (36,598)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 243,989</u>

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
(A Component Unit of the County of Columbia, New York)
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 6 – LOAN PAYABLE – EIDL

In July 2020, the Corporation applied for and received a loan in the amount of \$100,000 from the SBA’s Emergency Injury Disaster Loan (EIDL) Program. Interest accrues on the EIDL loan at a fixed rate of 2.75% per annum. The loan has a deferral period of 30 months.

Beginning January 2023, loan agreement requires the Corporation to make 330 monthly payments of \$463, with the first payments received by the SBA going first towards the accrued interest to date until the accrued interest is paid off in full. Once the accrued interest is paid in full, these monthly payments will then go towards principal and interest. As of December 31, 2022, the Corporation has accrued \$6,690 of interest payable included in accrued expenses on the statement of net position. The Corporation’s board of directors have approved a plan expediate full repayment of the loan over five years beginning January 2023.

The EIDL loan matures on July 24, 2050 and is collateralized by all tangible and intangible property of the Corporation, including equipment, accounts receivable, and deposit accounts.

Maturities of the loan payable are as follows based on the terms of the agreement:

2023	\$	-
2024		1,890
2025		2,786
2026		2,864
2027		3,026
Thereafter		89,434
	\$	<u>100,000</u>

NOTE 7 – RESTRICTED NET POSITION

Restricted net position at December 31, 2022, consists of the following:

Columbia County Student Connects Program	\$	8,000
SBA microloan program		419,809
Land		232,900
Total Restricted Net Position	\$	<u>660,709</u>

In 2008, the Corporation did not remit the principal back to Columbia County, New York for Commerce Park loans. The principal was to be retained by the Corporation to aide in the construction of the water tower within Commerce Park. Refer to Note 9 for more information on the Commerce Park water tower restrictions and on the County directed restricted net position balance which were released during 2022 to purchase a piece of land. The land purchased is now restricted by the County.

The SBA microloan program restricted net position balance above represents the balance of the Corporation’s SBA microloan program that has been borrowed from the SBA but has not been lent to qualified businesses as of December 31, 2022.

The “Columbia County Student Connects Program” balance of \$8,000 represents grant funds received and restricted for a specific purpose.

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
(A Component Unit of the County of Columbia, New York)
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 8 – SBA MICROLOAN PROGRAM

Since 2003, the Corporation has taken steps toward acquiring the Hudson Development Corporation’s SBA loan portfolio by establishing a small business loan program. The Corporation acquired the SBA loan program in 2008. Total loans outstanding, net of an allowance under this program of \$102,182, totaled \$709,726 at December 31, 2022.

The Corporation borrows money from SBA loan awards in order to fund loans given to businesses participating in the SBA program. The following illustrates the amounts payable to the SBA:

Balance at January 1, 2022	Drawdowns	Payments	Balance at December 31, 2022
\$ 764,513	\$ 400,000	\$ 137,747	\$ 1,026,766

Once draws have been made from the SBA, the Corporation pays the SBA back based on an amortization schedule for each specific drawdown. The following shows the combined expected payout of the SBA drawdowns—Draw Five, Draw Six, Draw Seven, Draw Eight, and Draw Nine:

December 31,	Balance
2023	\$ 169,913
2024	144,797
2025	144,797
2026	132,574
2027	108,130
Thereafter	326,557
Total	\$ 1,026,766

Each drawdown has repayments of principal and interest, with each drawdown having a separate interest rate based on the agreement—0.75% (Draw Five), 1.25% (Draw Six), 1.75% (Draw Seven), 0.25% (Draw Eight), and 1.125% (Draw Nine), per annum.

NOTE 9 – COMMERCE PARK LAND

Beginning in 2005, Columbia County initiated a program to sell undeveloped land it owns in Commerce Park through a component unit, the Columbia County IDA. CEDC works directly with the buyer on the County’s behalf. CEDC receives a deposit from the buyer and in turn uses this money to pay for surveying and legal fees associated with the transfer of the land.

CEDC recognizes a receivable for the sales price due from the buyer and a liability to the County for the same amount. The CCIDA plays an administrative role in the transfer of the land. CEDC retains the interest portion earned on land sale receivables as payment for servicing the loans and the remaining principal portion is forwarded to the County.

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
(A Component Unit of the County of Columbia, New York)
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 9 – COMMERCE PARK LAND (Continued)

In 2008 and only for 2008, the CEDC retained the principal and interest payments, as agreed upon with the County, to assist the County with the possible future construction of a water tower in Commerce Park. The principal forgiven during 2008 was recognized as revenue.

In June 2016, the Corporation sold land in the Commerce Park to a local individual for \$50,000, with \$4,500 being paid to the Corporation as a deposit in 2015. The Corporation received a \$45,500 five-year note at 4.5% per annum with payments commencing on June 8, 2017. The note provided for an annual payment of \$10,365 of principal and interest, with a final payment due to the Corporation on June 8, 2021. During the year ended December 31, 2020, the Corporation approved a deferral of loan payments extending the maturity date to June 8, 2022. During the year ended December 31, 2022, the loan was repaid in full. The principal portion, \$48,889, of the note, net of legal fees of \$1,111, normally remitted to the County was recognized as revenue during the year ended December 31, 2016. The County asked CEDC to retain the principal portion as restricted net position to be used as directed by the County in the future.

During the year ended December 31, 2022, Lot 8 in Commerce Park was sold by CCIDA. The sale resulted in net proceeds of \$88,400 which the County then granted to CEDC. In December 2022, the County requested CEDC purchase property located on Route 9H in the Town of Ghent. The County approved the use of the "county directed" and "commerce part water tower" restricted funds which totaled \$120,706 plus the net proceeds of \$88,400 from the sale of Lot 8 by IDA be used to finance the property purchase. The property was purchased by CEDC for \$232,990.

CEDC at the County's direction plans to hold the land for future County facility development. If the County decides not to build on the land, CEDC would market the property to a third-party. The County has directed the land be restricted until it determines what it will be used for in the future.

