



Meeting Agenda – Audit and Finance Committee

Genesee County Economic Development Center

Wednesday, August 13th, 2025 – 8:30 a.m.

Location: 99 MedTech Drive, Innovation Zone

Page #	Topic	Discussion Leader	Desired Outcome
	1. Call To Order – Enter Public Session	K. Manne	
	1a. Enter Public Session	K. Manne	
2-4	2. Chairman’s Report & Activities 2a. Agenda Additions / Other Business 2b. Minutes: June 3, 2025	K. Manne	Vote
5-8	3. Discussions / Official Recommendations to the Board: 3a. May 2025 Financial Statements	L. Farrell	Disc / Vote
9-12	3b. June 2025 Financial Statements	L. Farrell	Disc / Vote
13-19	3c. Assessment of the Effectiveness of Internal Controls	L. Farrell	Discussion
20	3d. 2026 Budget Timeline	L. Farrell	Discussion
	3e. 2026 Budget Input / Assumptions	L. Farrell	Discussion
	4. Adjournment	K. Manne	Vote



GCEDC Audit & Finance Committee Meeting

Tuesday, June 3rd, 2025

Location: 99 MedTech Drive, Innovation Zone

8:30 a.m.

MINUTES

ATTENDANCE

Committee Members: M. Gray, K. Manne, P. Battaglia
Staff: L. Farrell, M. Masse, C. Suozzi, K. Galdun, J. Krencik, P. Kennett
Guests: M. Brooks (GGLDC Board Member), J. Tretter (GGLDC Board Member), D. Cunningham (GGLDC Board Member), Peter Casey (Del Plato Casey), Anni Aliasso (Del Plato Casey), Karen Vallese (Del Plato Casey), Greg Post (Town of Batavia), Dan Coffey (Genesee County OEM), Tim Yaeger (Genesee County OEM), Rob Crossen (Town of Alabama)
Absent: Pete Zeliff (GCEDC/GGLDC Board Member)

1. CALL TO ORDER / ENTER PUBLIC SESSION

K. Manne called the meeting to order at 8:30 a.m. in the Innovation Zone.

The committee began with agenda item 3d.

3d. Proposal from Del Plato Casey Law Firm – Included with the meeting materials is a proposal from Del Plato Casey Law firm to handle all non-STAMP real estate matters (Leases, options, purchases and sales).

M. Masse shared that GCEDC currently works with Harris Beach on lease, option, purchase, and sale transactions but has ongoing frustrations, including a recent lease agreement error. He expressed interest in transitioning non-STAMP transactions to Del Plato Casey Law Firm. He also noted that any conflict of interest, if it arises, will be appropriately addressed, though none are expected.

P. Casey outlined that Del Plato Casey Law Firm, a Batavia-based firm, consists of himself, Associate Attorney Anni Aliasso, Paralegal Karen Vallese—who handles most commercial deals—and two additional full-time staff. The firm has successfully worked with GCEDC/GGLDC on loan transactions and regularly handles the services discussed by M. Masse. They emphasize responsiveness and efficiency and have provided GCEDC with a letter detailing typical transactions and comparable fees.

M. Gray shared that he has worked with them on commercial closings and had an excellent experience with their services.

Fund Commitment: None. Any fees charged would be related to specific work requested on a case-by-case basis.

Committee Action Request: Recommend approval of the proposal

P. Battaglia made a motion to recommend to the full Board the approval of the proposal from Del Plato Casey Law Firm as presented; the motion was seconded by M. Gray. Roll call resulted as follows:

P. Battaglia- Yes
M. Gray - Yes
P. Zeliff - Absent
K. Manne - Yes

The item was approved as presented.

P. Casey, A. Aliasso, K. Vallese, G. Post, D. Coffey, T. Yaeger, and R. Crossen left the meeting at 8:37 a.m.

1a. Enter Executive Session

K. Manne made a motion to enter executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 8:37 a.m. for the following reasons:

1. The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

The motion was seconded by P. Battaglia and approved by all members present.

1b. Enter Public Session

P. Battaglia made a motion to enter back into public session at 8:53 a.m., seconded by M. Gray and approved by all members present.

R. Crossen, G. Post, D. Coffey, T. Yaeger rejoined the meeting at 8:38 a.m.

2. Chairman's Report & Activities

2a. Agenda Additions / Other Business – Nothing at this time.

2b. Minutes: April 29, 2025

M. Gray made a motion to approve the April 29, 2025, minutes; the motion was seconded by P. Battaglia. Roll call resulted as follows:

P. Battaglia- Yes
M. Gray - Yes
P. Zeliff - Absent
K. Manne - Yes

The item was approved as presented.

3. DISCUSSIONS / OFFICIAL RECOMMENDATIONS OF THE COMMITTEE:

3a. April 2025 Financial Statements – L. Farrell reviewed with the Committee the significant items on the long form financial statements for April 2025.

- Unrestricted cash increased due to project closings, including the substantial Excelsior Project.
- Lines 5, 14, and the next few lines pertain to STAMP and STAMP grants. In April, a grant utilization request was submitted, releasing funds for STAMP development expenditures.
- Grant receivables (Line 21) rose by \$500,000 for a payment to National Grid under a cost reimbursement agreement, which will later be reimbursed through a National Grid grant. J. Krencik confirmed receipt of the award letter for the grant.
- Deposits (Line 24) increased by \$500,000 for a payment to NYPA under a cost reimbursement agreement. A deposit is recorded, and monthly expenditures are submitted detailing fund utilization. Expenses are recorded upon invoice receipt.
- L. Farrell noted that all other Balance Sheet figures remain consistent with prior month balances.
- Origination fees were noted in the Operating Fund. By the end of April, expenditures should align with approximately 33% of the budget. Some items exceed this, as discussed monthly, due to front-loaded expenses (e.g., HSA contributions, dues, and subscriptions).
- Most of the other activity is in the STAMP fund and related state grants.

