

**HAMILTON COUNTY  
INDUSTRIAL DEVELOPMENT AGENCY**

**FINANCIAL REPORT**

**December 31, 2012**

**HAMILTON COUNTY  
INDUSTRIAL DEVELOPMENT AGENCY**

**FINANCIAL REPORT**

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**C O N T E N T S**

	<b>Page</b>
<b>INDEPENDENT AUDITOR'S REPORT</b>	1-2
<b>BASIC FINANCIAL STATEMENTS</b>	
Statements of Net Position	3
Statements of Revenues, Expenses, and Changes in Net Position	4
Statements of Cash Flows	5
Notes to Financial Statements	6-10
<b>INDEPENDENT AUDITOR'S 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></b>	11-12
Schedule of Findings and Responses	13-14

## INDEPENDENT AUDITOR'S REPORT

Chairman and Agency Board  
Hamilton County Industrial Development Agency  
Lake Pleasant, New York

### Report on the Financial Statements

We have audited the accompanying statement of net position of the Hamilton County Industrial Development Agency (Agency), as of and for the year ended December 31, 2012, and the related statements of revenues, expenses, and changes in net position, and cash flows for the year then ended, and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Hamilton County Industrial Development Agency as of December 31, 2012, and the related changes in financial position and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters***Required Supplementary Information*

Management has omitted the management's discussion and analysis and budgetary comparison information that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, 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. Our opinion on the basic financial statements is not affected by this missing information.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 31, 2013, on our consideration of the Agency'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 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 the Agency's internal control over financial reporting and compliance.

*Ballam Sheedy Tarami & Co. LLP*

Albany, New York  
March 31, 2013

**HAMILTON COUNTY  
INDUSTRIAL DEVELOPMENT AGENCY**

**STATEMENT OF NET POSITION**

	<b>December 31, 2012</b>
<b>ASSETS</b>	
<b>CURRENT ASSETS</b>	
Cash and cash equivalents	\$ 806,622
Community development loan receivables	256,755
Property held for sale or development	<u>50,000</u>
<b>Total current assets</b>	<b><u><u>\$ 1,113,377</u></u></b>
<b>LIABILITIES AND NET POSITION</b>	
<b>LIABILITIES</b>	
Accounts payable	\$ 371
Deferred revenue	<u>256,755</u>
Total liabilities	<u>257,126</u>
<b>NET POSITION</b>	
Restricted	792,119
Unrestricted	<u>64,132</u>
	<u>856,251</u>
<b>Total liabilities and net position</b>	<b><u><u>\$ 1,113,377</u></u></b>

**HAMILTON COUNTY  
INDUSTRIAL DEVELOPMENT AGENCY**

**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION**

	<b>Year Ended December 31, 2012</b>
<b>OPERATING REVENUES</b>	
Program income - community development loans	\$ 56,658
Interest income - community development loans	5,686
Cell tower lease revenue	41,468
Micro-enterprise grant income	61,321
	165,133
<b>OPERATING EXPENSES</b>	
Micro-enterprise grant expense	40,078
Micro-enterprise grant administration	14,800
Micro-enterprise grant training	6,443
Insurance	8,763
Professional fees	25,152
Utilities	3,316
Other operating expenses	1,396
	99,948
<b>Operating income</b>	<b>65,185</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>	
Gain on sale of property held for development	560,020
Interest and earnings on temporary cash investments	113
Gifts and donations	2,029
Interest expense	(13,053)
	549,109
<b>Change in net position</b>	<b>614,294</b>
<b>NET POSITION, <i>beginning of year</i></b>	<b>241,957</b>
<b>NET POSITION, <i>end of year</i></b>	<b>\$ 856,251</b>

The accompanying Notes to Financial Statements are an integral part of these statements.

**HAMILTON COUNTY  
INDUSTRIAL DEVELOPMENT AGENCY**

**STATEMENT OF CASH FLOWS**

	<b>Year Ended December 31, 2012</b>
<b>CASH FLOWS PROVIDED (USED) BY OPERATING ACTIVITIES</b>	
Collections of loans receivable	\$ 122,344
Cell tower lease income	41,468
Micro-enterprise grant income	61,321
Micro-enterprise grant payments	(61,321)
Payments to vendors	(64,940)
	<b>98,872</b>
 <b>CASH FLOWS PROVIDED (USED) BY CAPITAL AND RELATED FINANCING ACTIVITIES</b>	
Interest paid	(13,053)
Payment on notes payable	(228,229)
	<b>(241,282)</b>
 <b>NET CASH PROVIDED (USED) BY NON-CAPITAL FINANCING ACTIVITIES</b>	
Gifts and donations received	2,029
	<b>2,029</b>
 <b>CASH FLOWS PROVIDED (USED) BY INVESTING ACTIVITIES</b>	
Interest income	113
Proceeds from sale of property held for resale or development	715,000
	<b>715,113</b>
<b>Net increase in cash and cash equivalents</b>	<b>574,732</b>
<b>CASH AND CASH EQUIVALENTS, <i>beginning of year</i></b>	<b>231,890</b>
<b>CASH AND CASH EQUIVALENTS, <i>end of year</i></b>	<b>\$ 806,622</b>
 <b>RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>	
Operating income	\$ 65,185
(Increase) decrease in	
Community development loan receivable	(11,811)
Village loan receivable	60,000
Increase (decrease) in	
Accounts payable	(26,313)
Deferred revenue	11,811
	<b>\$ 98,872</b>

The accompanying Notes to Financial Statements are an integral part of these statements.