NOTE 10 – PENSION PLAN

The Corporation has a salary reduction simplified employee pension plan (SARSEP). The Corporation pays 5% of eligible employee gross wages each year. For the year ended December 31, 2022, the Corporation recorded \$11,519 in pension expense.

NOTE 11 – UNEARNED REVENUE

As of December 31, 2022, unearned revenue (note 1) is comprised of:

Angello's Distributing, Inc.	\$ 10,601
Klocke Estates	150,000
Hudson Valley Creamery	45,000
Total unearned revenue	<u>\$ 205,601</u>

NOTE 12 – RELATED PARTY TRANSACTIONS

During the year ended December 31, 2022, the Corporation received \$24,000 in administrative fees from Columbia County Industrial Development Agency (CCIDA). During 2022, the Corporation paid \$3,571 to Columbia County Capital Resource Corporation (CCCRC) in the form of a grant. As of December 31, 2022, \$6,000 was due from CCIDA.

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
(A Component Unit of the County of Columbia, New York)
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 12 – RELATED PARTY TRANSACTIONS (Continued)

During the year ended December 31, 2021, the Corporation entered into an agreement with Columbia County related to broadband access. During the year ended December 31, 2022, \$38,000 was recognized and included as "grant revenue" on the statement of revenues, expenses and changes in net position. As of December 31, 2022, \$18,000 is included in "accounts receivable" on the statement of net position.

During the year ended December 31, 2022, the Corporation entered into an agreement with Columbia County to administer an initiative referred to as "Columbia Forward." The purpose of this initiative is to assist small businesses throughout Columbia County and was funded by The American Rescue Plan (ARP) grant money from Columbia County. The contract with Columbia County calls for the Corporation to receive \$200,000 in year one and \$150,000 in years two and three, subject to annual review and approval. \$50,000 of the year one payment is to be used to provide grants to the Corporation's loan clients during the three-year period. The program is being administered through partnership with the Columbia County Chamber of Commerce (the "Chamber"). The Corporation will share with the Chamber, \$65,000 per year for the three-year contract. During the year ended December 31, 2022, the Corporation paid \$65,000 to the Chamber which is recorded as a grant expense on the statement of revenues, expenses and changes in net position. During the year ended December 31, 2022, the Corporation recognized revenue of \$121,500 and has recorded \$78,500 as deferred revenue as of December 31, 2022 related to this contract.

NOTE 13 – LEASE LIABILITY

The following is a summary of the Corporation's lease liability:

	Balance at January 1, 2022	New Obligations	Current Payments	Balance at December 31, 2022
Lease liability	\$ 280,587	\$ -	\$ (28,488)	\$ 252,099
Less: current portion				29,761
Long-term portion				\$ 222,338

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
(A Component Unit of the County of Columbia, New York)
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 13 – LEASE LIABILITY (Continued)

As of December 31, 2022, future maturities relating to the lease liability is as follows:

Year Ending December 31,	Total Payments	Interest Portion	Principal Portion
2023	\$ 41,696	\$ 11,935	\$ 29,761
2024	42,736	10,388	32,348
2025	43,804	8,708	35,096
2026	44,904	6,888	38,016
2027	46,028	4,917	41,111
2028	47,176	2,787	44,389
2029	31,968	590	31,378
	<u>\$ 298,312</u>	<u>\$ 46,213</u>	<u>\$ 252,099</u>

The Corporation rents office space under the terms of a lease which commenced September 1, 2019 and terminates August 31, 2024. The lease includes an option to renew for an additional five-year term which has been included in the lease liability. Interest expense on the Corporation's lease liabilities was \$12,192 for the year ended December 31, 2022. The lease liability was measured at a rate of 5%.

NOTE 14 – EMPLOYEE RETENTION CREDIT

During the year ended December 31, 2022, the Corporation recorded \$40,236 in grant revenue from the employee retention credit (ERC) which is recorded in accounts receivable as of December 31, 2022. The grant payment was subsequent received in March 2023.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

INDEPENDENT AUDITOR'S REPORT

To the Chairman and Board of
Columbia Economic Development Corporation:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Columbia Economic Development Corporation as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise Columbia Economic Development Corporation's basic financial statements, and have issued our report thereon dated March __, 2023.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Columbia Economic Development Corporation's internal control over financial reporting (internal control) as a basis for designing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Columbia Economic Development Corporation's internal control. Accordingly, we do not express an opinion on the effectiveness of Columbia Economic Development Corporation's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. We did identify a deficiency in internal control, described in the accompanying schedule of findings and responses as item 2022-001 that we consider to be a significant deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Columbia Economic Development Corporation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Columbia Economic Development Corporation's Response to Findings

Columbia Economic Development Corporation's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. Columbia Economic Development Corporation's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Hudson, New York
March __, 2023

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COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
(A Component Unit of the County of Columbia, New York)
SCHEDULE OF FINDINGS AND RESPONSES
December 31, 2022

FINDING 2022-001

Significant Deficiency in Internal Control over Financial Reporting – Significant Audit Adjustments

Criteria:

The Corporation is responsible for ensuring its financial statements are recorded in accordance with Generally Accepted Accounting Principles (GAAP).

Condition:

The Organization's auditor was required to propose a significant number of adjustments during the audit process in order for the financial statements to be recorded in accordance with GAAP.

Cause:

Management's accounting staff do not consistently ensure its financial statements are recorded in accordance with GAAP.

Effect or Potential Effect:

The Corporation's financial statements could be misstated and not in conformity with GAAP.

Recommendation:

Management should enlist the necessary resources to ensure that its financial statements are properly adjusted to ensure conformity with GAAP.

Responsible Official's Response:

In 2023, the Corporation's management engaged a CPA firm to assist with remedying this matter.