P. Battaglia made a motion to recommend to the full Board the approval of the April 2025 Financial Statements as presented; the motion was seconded by M. Gray. Roll call resulted as follows:

P. Battaglia- Yes
M. Gray - Yes
P. Zeliff - Absent
K. Manne - Yes

3b. Audit & Finance Committee Charter – The Charter was included in the meeting materials for review. This was discussed during executive session when the Committee Self-Evaluation was discussed. L. Farrell does not recommend any changes and neither does the Committee.

As there were no changes, a vote of approval was not necessary.

3c. Committee Self-Evaluation – This discussion took place during executive session. A new memo will be drafted and added to the file for our records.

4. ADJOURNMENT

As there was no further business, M. Gray made a motion to adjourn at 8:58 a.m., seconded by P. Battaglia and passed unanimously.

Genesee County Economic Development Center
Dashboard 5/31/25
Balance Sheet - Accrual Basis

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	5/31/25	4/30/25	[Per Audit] 12/31/24
ASSETS:			
Cash - Unrestricted (1)	\$ 15,707,748	\$ 15,739,965	\$ 11,476,689
Cash - Restricted (A) (2)	35,930,507	35,923,023	44,694,211
Cash - Reserved (B) (3)	4,613,834	4,580,022	5,317,168
Cash - Subtotal	<u>56,252,089</u>	<u>56,243,010</u>	<u>61,488,068</u>
Grants Receivable (4)	555,881	553,676	169,266
Accounts Receivable - Current (5)	439,873	407,702	387,753
Interest Receivable	38,455	101,490	70,521
Deposits (6)	555,298	555,298	218,152
Prepaid Expense(s) (7)	57,294	64,272	38,286
Loans Receivable - Current	63,561	62,510	62,739
Total Current Assets	<u>57,962,451</u>	<u>57,987,958</u>	<u>62,434,785</u>
Land Held for Dev. & Resale (8)	34,835,758	34,824,840	28,685,435
Furniture, Fixtures & Equipment	71,257	71,257	71,257
Total Property, Plant & Equip.	<u>34,907,015</u>	<u>34,896,097</u>	<u>28,756,692</u>
Less Accumulated Depreciation	(70,766)	(70,712)	(70,493)
Net Property, Plant & Equip.	<u>34,836,249</u>	<u>34,825,385</u>	<u>28,686,199</u>
Accounts Receivable- Noncurrent (9)	4,150,000	4,150,000	4,150,000
Loans Receivable- Noncurrent (Net of \$47,429 Allow. for Bad Debt)	87,001	92,389	113,896
Right to Use Assets, Net of Accumulated Amortization	5,605	5,605	5,605
Other Assets	<u>4,242,606</u>	<u>4,247,994</u>	<u>4,269,501</u>
TOTAL ASSETS	<u>97,041,306</u>	<u>97,061,337</u>	<u>95,390,485</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred Pension Outflows (15)	374,100	374,100	374,100
Deferred Outflows of Resources	<u>374,100</u>	<u>374,100</u>	<u>374,100</u>
LIABILITIES:			
Accounts Payable (10)	356,067	294,124	3,710,216
Loan Payable - Genesee County - Current (11)	335,000	335,000	325,000
Accrued Expenses	21,090	10,725	32,116
Lease Payable	5,604	5,604	5,604
Customer Deposits (12)	65,465	117,191	68,387
Unearned Revenue (13)	34,464,161	34,464,175	40,179,526
Total Current Liabilities	<u>35,247,387</u>	<u>35,226,819</u>	<u>44,320,849</u>
Loans Payable - ESD (14)	5,196,487	5,196,487	5,196,487
Loan Payable - Genesee County - Noncurrent (11)	1,850,000	1,850,000	2,185,000
Net Pension Liability (15)	356,081	356,081	356,081
Total Noncurrent Liabilities	<u>7,402,568</u>	<u>7,402,568</u>	<u>7,737,568</u>
TOTAL LIABILITIES	<u>42,649,955</u>	<u>42,629,387</u>	<u>52,058,417</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred Pension Inflows (15)	194,200	194,200	194,200
Deferred Inflows of Resources	<u>194,200</u>	<u>194,200</u>	<u>194,200</u>
NET ASSETS	<u>\$ 54,571,251</u>	<u>\$ 54,611,850</u>	<u>\$ 43,511,968</u>

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Significant Events:

1. Unrestricted Cash YTD - Includes significant project participation fees received in April.
 2. Restricted Cash YTD - Includes cash deposited by ESD into imprest accounts related to the \$8M, \$33M and \$56M STAMP grants. Expenditures out of these accounts are pre-authorized by ESD.
 3. Reserved Cash YTD - Funds have been internally reserved as matching funds related to the FAST NY grant supporting STAMP development.
 4. Grants Receivable - National Grid grants support marketing and development activities for STAMP and the LeRoy Food & Tech Park; In 2024 EDC funds were used to remit timely payments for STAMP related expenses and were reimbursed by ESD \$8M and the ESD \$33M grant funds in 2025.
 5. Accounts Receivable - Current - Includes the GGLDC Economic Development Grant and MTC Management fee, Project Origination Fee installments due within 12 months of the balance sheet date (Hecate Solar \$275K & GE Bergen \$100K), misc.
 6. Deposits - Includes deposit paid to NY Power Authority, which will be reduced as expenses are recognized.
 7. Prepaid Expense(s) - Workers compensation, cyber, D&O, life, umbrella, NYS disability, general liability insurance, misc.
 8. Land Held for Dev. & Resale - Additions are related to STAMP development costs.
 9. Accounts Receivable - Noncurrent - Termed out project origination fees from GE Bergen and Hecate Solar that will not be collected within 12 months from the Balance Sheet date.
 10. Accounts Payable - Interest earned on grant funds that will be remitted to ESD, e3communications etc.
 11. Loan Payable - Genesee County (Current & Noncurrent) - Per a Water Supply Agreement with Genesee County, the County remitted \$4M to the GCEDC to put towards water improvements located in the Town of Alabama and the Town of Pembroke and other Phase II improvements as identified by the County. GCEDC started making annual payments to the County of \$448,500 beginning in January 2020.
 12. Customer Deposits - Funds received from projects that are subject to the Local Labor Policy and responsible for covering expenses related to the required reporting; Funds received from data center projects to cover expenses related to review if their applications.
 13. Unearned Revenue - Genesee County contributions and interest received in advance; Funds received from municipalities to support park development; Funds received to support workforce development; ESD Grant funds to support STAMP development, not actually earned until eligible expenditures are incurred.
 14. Loans Payable - ESD - Loans from ESD to support STAMP land acquisition and related soft costs.
 15. Deferred Pension Outflows / Deferred Pension Inflows / Net Pension Liability - Accounts related to implementation of GASB 68.
- (A) Restricted Cash = Customer Deposits, BP2 Funds, GAIN! Loan Funds, Municipal Funds, Grant Funds Received in Advance, Batavia Home Funds.
- (B) Reserved Cash = FAST NY Grant Matching Funds, Workforce Dev Funds, CBA Funds.

Genesee County Economic Development Center
Dashboard - 5/31/25
Profit & Loss - Accrual Basis

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	YTD				2025 Board Appr.	2025 YTD %
	<u>5/31/25</u>	<u>5/31/24</u>	<u>2025</u>	<u>2024</u>	<u>Budget</u>	<u>of Budget</u>
<u>Operating Revenues:</u>						
Genesee County	\$ 19,459	\$ 19,459	\$ 97,296	\$ 97,296	\$ 233,513	42%
Genesee County - WFD	2,083	2,083	10,416	10,416	25,000	42%
Fees - Projects (1)	750	-	4,794,972	336,477	493,000	973%
Fees - Services	7,309	7,688	36,546	36,736	87,713	42%
Interest Income on Loans	170	138	895	732	1,036	86%
Rent	1,500	-	10,055	500	22,123	45%
Common Area Fees - Parks	-	400	2,814	803	824	342%
Grants (2)	2,205	6,498	6,745,760	591,433	51,578,018	13%
GGLDC Grant - Econ. Dev. Program Support	25,000	25,000	125,000	125,000	300,000	42%
BP ² Revenue	-	-	7,374	5,632	31,177	24%
Other Revenue (3)	51,756	240	179,675	5,712	62,662	287%
Total Operating Revenues	110,232	61,506	12,010,803	1,210,737	52,835,066	23%
<u>Operating Expenses</u>						
General & Admin	127,394	146,184	619,519	670,850	1,681,035	37%
Professional Services (4)	76,824	22,725	140,746	48,975	219,362	64%
Site Maintenance/Repairs	1,233	2,879	4,350	11,985	45,500	10%
Property Taxes/Special District Fees	-	-	3,873	4,186	4,470	87%
BP ² Expense	-	-	-	-	-	N/A
PIF Expense	-	2,440	71,284	63,017	199,465	36%
Grant Expense - Batavia Home Fund	10,000	2,750	10,000	2,750	-	N/A
CBA Pass Through	-	-	-	-	-	N/A
Site Development Expense (5)	100	-	397,599	134,830	45,585,609	0.9%
Cost of Land Sales	-	-	-	-	-	N/A
Lease Expense	-	-	-	-	-	-
Real Estate Development (6)	10,918	-	6,150,321	75,517	10,314,891	60%
Balance Sheet Absorption	(10,918)	-	(6,150,321)	(75,517)	-	N/A
Total Operating Expenses	215,551	176,978	1,247,371	936,593	58,050,332	2%
Operating Revenue (Expense)	(105,319)	(115,472)	10,763,432	274,144	(5,215,266)	
<u>Non-Operating Revenue</u>						
Other Interest Income	64,720	48,142	295,851	224,138	173,000	171%
Total Non-Operating Revenue	64,720	48,142	295,851	224,138	173,000	171%
Change in Net Assets	(40,599)	(67,330)	11,059,283	498,282	\$ (5,042,266)	
Net Assets - Beginning	54,611,850	28,673,049	43,511,968	28,107,437		
Net Assets - Ending	\$ 54,571,251	\$ 28,605,719	\$ 54,571,251	\$ 28,605,719		

Significant Events:

1. Fees Projects - YTD includes Graham, Leatherleaf Solar, Excelsior Energy, Rochester Davis-Fetch, 202 Oak Street, FFP NY LeRoy Project 1 & 2.
2. Grants - PIF from RJ Properties (Liberty Pumps) supports Apple Tree Acres Infrastructure improvements; PIF from Yancey's Fancy supports Infrastructure Fund Agreement with the Town of Pembroke; Community Benefit Agreement payment dedicated to STAMP by sourcing debt service payments to the County; National Grid grant supports marketing and development activities for STAMP; ESD \$33M, \$8M and FAST NY Grants support STAMP engineering, environmental, legal, infrastructure, etc.
3. Other Revenue - Local labor reporting and data center review deposits covered by participating projects, misc.
4. Professional Services - Legal and consulting services for the data center review, local labor requirements, government relations, audits, and other related matters.
5. Site Development Expense - Installation of, or improvements to, infrastructure that is not owned by the GCEDC, or will be dedicated to a municipality in the foreseeable future, is recorded as site development expense when costs are incurred.
6. Real Estate Development Costs YTD - STAMP development costs.