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
EIN 14-1755710

Reports of Independent Auditors Required by Office
Of Management and Budget Uniform Guidance
December 31, 2022

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COLUMBIA ECONOMIC DEVELOPMENT CORPORATION

TABLE OF CONTENTS

	Page
Report of Independent Auditors on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance in Accordance with the Uniform Guidance	1
Report of Independent Auditors on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Audit Standards</i>	4
Schedule of Expenditures of Federal Awards	6
Notes to Schedule of Expenditures of Federal Awards	7
Schedule of Findings and Questioned Costs and Views of Responsible Official	8
Corrective Action Plan	11

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**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON
INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH THE UNIFORM
GUIDANCE**

INDEPENDENT AUDITOR'S REPORT

To the Chairman and Board of
Columbia Economic Development Corporation

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Columbia Economic Development Corporation's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Columbia Economic Development Corporation's major federal programs for the year ended December 31, 2022. Columbia Economic Development Corporation's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Columbia Economic Development Corporation complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), and the audit requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Columbia Economic Development Corporation and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Columbia Economic Development Corporation's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations rules and provisions of contracts or grant agreements applicable to Columbia Economic Development Corporation's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Columbia Economic Development Corporation's compliance based on our audit. 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, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Columbia Economic Development Corporation's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Columbia Economic Development Corporation's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Columbia Economic Development Corporation's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Columbia Economic Development Corporation's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal

program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of Columbia Economic Development Corporation as of and for the year ended December 31, 2022 and have issued our report thereon dated March __, 2023, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting procedures and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

Hudson, New York
March __, 2023

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

INDEPENDENT AUDITOR'S REPORT

To the Chairman and Board of
Columbia Economic Development Corporation:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Columbia Economic Development Corporation as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise Columbia Economic Development Corporation's basic financial statements, and have issued our report thereon dated March __, 2023.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Columbia Economic Development Corporation's internal control over financial reporting (internal control) as a basis for designing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Columbia Economic Development Corporation's internal control. Accordingly, we do not express an opinion on the effectiveness of Columbia Economic Development Corporation's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. We did identify a deficiency in internal control, described in the accompanying schedule of findings and responses as item 2022-001 that we consider to be a significant deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Columbia Economic Development Corporation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Columbia Economic Development Corporation's Response to Findings

Columbia Economic Development Corporation's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. Columbia Economic Development Corporation's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Hudson, New York
March __, 2023

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COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
Schedule of Expenditures of Federal Awards
Year Ended December 31, 2022

Federal Grantor/Program Title/Pass Through Entity	Program	Award #	Federal Expenditures	Federal Assistance Listing/CFDA Number
Small Business Administration				
	SBA Microloan Program	6272215007	\$ 68,171	
		8503645004	171,111	
		3895287001	225,231	
		8388508207	300,000	
		2922039110	400,000	
	Total SBA Microloan Program		<u>1,164,513</u>	59.046
	Economic Injury Disaster Loan	7823108108	100,000	
	Total Economic Injury Disaster Loan		<u>100,000</u>	59.008
	Technical Assistance	SBAOCAML210267	95,384	
		SBAOCAML220306	117,056	
	Total Technical Assistance Program		<u>212,440</u>	59.007
	Total Small Business Administration		<u>1,476,953</u>	
Department of the Treasury				
<i>Pass through - County of Columbia, New York</i>				
	Coronavirus State and Local Fiscal Recovery Funds		159,500	
	Total Coronavirus State and Local Fiscal Recovery Funds		<u>159,500</u>	21.027
	Total Department of the Treasury		<u>159,500</u>	
Department of Housing and Urban Development				
<i>Pass through - County of Columbia, New York</i>				
	CDBG Entitlement Grants Cluster	Community Development Block Grant		
		267ED915-18	45,000	
		267ED934-19	164,800	
	Total CDBG Entitlement Grants Cluster		<u>209,800</u>	14.218
	Total Department of Housing and Urban Development		<u>209,800</u>	
	Total Expenditures of Federal Awards		<u>\$ 1,846,253</u>	

See independent auditor's report and accompanying notes to Schedule of Federal Awards.

**COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
December 31, 2022**

NOTE 1 – BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (the "Schedule") has been prepared as required under the Office of Management and Budget (OMB) Uniform Guidance. The purpose of the schedule is to present a summary of those activities of Columbia Economic Development Corporation for the year ended December 31, 2022 using the accrual basis of accounting. For purposes of this schedule, federal awards include any assistance provided by a federal agency directly or indirectly in the form of grants, contracts, cooperative agreements, direct appropriations, loans and loan guarantees, and other noncash assistance. Because the schedule presents only a selected portion of the activities of the Organization, it is not intended to, and does not, present either the financial position, or statement of activities and other changes in net assets of the Organization.

NOTE 2 – INDIRECT COSTS

Indirect costs are charged to federal grants and contracts when applicable at a predetermined rate and the Organization has elected to use the 10 percent de-minimis indirect cost rate allowed under the Uniform Guidance.

NOTE 3 – SUB-RECIPIENTS

None of the federal awards presented in the accompanying schedule of expenditures of federal awards were provided to sub-recipients for the year ended December 31, 2022.

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COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
Schedule of Findings and Questioned Costs and Views of Responsible Official
December 31, 2022

A. Summary of Audit Results

Financial Statements:

Type of auditors' report issued	Unmodified
Basis of accounting	GAAP
Internal control over financial reporting:	
Material weaknesses identified?	No
Significant deficiencies identified that are not considered to be material weaknesses?	Yes
Noncompliance material to financial statements?	No

Federal Awards:

Internal control over major programs:	
Material weaknesses identified?	No
Significant deficiencies identified that are not considered to be material weaknesses?	No
Type of auditors' report issued on compliance for major programs	Unmodified
Any audit findings required to be reported in accordance with Uniform Guidance Section 200.516(a)?	No

Major Programs:

Grant Title	Federal Assistance Listing / CFDA number	Federal Expenditures
Small Business Administration – SBA Microloan Program	59.046	\$1,164,513
Dollar threshold used to distinguish between Type A and Type B programs	\$750,000	
Auditee qualified as a low-risk auditee?	No	

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
Schedule of Findings and Questioned Costs and Views of Responsible Official
December 31, 2022

B. Findings Related to the Financial Statements Which are Required to be Reported in Accordance with *Government Auditing Standards*

FINDING 2022-001

Significant Deficiency in Internal Control over Financial Reporting – Significant Audit Adjustments

Criteria:

The Corporation is responsible for ensuring its financial statements are recorded in accordance with Generally Accepted Accounting Principles (GAAP).

Condition:

The Organization's auditor was required to propose a significant number of adjustments during the audit process in order for the financial statements to be recorded in accordance with GAAP.

Cause:

Management's accounting staff do not consistently ensure its financial statements are recorded in accordance with GAAP.

Effect or Potential Effect:

The Corporation's financial statements could be misstated and not in conformity with GAAP.

Recommendation:

Management should enlist the necessary resources to ensure that its financial statements are properly adjusted to ensure conformity with GAAP.

Responsible Official's Response:

In 2023, the Corporation's management engaged a CPA firm to assist with remedying this matter.

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
Schedule of Findings and Questioned Costs and Views of Responsible Official
December 31, 2022

C. Prior Year Findings Related to the Financial Statements Which are Required to be Reported in Accordance with *Government Auditing Standards*

FINDING 2021-001

Significant Deficiency in Internal Control over Financial Reporting – Community Development Block Grant (CDBG)

Finding Summary: The Corporation is responsible for ensuring its financial statements are recorded in accordance with Generally Accepted Accounting Principles (GAAP). The Corporation entered into an agreement with Columbia County to administer a Community Development Block Grant (CDBG) to a local business, however, the Corporation failed to properly record the grant transactions within its general ledger based on the underlying contracts. The grant is in the form of a forgivable loan which is forgivable after five years if certain conditions are met. A loan receivable asset and liability to County for CDBG grant receivable should have been recorded.

Status: The Corporation has a process for tracking federal funds received and there were no issues identified during the 2022 audit related to this matter.

D. Prior Year Findings and Questioned Costs Relating to the Compliance Audit of Major Programs that are Required to be Reported by Uniform Guidance Section 516(a)

FINDING 2021-001

Finding Summary: Management is responsible for identifying all federal funds required to be disclosed on the Schedule of Expenditures of Federal Awards. A program was required to be added to the Schedule of Expenditures of Federal Awards not identified by management.

Status: The Corporation has a process for tracking federal funds received and there were no issues identified during the 2022 audit related to this matter.

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One Hudson City Centre, Suite 204
Hudson, NY 12534

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Fax 518-828-2672
Web www.uhy-us.com

March __, 2023

To the Board of Directors of
Columbia Economic Development Corporation:

We have audited the financial statements of Columbia Economic Development Corporation as of and for the year ended December 31, 2022, and have issued our report thereon dated March __, 2023. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated December 13, 2022, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Columbia Economic Development Corporation solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our findings regarding significant control deficiencies over financial reporting and other matters noted during our audit in a separate report dated March __, 2023.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team and others in our firm, as appropriate have complied with all relevant ethical requirements regarding independence. We have applied a safeguard which included a quality control partner review to the independence threat of our preparation of the Organization's financial statements, preparation of the Organization's annual tax return and assistance with the Organization's filing for the employee retention credit (ERC).

Significant Risks Identified

We have identified the following significant risks:

- Revenue recognition
- Management override
- GASB 87 implementation

As a result of our audit procedures, we did not identify any control deficiencies related to the identified significant risks above.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Columbia Economic Development Corporation is included in Note 2 to the financial statements. As described in Note 2 to the financial statements, during the year, the entity adopted Governmental Accounting Standards Board (GASB) Statement No. 87, Leases. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimate affecting the financial statements is the allowance for loan losses.

Management's estimate of the allowance for loan losses is based on a review of outstanding loans receivable on an individual loan basis. Management performs a risk assessment of each loan considering collateral, payment history, delinquency status, and other matters indicating the borrower's ability to pay. We evaluated the key factors and assumptions used to develop the allowance for loan losses and determined that the estimate is reasonable in relation to the basic financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting Columbia Economic Development Corporation's financial statements related to the allowance for loan losses, revenue recognition, and loans.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit. The following summarizes uncorrected financial statement misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole:

- Decrease the allowance for loan losses and increase bad debt recovery by \$8,287 to agree allowance balance at year end to allowance calculation prepared by management.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. We proposed the following adjustments as a result of our audit:

- Increase grant revenue and decrease land deposit liability by \$88,490 to record grant from Columbia County from sale of Lot 8 by IDA directed by County for the Organization to use for purchase of a piece of land.
- Increase land by \$232,900, decrease expenses by \$2,000 and decrease land deposit by \$230,900 to properly record purchase of land.
- Increase payroll tax expense and increase payroll liabilities by \$1,757 to fix expense erroneously booked to the liability account versus the expense account.
- Decrease accounts receivable from IDA and increase consulting fee expense by \$500 for erroneously posted invoice.
- Increase depreciation expense and accumulated depreciation by \$4,535 for 2022 depreciation expense on capital assets.
- Increase right of use asset by \$280,587, increase lease liability by \$280,587 for initial implementation of GASB 87 at 1/1/22. Increase amortization expense and increase accumulated amortization expense on right of use asset by \$36,598 for 2022 amortization on right of use asset. Decrease rent expense by \$40,680, decrease lease liability by \$28,488 and increase interest expense on right of use asset by \$12,192 for 2022 payments.

- Increase grant expense for grant to Columbia County Chamber and increase grant revenue from Columbia County by \$65,000 to correctly record the amounts received and paid on the Columbia Forward grant.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to Columbia Economic Development Corporation's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in a separate letter dated March __, 2023.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with Columbia Economic Development Corporation, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Columbia Economic Development Corporation's auditors.

Information Technology (IT) Recommendations:

The Corporation should consider the following recommendations surrounding its information technology (IT) environment:

- Logical Security: recommend that a segregation of duties be implemented where the individual authorizing access to financial applications is not also the one who sets up and reviews access.
- Network Security: recommend that management require a third-party service provider to provide regular reports on network activity and security for management to review on a periodic basis.
- Vendor Management: recommend that management take an active role in monitoring the services provided by their third-party service provider.
- Network Security: recommend having a cyber program in place for all personnel firm wide.