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Genesee County Economic Development Center
Dashboard - For the Three Month Period Ended 5/31/25
Statement of Cash Flows

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	5/31/25	YTD
CASH FLOWS USED BY OPERATING ACTIVITIES:		
Genesee County	\$ 21,542	\$ 129,254
Fees - Projects	750	4,778,972
Fees - Services	-	21,928
Interest Income on Loans	156	880
Rent	1,500	21,989
Common Area Fees - Parks	-	2,814
Grants	-	544,240
BP ² Revenue	-	7,374
GGLDC Grant - Economic Development Program Support	-	75,000
Other Revenue	51,756	179,675
Repayment of Loans	4,337	26,073
Customer Deposit	-	48,804
General & Admin Expense	(109,595)	(647,815)
Professional Services	(128,550)	(269,170)
Site Maintenance/Repairs	(1,233)	(14,771)
Site Development	(100)	(565,942)
Property Taxes/Special District Fees	-	(3,873)
Grant Expense	(10,000)	(10,000)
PIF Expense	-	(71,284)
Deposit Paid	-	(500,000)
Improv/Additions/Adj to Land Held for Development & Resale	(10,918)	(9,180,430)
Net Cash Used By Operating Activities	<u>(180,355)</u>	<u>(5,426,282)</u>
CASH FLOWS USED BY NONCAPITAL FINANCING ACTIVITIES:		
Principal Payments on Loan	-	(325,000)
Net Cash Used By Noncapital Financing Activities	<u>-</u>	<u>(325,000)</u>
CASH FLOWS PROVIDED BY INVESTING ACTIVITIES:		
Interest Income (Net of Remittance to ESD)	<u>189,434</u>	<u>515,303</u>
Net Change in Cash	9,079	(5,235,979)
Cash - Beginning of Period	56,243,010	61,488,068
Cash - End of Period	\$ <u>56,252,089</u>	\$ <u>56,252,089</u>

RECONCILIATION OF NET OPERATING REVENUE (EXPENSE) TO NET

CASH USED BY OPERATING ACTIVITIES:

Operating Revenue (Expense)	\$ (105,319)	\$ 10,763,432
Depreciation Expense	54	273
Increase in Operating Accounts/Grants Receivable	(34,376)	(438,735)
Increase in Deposits	-	(337,146)
(Increase) Decrease in Prepaid Expenses	6,978	(19,008)
Decrease in Loans Receivable	4,337	26,073
Increase in Land Held for Development & Resale	(10,918)	(6,150,323)
Increase (Decrease) in Operating Accounts Payable	264	(3,541,535)
Increase (Decrease) in Accrued Expenses	10,365	(11,026)
Decrease in Unearned Revenue	(14)	(5,715,365)
Decrease in Customer Deposits	(51,726)	(2,922)
Total Adjustments	<u>(75,036)</u>	<u>(16,189,714)</u>
Net Cash Used By Operating Activities	<u>\$ (180,355)</u>	<u>\$ (5,426,282)</u>

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Genesee County Economic Development Center

Dashboard - June 2025

Balance Sheet - Accrual Basis

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	6/30/25	5/31/25	[Per Audit] 12/31/24
ASSETS:			
Cash - Unrestricted (1)	\$ 15,734,902	\$ 15,707,748	\$ 11,476,689
Cash - Restricted (A) (2)	33,493,135	35,930,507	44,694,211
Cash - Reserved (B) (3)	4,404,707	4,613,834	5,317,168
Cash - Subtotal	53,632,744	56,252,089	61,488,068
Grants Receivable (4)	556,381	555,881	169,266
Accounts Receivable - Current (5)	375,649	439,873	387,753
Interest Receivable	90,284	38,455	70,521
Deposits (6)	311,820	555,298	218,152
Prepaid Expense(s) (7)	49,600	57,294	38,286
Loans Receivable - Current	62,614	63,561	62,739
Total Current Assets	55,079,092	57,962,451	62,434,785
Land Held for Dev. & Resale (8)	37,490,470	34,835,758	28,685,435
Furniture, Fixtures & Equipment	71,257	71,257	71,257
Total Property, Plant & Equip.	37,561,727	34,907,015	28,756,692
Less Accumulated Depreciation	(70,821)	(70,766)	(70,493)
Net Property, Plant & Equip.	37,490,906	34,836,249	28,686,199
Accounts Receivable- Noncurrent (9)	4,150,000	4,150,000	4,150,000
Loans Receivable- Noncurrent (Net of \$47,429 Allow. for Bad Debt)	81,609	87,001	113,896
Right to Use Assets, Net of Accumulated Amortization	5,605	5,605	5,605
Other Assets	4,237,214	4,242,606	4,269,501
TOTAL ASSETS	96,807,212	97,041,306	95,390,485
DEFERRED OUTFLOWS OF RESOURCES			
Deferred Pension Outflows (15)	374,100	374,100	374,100
Deferred Outflows of Resources	374,100	374,100	374,100
LIABILITIES:			
Accounts Payable (10)	188,023	356,067	3,710,216
Loan Payable - Genesee County - Current (11)	335,000	335,000	325,000
Accrued Expenses	31,657	21,090	32,116
Lease Payable	5,604	5,604	5,604
Customer Deposits (12)	52,525	65,465	68,387
Unearned Revenue (13)	32,206,552	34,464,161	40,179,526
Total Current Liabilities	32,819,361	35,247,387	44,320,849
Loans Payable - ESD (14)	5,196,487	5,196,487	5,196,487
Loan Payable - Genesee County - Noncurrent (11)	1,850,000	1,850,000	2,185,000
Net Pension Liability (15)	356,081	356,081	356,081
Total Noncurrent Liabilities	7,402,568	7,402,568	7,737,568
TOTAL LIABILITIES	40,221,929	42,649,955	52,058,417
DEFERRED INFLOWS OF RESOURCES			
Deferred Pension Inflows (15)	194,200	194,200	194,200
Deferred Inflows of Resources	194,200	194,200	194,200
NET ASSETS	\$ 56,765,183	\$ 54,571,251	\$ 43,511,968