This report is intended solely for the information and use of the board of directors and management of Columbia Economic Development Corporation and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Columbia Economic Development Corporation (CEDC)
Budget vs. Actuals: FYE_2023 - FY23 P&L
 January - February, 2023

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
4040-00 Bank Interest	206.42	200.00	6.42	103.21%
Administrative Revenue	13,166.66	5,666.66	7,500.00	232.35%
Columbia County	106,333.32	108,333.32	-2,000.00	98.15%
Grant Income	1,687.72	1,500.00	187.72	112.51%
Loan Interest Income	13,373.83	12,000.00	1,373.83	111.45%
Membership/Sponsorship	8,550.00	5,000.02	3,549.98	171.00%
Other Income	101.78	0.00	101.78	
SBA Microloan T/A	38,681.66	38,666.00	15.66	100.04%
Total Income	\$ 182,101.39	\$ 171,366.00	\$ 10,735.39	106.26%
Gross Profit	\$ 182,101.39	\$ 171,366.00	\$ 10,735.39	106.26%
Expenses				
Commerce Park Land Expenses	397.82		397.82	
Conferences and Training	412.70	833.34	-420.64	49.52%
Consulting Fees	23,180.50	29,250.00	-6,069.50	79.25%
Employer Expenses	89,601.97	95,733.34	-6,131.37	93.60%
Facility	6,892.00	6,892.00	0.00	100.00%
Grants Expense*	5,000.00	0.00	5,000.00	
Insurance	1,761.00	1,761.00	0.00	100.00%
MicroBlz Expenses	11,175.12	9,999.98	1,175.14	111.75%
New Initiatives	1,250.00	22,583.34	-21,333.34	5.54%
Office Expense	24,242.46	26,883.34	-2,640.88	90.18%
Other Expenses	500.00	466.66	33.34	107.14%
Professional Fees	1,311.00	4,500.00	-3,189.00	29.13%
Public Relations/Marketing	2,172.61	3,000.00	-827.39	72.42%
Total Expenses	\$ 167,897.18	\$ 201,903.00	-\$ 34,005.82	83.16%
Net Operating Income	\$ 14,204.21	-\$ 30,537.00	\$ 44,741.21	-46.51%
Net Income	\$ 14,204.21	-\$ 30,537.00	\$ 44,741.21	-46.51%

Tuesday, Mar 21, 2023 04:50:55 AM GMT-7 - Accrual Basis

**COLUMBIA ECONOMIC
DEVELOPMENT CORPORATION
2022 Investment Report**

In accordance with Section 2925 of the Public Authorities Law; Sections 10, 11 and 858-a of General Municipal Law, the Columbia Economic Development Corporation has prepared an annual Investment Report for 2022.

The Columbia Economic Development Corporation Investment Policy was originally approved on February 5, 2015, with the latest revision made on April 20, 2021.

The Policy was amended on April 20, 2021. Section VII was corrected to reflect the removal of an unused Authorized Depository. No other amendments were made since the policy was reviewed and re-adopted on January 25, 2022.

The amended and approved Investment Policy has been attached to this document as Schedule A.

The 2022 Annual Financial Audit is attached as Schedule B.

The Corporation generated \$2,745.94 in interest income for the period January 1, 2022 – December 31, 2022.

Bank Name	Amount Generated	Fees
Community Bank	\$ 1105.15	\$ 945.00
Key Bank	\$ 153.17	\$ 1537.74
The Bank of Greene County	\$ 554.39	\$ 263.20
Berkshire Bank	\$ 125.62	\$ 0.00

Schedule A

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION

INVESTMENT POLICY

I. Scope

This investment policy applies to all moneys and other financial resources available for investment by the Columbia Economic Development Corporation (the "Corporation").

II. Objectives

The primary objectives of the Corporation's investment activities are, in priority order.

- To conform with all applicable federal, state and other legal requirements;
- To adequately safeguard principal;
- To provide sufficient liquidity to meet all operating requirements; and
- To obtain a reasonable rate of return.

III. Delegation of Authority

The responsibility for administration of the investment program is delegated to the President/CEO who shall establish procedures, subject to Board approval, for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating description and amounts of investments, transaction dates, and other relevant information.

IV. Prudence

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Corporation.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

Consistent with CEDC's Conflict of Interest policy, all participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. Diversification

It is the policy of the Corporation to diversify its deposits and investments by financial institution such that the Corporation's deposits and investments do not exceed FDIC coverage and collateral pledged by such institution.

VI. Internal Controls

It is the policy of the Corporation that all moneys collected by any officer or employee of the Corporation be transferred to the President/CEO or his designee within 5 days of receipt for deposit into the Corporation's account.

The President/CEO is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

VII. Designation of Authorized Depositories

The banks and trust companies authorized for the deposit of monies :

Depository

Community Bank formerly Kinderhook Bank
Key Bank formerly First Niagara Bank
The Bank of Greene County
Berkshire Bank

VIII. Collateralizing of Deposits

In accordance with the provisions of General Municipal Law, §10, all deposits of the Corporation, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured by a pledge of "eligible securities" with an aggregate market value, as provided by General Municipal Law, §10, equal to the aggregate amount of such deposits (a list of eligible collateral securities are included as Appendix A to this policy).

IX. Safekeeping and Collateralization

Eligible securities used for collateralizing deposits shall be held by the depositories trust department and/or a third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events, which enable the Corporation to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Corporation or its custodial bank.

The custodial agreement shall provide securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

X. Authorized Investments

As authorized by General Municipal Law, §11, the Agency authorizes the President/CEO to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York
- Money market/savings

All investment obligations shall be payable or redeemable at the option of the Corporation within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Corporation within one year of the date of purchase.

XI. Quarterly Reporting Requirements

Each quarter, at the regularly scheduled monthly meeting of the Corporation's Board of Trustees, the Treasurer shall prepare a report of the Corporation's cash and investment balances as of the last day of the preceding month or a later date, if available. At a minimum such report shall contain:

- The name of each financial institution
- Type of account (checking, savings, certificate of deposit, etc.)
- Current rate of interest
- Account balance as of the last day of the previous month

THIS POLICY SHALL BE REVIEWED AND ADOPTED ANNUALLY.

APPENDIX A

Schedule of securities eligible for collateralization of Corporation deposits:

- I. Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- II. Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.
- III. Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a Municipal Corporation, school district or District Corporation of such State or obligations of any public benefit corporation that under a specific State statute may be accepted as security for deposit of public moneys.
- IV. Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- V. Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- VI. Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- VII. Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally statistical rating organization.
- VIII. Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- IX. Commercial paper and bankers' acceptances issued by a bank, other than the Bank, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledged.
- X. Zero coupon obligations of the United States government marketed as "Treasury Strips".

Schedule B

2022 Audit



AUDIT AND FINANCE COMMITTEE CHARTER

Columbia Economic Development Corporation

This Audit and Finance Committee Charter was adopted by the Board of Directors of the Columbia Economic Development Corporation, a public benefit corporation established under the laws of the State of New York, on this ___ day of April, 2023.

Purpose

Pursuant to Article IV, Section 1 of the Corporation's bylaws, the purpose of the Audit and Finance committee shall be to (1) assure that the Corporation's board fulfills its responsibilities for the Corporation's internal and external audit process, the financial reporting process and the system of risk assessment and internal controls over financial reporting; (2) provide an avenue of communication between management, the independent auditors, the internal auditors, and the board of directors; and (3) Oversee the corporation's debt and debt practices and to recommend policies concerning the corporation's issuance and management of debt.

Powers of the Audit and Finance Committee

It shall be the responsibility of the Audit and Finance committee to:

- Appoint, compensate, and oversee the work of any public accounting firm employed by the Corporation.
- Conduct or authorize investigations into any matters within its scope of responsibility.
- Seek any information it requires from Corporation employees, all of whom should be directed by the board to cooperate with committee requests.
- Meet with Corporation staff, independent auditors or outside counsel, as necessary.
- Retain, at the Corporation's expense, such outside counsel, experts and other advisors as the audit committee may deem appropriate.
- Review proposals for the issuance of debt by the corporation and its subsidiaries and to make recommendations concerning those proposals to the board.
- Make recommendations concerning the appointment and compensation of investment advisors and underwriting firms used by the corporation, and to oversee the work performed by these individuals and firms on behalf of the corporation.
- Review proposals relating to the repayment of debt or other long-term financing arrangements by the corporation and its subsidiaries.
- Report annually to the corporation's board how it discharged its duties and met its responsibilities as outlined in the charter.

- Conduct and annual self-evaluation of its performance, including its effectiveness and compliance with the charter and request board approval of any proposed changes to said charter.
- Annually review by the CEDC and SBA loan funds, including loan policies, lending limits and reserves.

The CEDC Board of Directors will ensure that the Audit and Finance committee has sufficient resources to carry out its duties.

Composition of Committee and Selection of Members

The membership of the committee shall be as set forth in accordance with and pursuant to Article IV, Section 1 of the Corporation's bylaws. The Audit and Finance committee shall consist of at least five (5) members of the board of directors who are independent of Corporation operations. The Corporation's board will appoint the audit committee members and the Audit and Finance committee chair. The Chairperson of the Audit and Finance Committee shall be the Treasurer of the corporation.

Audit and Finance committee members shall be prohibited from being an employee of the Corporation or an immediate family member of an employee of the Corporation. In addition, Audit and Finance committee members shall not engage in any private business transactions with the Corporation or receive compensation from any private entity that has material business relationships with the Corporation, or be an immediate family member of an individual that engages in private business transactions with the Corporation or receives compensation from an entity that has material business relationships with the Corporation.

Ideally, all members on the Audit and Finance committee shall possess or obtain a basic understanding of governmental financial reporting and auditing.

The audit committee shall have access to the services of at least *one financial expert*; whose name shall be disclosed in the annual report of the Corporation.

The Audit and Finance committee's financial expert should have 1) an understanding of generally accepted accounting principles and financial statements; 2) experience in preparing or auditing financial statements of comparable entities; 3) experience in applying such principles in connection with the accounting for estimates, accruals and reserves; 4) experience with internal accounting controls and, 5) an understanding of audit committee functions.

Meetings

The Audit and Finance committee will meet a minimum of twice a year, with the expectation that additional meetings may be required to adequately fulfill all the obligations and duties outlined in the charter.

Members of the Audit and Finance committee are expected to attend each committee meeting, in person or via telephone or videoconference. The Audit and Finance committee may invite other individuals, such as members of management, auditors or other technical experts to attend meetings and provide pertinent information, as necessary.

The Audit and Finance committee will meet with the Corporation's independent auditor at least annually to discuss the financial statements of the Corporation.

The Chairperson shall preside over Committee meetings, which shall be open to the public in accordance with the salient provisions of the Open Meeting Law of the State of New York, as set forth within Article 7 of the Public Officers Law. Meeting agendas shall be prepared prior to every meeting and provided to the Committee members along with any other relevant materials at least five (5) business days before the scheduled Audit and Finance Committee meeting.

Minutes of these meetings shall be recorded and a report of the Committee's meeting shall be prepared and presented to the Board of Directors at its next scheduled meeting following the meeting of the Committee.

Responsibilities

The Audit and Finance committee shall have responsibilities related to: (a) the independent auditor and annual financial statements; (b) the Corporation's internal auditors; (c) oversight of management's internal controls, compliance and risk assessment practices; (d) special investigations and whistleblower policies; and (e) miscellaneous issues related to the financial practices of the Corporation.

A. Independent Auditors and Financial Statements

The Audit and Finance committee shall:

- Appoint, compensate and oversee independent auditors retained by the Corporation and pre-approve all audit services provided by the independent auditor.
- Establish procedures for the engagement of the independent auditor to provide permitted audit services. The Corporation's independent auditor shall be prohibited from providing non-audit services unless having received previous written approval from the audit committee. Non-audit services include tasks that directly support the Corporation's operations, such as bookkeeping or other services related to the accounting records or financial statements of the Corporation, financial information systems design and implementation, appraisal or valuation services, actuarial services, investment banking services, and other tasks that may involve performing management functions or making management decisions.