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Significant Events:

1. Unrestricted Cash YTD - Includes significant project participation fees received in April.
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14. Loans Payable - ESD - Loans from ESD to support STAMP land acquisition and related soft costs.
15. Deferred Pension Outflows / Deferred Pension Inflows / Net Pension Liability - Accounts related to implementation of GASB 68.

(A) Restricted Cash = Customer Deposits, BP2 Funds, GAIN! Loan Funds, Municipal Funds, Grant Funds Received in Advance, Batavia Home Funds.

(B) Reserved Cash = FAST NY Grant Matching Funds, Workforce Dev Funds, CBA Funds

Genesee County Economic Development Center
Dashboard - June 2025
Profit & Loss - Accrual Basis

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	YTD				2025 Board Appr.	2025 YTD %
	6/30/25	6/30/24	2025	2024	Budget	of Budget
Operating Revenues:						
Genesee County	\$ 19,459	\$ 19,459	\$ 116,755	\$ 116,755	\$ 233,513	50%
Genesee County - WFD	2,083	2,083	12,499	12,499	25,000	50%
Fees - Projects (1)	3,750	20,563	4,798,722	357,040	493,000	973%
Fees - Services	7,309	7,347	43,855	44,083	87,713	50%
Interest Income on Loans	253	134	1,148	866	1,036	111%
Rent	5,979	8,229	16,034	8,729	22,123	72%
Common Area Fees - Parks	-	-	2,814	803	824	342%
Grants (2)	2,258,032	262,038	9,003,792	853,471	51,578,018	17%
GGLDC Grant - Econ. Dev. Program Support	25,000	25,000	150,000	150,000	300,000	50%
GCFC Grant - Econ. Dev. Program Support	-	-	-	-	-	N/A
Land Sale Proceeds	-	-	-	-	-	N/A
BP ² Revenue	-	-	7,374	5,632	31,177	24%
Other Revenue (3)	15,117	50	194,792	5,762	62,662	311%
Total Operating Revenues	2,336,982	344,903	14,347,785	1,555,640	52,835,066	27%
Operating Expenses						
General & Admin	116,785	702,879	736,304	1,373,729	1,681,035	44%
Professional Services (4)	29,370	5,000	170,116	53,975	219,362	78%
Site Maintenance/Repairs	8,679	5,830	13,029	17,815	45,500	29%
Property Taxes/Special District Fees	-	-	3,873	4,186	4,470	87%
BP ² Expense	-	-	-	-	-	N/A
PIF Expense	-	-	71,284	63,017	199,465	36%
Grant Expense - Batavia Home Fund	-	-	10,000	2,750	-	N/A
CBA Pass Through	-	-	-	-	-	N/A
Site Development Expense (5)	58,848	25,000	456,447	159,830	43,381,772	1.1%
Cost of Land Sales	-	-	-	-	-	N/A
Lease Expense	-	-	-	-	-	-
Real Estate Development (6)	2,654,712	234,355	8,805,033	309,872	12,518,728	70%
Balance Sheet Absorption	(2,654,712)	(234,355)	(8,805,033)	(309,872)	-	N/A
Total Operating Expenses	213,682	738,709	1,461,053	1,675,302	58,050,332	3%
Operating Revenue (Expense)	2,123,300	(393,806)	12,886,732	(119,662)	(5,215,266)	
Non-Operating Revenue						
Other Interest Income	70,632	41,339	366,483	265,477	173,000	212%
Total Non-Operating Revenue	70,632	41,339	366,483	265,477	173,000	212%
Change in Net Assets	2,193,932	(352,467)	13,253,215	145,815	\$ (5,042,266)	
Net Assets - Beginning	54,571,251	28,605,719	43,511,968	28,107,437		
Net Assets - Ending	\$ 56,765,183	\$ 28,253,252	\$ 56,765,183	\$ 28,253,252		

Significant Events:

1. Fees Projects - YTD Project origination fees include Graham, Leatherleaf Solar, Excelsior Energy, Rochester Davis-Fetch, 202 Oak Street, FFP NY LeRoy Project 1 & 2.
2. Grants - PIF from RJ Properties (Liberty Pumps) supports Apple Tree Acres Infrastructure improvements; PIF from Yancey's Fancy supports Infrastructure Fund Agreement with the Town of Pembroke; Community Benefit Agreement payment dedicated to STAMP by sourcing debt service payments to the County; National Grid grant supports marketing and development activities for STAMP; ESD S33M, S8M and FAST NY Grants support STAMP engineering, environmental, legal, infrastructure, etc.
3. Other Revenue - Local labor reporting and data center review deposits covered by participating projects, misc.
4. Professional Services - Legal and consulting services for the data center review, local labor requirements, government relations, audits, and other related matters.
5. Site Development Expense - Installation of, or improvements to, infrastructure that is not owned by the GCEDC, or will be dedicated to a municipality in the foreseeable future, is recorded as site development expense when costs are incurred.
6. Real Estate Development Costs YTD - STAMP development costs.

36

11

Genesee County Economic Development Center
June 2025 Dashboard
Statement of Cash Flows

DRAFT

	<u>5/31/25</u>	<u>YTD</u>
CASH FLOWS USED BY OPERATING ACTIVITIES:		
Genesee County	\$ 21,542	\$ 150,796
Fees - Projects	3,750	4,782,722
Fees - Services	21,928	43,856
Interest Income on Loans	176	1,056
Rent	5,979	27,968
Common Area Fees - Parks	-	2,814
Grants	-	544,240
BP ² Revenue	-	7,374
GGLDC Grant - Economic Development Program Support	75,000	150,000
Other Revenue	15,117	194,792
Repayment of Loans	6,339	32,412
Customer Deposit	-	48,804
General & Admin Expense	(103,392)	(751,207)
Professional Services	(42,310)	(311,480)
Site Maintenance/Repairs	(8,679)	(23,450)
Site Development	(58,848)	(624,790)
Property Taxes/Special District Fees	-	(3,873)
Grant Expense	-	(10,000)
PIF Expense	-	(71,284)
Deposit Paid	-	(500,000)
Improv/Additions/Adj to Land Held for Development & Resale	(2,411,234)	(11,591,664)
Net Cash Used By Operating Activities	<u>(2,474,632)</u>	<u>(7,900,914)</u>
CASH FLOWS USED BY NONCAPITAL FINANCING ACTIVITIES:		
Principal Payments on Loan	-	(325,000)
Net Cash Used By Noncapital Financing Activities	<u>-</u>	<u>(325,000)</u>
CASH FLOWS PROVIDED BY INVESTING ACTIVITIES:		
Interest Income (Net of Remittance to ESD)	(144,713)	370,590
Net Change in Cash	(2,619,345)	(7,855,324)
Cash - Beginning of Period	56,252,089	61,488,068
Cash - End of Period	<u>\$ 53,632,744</u>	<u>\$ 53,632,744</u>

RECONCILIATION OF NET OPERATING REVENUE TO NET

CASH USED BY OPERATING ACTIVITIES:

Operating Revenue	\$ 2,123,300	\$ 12,886,732
Depreciation Expense	55	328
(Increase) Decrease in Operating Accounts/Grants Receivable	63,724	(375,011)
(Increase) Decrease in Deposits	243,478	(93,668)
(Increase) Decrease in Prepaid Expenses	7,694	(11,314)
Decrease in Loans Receivable	6,339	32,412
Increase in Land Held for Development & Resale	(2,654,712)	(8,805,035)
Decrease in Operating Accounts Payable	(4,528)	(3,546,063)
Increase (Decrease) in Accrued Expenses	10,567	(459)
Decrease in Unearned Revenue	(2,257,609)	(7,972,974)
Decrease in Customer Deposits	(12,940)	(15,862)
Total Adjustments	<u>(4,597,932)</u>	<u>(20,787,646)</u>
Net Cash Used By Operating Activities	<u>\$ (2,474,632)</u>	<u>\$ (7,900,914)</u>

36

12



2025 Assessment of the Effectiveness of Internal Controls

Purpose of the Genesee County Industrial Development Agency D/B/A Genesee County Economic Development Center (GCEDC)

The GCEDC is a public benefit corporation of the State of New York created in 1970 by a resolution of the Genesee County Legislature to facilitate economic development in the County of Genesee, New York.

Internal Controls

The accounting, financial reporting, and cash management functions are carried out relying on a multitude of internal controls. A Financial Procedures document details all aspects of the financial controls in place.

Examples of some of the controls used are listed below:

- Payroll for the GCEDC's employees is processed externally by a payroll processing company, Complete Payroll Processing, Inc. (CPP). The Operations Manager and/or CFO verify that payments are only made to employees that are entitled to be paid. – **Low risk.**
- All invoices must be reviewed and verified by the CFO or President/CEO. All checks require two signatures, with one of the signatures being a board member. The CEO is the only employee authorized to sign checks. The CFO opens and reviews all bank statements and bank reconciliations. – **Multiple persons signing off on the process and the CFO opens and reviews bank statements and does not have authorization to sign checks.**
- All checks received by the GCEDC are recorded and stamped "for deposit only" by the Operations Assistant or Finance Assistant and given to the Operations Manager for review. The Operations Manager ensures that all funds are coded correctly, and that each transaction is recorded in the accounting software. Deposit slips are prepared by the Finance Assistant and deposited in the bank. The deposit receipt from the bank is then attached to the appropriate back up for the deposit. – **Bank verification and receipts make this low risk.**
- Computers are password protected. Accounting software is separately password protected. Access to the accounting software is limited to the Operations Manager, Finance Assistant and CFO. – **Password protection and limited access to accounting software makes this low risk.**

Note: Internal controls are reviewed continuously, and adjustments are made as necessary.

The system of controls applicable to the GCEDC was last reviewed by the GCEDC's Audit Committee on **August 13, 2025**. The Audit Committee's review affirmed that there are no material control weaknesses to be reported. The GCEDC undergoes an annual financial audit by an independent CPA firm. While auditors are not engaged to perform an audit of internal controls, auditors do provide management letter comments when they encounter internal weaknesses. No material weaknesses or recommendations for improvement have been identified by the independent auditors.

In summary, the present internal control structure appears to be sufficient to meet internal control objectives that pertain to the prevention and detection of errors and irregularities.