- Review and approve the Corporation's audited financial statements, associated management letter, report on internal controls and all other auditor communications.
- Review significant accounting and reporting issues, including complex or unusual transactions and management decisions, and recent professional and regulatory pronouncements, and understand their impact on the financial statements.
- Meet with the independent audit firm on a regular basis to discuss any significant issues that may have surfaced during the course of the audit.
- Review and discuss any significant risks reported in the independent audit findings and recommendations and assess the responsiveness and timeliness of management's follow-up activities pertaining to the same.

B. Internal Auditors

The Audit and Finance committee shall:

- Review with management and the internal audit director, the charter, activities, staffing and organizational structure of the internal audit function. The audit committee shall have Corporation over the appointment, dismissal, compensation and performance reviews of the internal audit director.
- Ensure that the internal audit function is organizationally independent from Corporation operations.
- Review the reports of internal auditors, and have Corporation to review and approve the annual internal audit plan.
- Review the results of internal audits and approve procedures for implementing accepted recommendations of the internal auditor.

C. Internal Controls, Compliance and Risk Assessment

The Audit and Finance committee shall:

- Review management's assessment of the effectiveness of the Corporation's internal controls and review the report on internal controls by the independent auditor as a part of the financial audit engagement.

D. Special Investigations

The Audit and Finance committee shall:

- Ensure that the Corporation has an appropriate confidential mechanism for individuals to report suspected fraudulent activities, allegations of corruption, fraud, criminal activity, conflicts of interest or abuse by the directors, officers, or employees of the Corporation or any persons having business dealings with the Corporation or breaches of internal control.

- Develop procedures for the receipt, retention, investigation and/or referral of complaints concerning accounting, internal controls and auditing to the appropriate body.
- Request and oversee special investigations as needed and/or refer specific issues to the appropriate body for further investigation (for example, issues may be referred to the State Inspector General or, other investigatory organization.)
- Review all reports delivered to it by the Inspector General and serve as a point of contact with the Inspector General.

E. Review Corporation's Annual Budget

The Audit and Finance Committee shall:

- Review, amend, and recommend the corporation's annual operating budget as presented by corporate management for the upcoming fiscal year.
- Monitor and report to the Board of Directors on the corporation's compliance with its adopted budget during the fiscal year (actual v. estimated budget) on a monthly/quarterly basis.

F. Review Financial and Procurement Thresholds

The Audit and Finance Committee shall:

- Review and make recommendations to the Board of Directors regarding any proposed procurements submitted to the committee.
- Review and recommend changes to the corporation's thresholds for procuring goods and services and procurement policy.
- Review and recommend changes to the corporation's fee schedules.
- Review the scope and terms of the corporation's insurance policies and liability coverage on an annual basis.

G. Other Responsibilities of the Audit and Finance Committee

The Audit and Finance committee shall:

- Present annually to the Corporation's board a written report of how it has discharged its duties and met its responsibilities as outlined in the charter.
- Obtain any information and training needed to enhance the committee members' understanding of the role of internal audits and the independent auditor, the risk management process, internal controls and a certain level of familiarity in financial reporting standards and processes.
- Review the committee's charter annually, reassess its adequacy, and recommend any proposed changes to the board of the Corporation. The audit committee charter will be updated as applicable laws, regulations, accounting and auditing standards change.

- Conduct an annual self-evaluation of its performance, including its effectiveness and compliance with the charter and request the board approval for proposed changes.

EXECUTIVE COMMITTEE CHARTER

Columbia Economic Development Corporation



This Executive Committee Charter was adopted by the Board of Directors of the Columbia Economic Development Corporation, a public benefit corporation established under the laws of the State of New York, on this ___ day of April, 2023.

Purpose:

Pursuant to Article IV, Section 1 of the Corporation's bylaws, the Executive Committee is delegated to act for the Board in fulfilling the Board's fiduciary duties by engaging in the activities identified in this Charter and by acting for the Board between meetings of the Board to the extent allowed by law, within the limits established in this charter and the bylaws.

Powers of the Executive Committee

In discharging its role, the Committee is empowered to inquire into any matter it considers appropriate to carry out its responsibilities, with access to all books, records, facilities and personnel of the Organization. The Committee shall have the power to retain outside counsel or other advisors to assist it in carrying out its activities. The Organization shall provide adequate resources to support the Committee's activities, including compensation of the Organization's counsel and other advisors retained by the Committee. The Committee shall have the sole authority to retain, compensate, direct, oversee and terminate counsel and other advisors hired to assist the Committee, who shall be accountable ultimately to the Committee.

The Committee shall undertake the following responsibilities, which are set forth as a guide. The Committee is authorized to carry out these activities and other actions reasonably related to the Committee's purposes or as assigned by the Board from time to time. To fulfill its purposes, the Committee shall:

- **Executive Oversight.** Subject to limitations on its authority established by the Board, by laws or law, the Executive Committee shall oversee the performance of the President/CEO and executive staff and make annual recommendations to the Board concerning performance, expectations, compensation and other considerations as required.
- **Personnel Matters.** The Executive Committee shall oversee the development of personnel policies and their implementation by the President/CEO.
- Call special meetings of the Board when required; and
- Maintain minutes of meetings and regularly report to the Board on Committee findings, recommendations and actions, and any other matters the Committee deems appropriate or the Board requests.
- Act on behalf of the Board on matters that arise between scheduled Board meetings or when it is not practical or feasible for the Board to meet, to the extent

permitted by applicable law and regulations, the certificate of incorporation and the bylaws. However, the Committee shall **not** have the power or authority to act on behalf of the Board with respect to the following matters:

- Adopt, amend or repeal any provision of the certificate of incorporation or bylaws;
- Elect, appoint or remove directors or permanently fill vacancies on the Board or any committee of the Board;
- Amend any committee charter or resolution of a Board committee previously established by the Board;
- Amend the Organization's mission;
- Approve or recommend to members the dissolution, merger, or the sale, pledge or transfer of all or substantially all of the corporate assets;
- Appointing or terminating the appointment of the President/CEO;
- Approve or modify the budget;
- Add or eliminate programs previously authorized by the Board;
- Change or add membership categories or the rights or benefits of membership;
- Permanently relocate the main office

Composition of Committee and Selection of Members

The Executive Committee will consist of the Chairperson, Vice-Chairperson, Secretary, Treasurer and up to three independent members of the Board of Directors as selected by the Executive Committee and ratified by the Board of Directors of the Corporation. The President/CEO shall be an ex officio member without a vote, invited to attend meetings of the Executive Committee unless requested not to attend by the person acting as Chair.