**Client Name: Genesee County Industrial Development Agency
dba Genesee County Economic Development Center
Genesee Gateway Local Development Corporation**

GGLDC administrative tasks are performed by GCEDC employees

Audit & Finance Committee Last Reviewed: 8/13/25 (GCEDC) / 8/5/25 (GGLDC)

CASH CONTROL ACTIVITIES

Cash Receipts

The GCEDC/GGLDC does not routinely handle cash. When cash is received, it's generally once a year at the annual meeting location via registration fees paid. Mail is opened by the Operations Assistant. All receipts are immediately marked "for deposit only". The cash receipts are deposited every 3 – 5 business days in the appropriate cash account either in Five Star Bank, Key Bank, or Tompkins Community Bank. Some receipts are received directly into bank accounts via ACH/wire transfer. Posting of cash receipts to accounts receivable is done by the Finance Assistant. The postings are done promptly and accurately recorded as to customer account, amount and period. The Operations Manager reviews deposits and postings to customer accounts and general ledger accounts. Any adjustments to cash accounts are approved by the CFO. Cash held on site is stored in a locked file cabinet and kept independent of mail receipts. A PayPal account is used for annual meeting registration fees paid. Email notifications are received when payments have been made. PayPal deposits are recorded in the general ledger weekly by the Finance Assistant and the Operations Manager reviews the monthly activity.

Cash Disbursements

Cash disbursements are made by check, online payments, online bill pay or bank wire, except for small amounts from petty cash. Online payments and online bill pay are only made to ensure that bills are paid on time and to prevent late payment charges.

All checks require two signatures. GCEDC checks must be co-signed by at least one board member. GGLDC checks are signed by two board members. The GCEDC and GGLDC Audit & Finance Committee members are authorized bank signers.

All GCEDC line of credit withdrawals must be co-signed by at least one board member. GGLDC line of credit withdrawals must be signed by two board members.

Checks are pre-numbered and the sequence is accounted for regularly. All blank checks are kept in a secure location. All cash disbursement records are matched against accounts payable/open invoice files by the Operations Manager.

Invoices received are date stamped by the Operations Assistant and given to the Finance Assistant for review, tracking against contracts in place, to make sure supporting documentation is attached, and to ensure that the appropriate person signs off for approval of payment. All invoices are then reviewed by the Operations Manager and the CFO prior to disbursement checks being prepared. Checks are prepared by the Finance Assistant, only after proper matching of supporting documentation. Supporting documentation is marked with the check number when a check is prepared. The check signer reviews all supporting documentation. Purchasing documents are accounted for and controlled by the Operations Manager. Signed disbursement checks are returned to the Finance Assistant / Operations Assistant for mailing.
Mitigating controls: The CFO opens and reviews bank statements and does not have authorization to sign checks.

All bank and interfund transfers are authorized by the CFO and President/CEO.

32

14

Electronic/Online Payments

Online bill pay can be used for payments to vendors that are on the Audit & Finance Committee pre-approved list. The same cash disbursement control procedures are followed, except that payments are acknowledged by two authorized bank signers after the online payment is complete.

Bank Account Reconciliations

Bank accounts are reconciled monthly by the Finance Assistant and reconciliations are reviewed by the Operations Manager and the CFO. All reconciling items are appropriate and supported. All bank statements received in the mail are delivered unopened to the CFO who opens, reviews and signs off prior to reconciliations being performed.

Journal entries

Non-standard journal entries are recorded in the general ledger by Operations Manager and the Finance Assistant and reviewed by the CFO.

SUPPORT, PROGRAM SERVICE FEES, REVENUE AND RECEIVABLE CONTROL ACTIVITIES

Program Service Receivables

Invoices are prepared once a month by the Finance Assistant. All invoices are numbered and issued in sequential order. Invoices are posted to the accounting system as payment is received. The individual(s) charged with the billing duties is also responsible for accounts receivable with the Operations Manager monitoring and reviewing the process.

Pledges Receivable (Not Applicable)

Collections

There are no established credit policies.

When cash payments are received they are posted to customer accounts by the Finance Assistant. The GCEDC/GGLDC does not prepare regular customer statements. Invoices for rent and revolving loan fund payments are mailed once a month and outstanding invoices older than 30 days are followed up via telephone by the Operations Manager, President/CEO, or CFO.

Trial Balance

The accounts receivable aging is maintained separately from the general ledger. The aging is reconciled once a month by the Operations Manager. Program revenues recorded are compared with the budget monthly by the Operations Manager and any significant deviations from budget are investigated and explained.

Allowance for Doubtful Accounts Program Services fee write-offs:

All write-offs to rent or revolving loan fund accounts are approved by the GCEDC/GGLDC Board of Directors. The accounts receivable aging is reviewed monthly by the Operations Manager. Accounts are deemed possibly uncollectible and written off to the allowance for doubtful accounts when they meet the following criteria: When the board of directors determines that all efforts to collect have been exhausted.

INVESTMENTS AND DERIVATIVE CONTROL ACTIVITIES

The GCEDC and GGLDC's Investment Policies are provided separately.

EXPENSES FOR PROGRAM AND SUPPORTING SERVICES AND ACCOUNTS PAYABLE AND PURCHASES CONTROL ACTIVITIES

Purchasing (Other than Inventory)

Purchasing is done by the Operations Assistant. For all purchases (other than items of inventory), the purchases are supported by approvals and authorizations. The GCEDC/GGLDC does not require pre-numbered purchase orders. Individuals with the right to approve and authorize purchases are the President/CEO and CFO. The Operations Manager approves purchases of supplies, equipment and postage that are within budget as well as any other purchases that were planned for within the budget.

Receiving, Recording Payable and Expense

When the ordered items are received they are inspected for condition and counted by the Operations Assistant. Due to the small nature of the organization, full segregation of duties is not possible. The individual responsible for receiving is also responsible for purchasing, with oversight by Operations Manager or Finance Assistant.

The invoices subsequently received from vendors are matched up to the purchase orders and receiving reports and compared for quantities received, product ordered, pricing and clerical accuracy by the Operations Manager. For any goods that are returned, the shipping documents are maintained and reviewed and matched to vendor credit memos.

The payables are paid approximately twice a month by the Finance Assistant. The checks are reviewed and signed by two authorized bank account signers.

Trial Balance

The accounts payable aging is maintained separately from the general ledger. The aging is reconciled monthly by the Operations Manager. The GCEDC/GGLDC does not prepare monthly vendor statements. The President/CEO, CFO and the Audit & Finance Committee review the detailed monthly financial statements and compare the balances in expense accounts to budgeted amounts and any significant deviations from expectations are investigated and explained.

GCEDC PAYROLL AND EMPLOYEE BENEFITS CONTROL ACTIVITIES

Payroll

Employees are paid biweekly out of the Five Star Bank primary checking account. Funds are transferred into the account used for payroll from the Five Star Bank primary savings account by the Operations Manager. The GCEDC transfers funds to cover payroll as needed. All fund transfers are authorized by the CFO and President/CEO. Employees are never paid in cash.

Salaried employees are not required to submit weekly time records however; a record of absence is to be maintained by each employee, kept current and electronically stored in a common location as directed. Employees must have vacation compensation approved by the President/CEO or CFO. The individuals responsible for approving time are not responsible for processing or recording payroll.

Hourly employees are required to submit bi-weekly time records to their supervisor to report hours worked.

Complete Payroll Processing is the service provider used to process payroll. All the payroll information provided to the service organization such as pay rates and withholdings is authorized by the President/CEO and/or CFO. Bi-weekly payroll information is submitted to Complete Payroll Processing by the Operations Manager after compiling adequate support for the time worked by the employees. The registers produced by the service are reviewed after processing and approved by Operations Manager. The review is done to ensure the payroll transactions are only for authorized employees and that the correct pay rate is used. GCEDC does not pay commission to its employees.

All payroll checks are pre-numbered and used in sequence and any unissued checks are controlled by Complete Payroll Processing.

When new employees are hired they complete the appropriate paperwork including withholding forms and authorizations for payroll deductions that are maintained in personnel files by the Operations Manager and are entered into the payroll system by the Operations Manager. When employees are terminated they are removed from the payroll system by the Operations Manager. When there are raises or changes in pay rates, they are approved by the President/CEO or CFO and entered into the payroll system by the Operations Manager. All changes in personnel data are reported promptly so they can be properly taken care of in the payroll database.

The timely remittance of payroll taxes and of the payroll tax returns is overseen by Complete Payroll Processing.

Employee Benefits

For all benefits provided to employees such as health insurance, retirement plans, and fringe benefits, support is maintained in the personnel files authorizing deductions by the Operations Manager. Individuals with the appropriate level of knowledge are responsible for monitoring employee benefit matters and for ensuring withholdings such as 403(b) or NYS Deferred Compensation deferrals and cafeteria plan withholdings are remitted timely. These individuals include the CFO and Operations Manager.

Trial Balance

The Operations Manager reviews the monthly financial statements and compares the balances in the payroll and employee benefit expense accounts to budgeted amounts and any significant deviations from expectations are investigated and explained. The detailed payroll records are also reconciled by the Operations Manager to the payroll tax returns quarterly, and the total W-2s are reconciled to the general ledger at year end by the Operations Manager.

When necessary the appropriate payroll accruals including accruals for compensated absences are made to the general ledger by the Operations Manager.

Computers / IT

All computers are password protected. Accounting software is password protected. Each user has an independent password. Those with access to the Peachtree system are the Operations Manager, Finance Assistant, and CFO. The CFO does not post or change any data in the system; he/she reviews data only.

All employee computer files are backed up to the server and the server is backed up to an off-site location (Erie County IDA) on a nightly basis. The back-up is monitored by the IT Consultant and the Operations Manager.

There is a firewall in place. Multi-factor authentication is used by all staff.

GCEDC Employee Reimbursements

Employee reimbursement requests are submitted to and approved by the President/CEO and CFO. The President/CEO and one Board member or two Board members must sign off on requests submitted by the CFO. Two authorized signors must sign off on requests submitted by the President/CEO.

GCEDC Travel Authorization

Travel involving overnight accommodation or travel outside of New York State requires prior approval of the President/CEO (or the Chairman or Vice-Chairman of the Board, in the case of the President/CEO's travel).

Signed travel authorization forms are attached to subsequent reimbursement requests to verify that expenditures are appropriate and in line with the prior approval.

GCEDC / GGLDC

Pre-Approved List of Vendors That Can Be Paid Online:

- Tompkins Trust Company (Visa)
- Selective Insurance
- Toshiba Financial Services
- National Grid
- National Fuel
- Five Star Bank (Loan payments)
- KeyBank (Line of Credit payments)
- Tompkins Community Bank
- Five Star Bank
- Quadient (Postage)
- Traveler's (D&O Insurance)
- Town of Batavia (Water/Sewer)
- Empire Access
- NYS Deferred Compensation / Nationwide
- Complete Payroll Processing
- NYS Retirement
- Health Insurance Vendor
- Vision Insurance Vendor
- 360 PSG







List Last Reviewed & Approved by Audit & Finance Committee:

GCEDC - 8/13/25

GGLDC - 8/5/25

Budget Timeline

Genesee County Economic Development Center

	June/July	Planning Assumptions / Preliminary Inputs
	August 13	Budget Workshop - Audit & Finance Committee Meeting *Review / Discuss Budget Assumptions and Preliminary Inputs
	Sept 2	Audit & Finance Committee Review of Draft Budget & Recommendation
	Sept 4	Board Review & Approval
	Sept 5	Submission to Genesee County Manager
	By Nov 1	Budget to ABO/Post on GCEDC Web Site