Meetings:

The Committee shall meet as deemed necessary by the Chair. Members of the Executive Committee are expected to attend each committee meeting. A majority of the members of the Committee shall constitute a quorum. The act of a majority of the Committee members present at a meeting at which a quorum is present shall be the act

of the Committee. The Chairperson shall preside over Committee meetings, which shall be open to the public in accordance with the salient provisions of the Open Meeting Law of the State of New York, as set forth within Article 7 of the Public Officers Law. Meeting agendas shall be prepared prior to every meeting and provided to the Committee members along with any other relevant materials at least five (5) business days before the scheduled Executive Committee meeting.

Minutes of these meetings shall be recorded and a report of the Committee's meeting shall be prepared and presented to the Board of Directors at its next scheduled meeting following the meeting of the Committee.

Portfolio Summary Dashboard

3/20/2023

Fund	Active Loans	
	# of Loans	Principal Balance
CEDC Loan Fund	44	\$1,038,670.45
SBA Loan Fund	65	\$792,892.99
Grand Total	109	\$1,831,563.44

30-59 Days Past Due	
# of Loans	Amount
2	\$575.93
1	\$511.47
3	\$1,087.40

60-89 Days Past Due	
# of Loans	Amount
2	\$575.93
1	\$511.47
3	\$1,087.40

90-119 Days Past Due	
# of Loans	Amount
1	\$92.78
1	\$92.78

LOAN COMMITTEE CHARTER

Columbia Economic Development Corporation

This Loan Committee Charter was adopted by the Board of Directors of the Columbia Economic Development Corporation, a public benefit corporation established under the laws of the State of New York, on this ___ day of April, 2023.

Purpose

Pursuant to Article IV, Section 1 of the Corporation's bylaws, the purpose of the Loan Committee is to: (i) assist the Board in setting the strategic direction for the Corporation's lending operations; (ii) assist the Board in fulfilling its oversight responsibilities with respect to the Corporation's lending; (iii) assist the Board in fulfilling its oversight responsibilities with respect to the Corporation's loan servicing operations, and; (iv) fulfill such other responsibilities as assigned to it by the Board.

Powers of the Loan Committee

It shall be the responsibility of the Loan Committee to:

- Review and recommend loans and aggregate loan relationships with any individual applicant and his or her affiliates that exceed a minimum amount and up to and not to exceed the legal lending limit of the Corporation.
- Consider such information the committee as it determines to be consistent with prudent lending practices in the review and approval of any loan request, including financial statements of the borrower and any guarantors, the ability of the borrower to generate cash flow to support its debt obligations and other cash flow needs, the value and adequacy of the collateral for the loan, recent trends and statistics, and other relevant information.
- Review annually and provide recommendations to the Board regarding the overall strategic plans and initiatives for the Corporation's lending operations, and monitor the implementation of such plans including, markets served and marketing activities.
- Recommend lending policies and procedures to the Board of Directors, and monitor the implementation of such policies.
- Receive monthly reports regarding collections and delinquencies.
- Receive periodic reports regarding other significant issues within the lending operations regarding matters such as, but not limited to, compliance, staffing or other operational issues.
- Provide recommendations to the Board based upon the Committee's activities.
- Conduct an annual self-evaluation of its performance, including its effectiveness and compliance with the Charter and request board approval for proposed changes.
- Review and recommend changes to the Corporation's lending fee schedules.

Composition of Committee and Selection of Members

The membership of the committee shall be as set forth in accordance with and pursuant to Article IV, Section 1 of the Corporation's bylaws. The Loan Committee shall consist of at least five (5) independent members of the Board of Directors, who shall constitute a majority on the committee. The Loan Committee may have up to three (3) non-members of the Board of Directors, provided that the independent Board members constitute a majority of the committee. The Corporation's Board of Directors shall appoint the Loan Committee members. Members shall serve on the committee at the discretion of the Board of Directors. Members appointed to the committee shall have the background necessary to perform its duties. The Chairperson of the Loan Committee shall be selected by the members of the Loan Committee and ratified by the Board of Directors.

Meetings

The Loan Committee shall meet at least monthly, unless the Chair deems a meeting unnecessary. Members of the Loan committee are expected to attend each committee meeting. The Loan committee may invite other individuals, such as members of management, auditors or other technical experts to attend meetings and provide pertinent information, as necessary. A majority of the committee members present shall constitute a quorum.

The Chairperson shall preside over Committee meetings, which shall be open to the public in accordance with the salient provisions of the Open Meeting Law of the State of New York, as set forth within Article 7 of the Public Officers Law. Meeting agendas shall be prepared prior to every meeting and provided to the Committee members along with any other relevant materials at least five (5) business days before the scheduled Loan Committee meeting.

A report of the committee's meeting shall be prepared and presented to the Board of Directors at its next scheduled meeting following the meeting of the Loan Committee.

CEDC Loan Request
March 9, 2023

APPLICANT: Upper Shire, LLC
911 Mitchell St
Hillsdale, NY 12529

REQUEST: \$25,000 CEDC Loan

GRANT: \$2,500 Columbia Forward Grant

TERM: 72- month note and amortization
Monthly payment of \$388.29

RATE: 3.75%

PURPOSE: Construction of Cabin and Working Capital

COLLATERAL: Lien on business assets; personal guaranty of principals