**HAMILTON COUNTY  
INDUSTRIAL DEVELOPMENT AGENCY**

**NOTES TO FINANCIAL STATEMENTS  
December 31, 2012**

**NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

*a. Organization and Purpose*

The Hamilton County Industrial Development Agency (Agency) is a public benefit corporation created in 1986 by the New York State Legislature pursuant to Article 18-A and Section 926-R of the General Municipal Law of the State of New York. The purpose of the Agency is to promote commerce and industry within the County of Hamilton (County). The members of the Agency Board are appointed by the County Board of Supervisors. The Chairman is elected by members of the Agency Board.

The Agency is a public benefit corporation with the mission to advance the general prosperity and economic welfare of the citizens of Hamilton County. The primary objective of the Agency is to encourage and assist entrepreneurial activity, business expansion, and job creation.

A summary of the significant accounting policies applied in the preparation of the accompanying financial statements follows.

*b. Basis of Accounting and Financial Statement Presentation*

The Agency's financial statements are prepared using the accrual basis in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The accounting and financial reporting treatment applied to the Agency is determined by its measurement focus. The transactions of the Agency are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and liabilities associated with the operations are included on the statement of net position. Net position is segregated into restricted and unrestricted components, as follows:

- *Restricted for property held for development and resale* consists of assets that are restricted for property held for development and resale, and
- *Unrestricted net position* consists of assets and liabilities that do not meet the definition of restricted net position.

*c. Use of Estimates*

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent 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 estimates.

*d. Fair Value Measurement*

Fair value is defined as an exchange price that would be received for an asset or paid to transfer a liability (an "exit" price) in the principal or most advantageous market for the asset or liability between market participants on the measurement date.

**HAMILTON COUNTY  
INDUSTRIAL DEVELOPMENT AGENCY**

**NOTES TO FINANCIAL STATEMENTS  
December 31, 2012**

**NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

*e. Cash and Cash Equivalents*

The Agency's investment policies are governed by New York State statutes. In addition, the Agency has its own written investment policy. Agency monies must be deposited in Federal Deposit Insurance Corporation (FDIC) insured commercial banks or trust companies located within the State. The Agency is authorized to use demand accounts, money market accounts, and certificates of deposit. Permissible investments include obligations of the U.S. Treasury and obligations of New York State or its localities.

Collateral is required for demand deposits and certificates of deposit. Certificates of deposit purchased with a maturity of three months or less are considered cash equivalents. Obligations that may be pledged as collateral are obligations of the United States and its agencies or the State and its municipalities and school districts.

The Agency considers all short-term securities purchased with a maturity of three months or less to be cash equivalents.

*f. Community Development Funds*

The Agency has entered into various agreements with the County to act as the subrecipient of certain federal Community Development Block Grant funds the County receives from the United States Department of Housing and Urban Development through the State of New York Homes and Community Renewal. In general, the applicable federal funds and proceeds from repayment of loans initially made from the federal funds can be used to make grants or loans to eligible recipients for authorized purposes. Over the past few years, the federal funds have been used for eligible grant and loan programs.

The Agency accounts for federal fund transactions in accordance with the applicable federal and state program requirements. Receipt of the federal pass-through funds is recorded as federal aid revenue when all eligibility requirements have been met, and expenditures for loans or grants to eligible recipients are recorded as expenses. In accordance with federal requirements, repayment of loan proceeds is considered program income and must be accounted for and used for similar authorized purposes. Accordingly, loans made under the federal programs are also recorded as receivables from the loan recipients, with the principal amount offset by deferred revenues. Some loans were made at zero percent interest. Based on compliance with program requirements, portions of some of the outstanding loans may be forgiven. As program revenue is received from the loan repayments and recorded as revenue, the related loans receivable and deferred revenue accounts are also adjusted. If portions of the loans are forgiven, the related loans receivable and deferred revenue accounts are reduced.

*g. Revenue Recognition*

Revenues are recognized when earned, and expenses are recognized when incurred. The Agency distinguishes operating revenues and expenses from non-operating items. Operating revenues are determined based on the services provided by the Agency. Operating expenses include the costs associated with providing those services. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

*h. Micro-enterprise Grant Program*

During 2012, the Agency entered into an agreement with the County as a sub-recipient of a \$200,000 Housing and Urban Development Community Development Block Grant administered by the New York State Office of Community Renewal. The Micro-enterprise grant program is designed to attract new businesses and increase employment opportunities in the County for low and moderate income residents. During the year ended December 31, 2012, \$61,321 was received by the Agency under this program. Of this amount, \$40,078 was expended to eligible recipients, \$14,800 was expended for grant administration, and \$6,443 was expended for entrepreneurial training for the grant recipients.

**HAMILTON COUNTY  
INDUSTRIAL DEVELOPMENT AGENCY**

**NOTES TO FINANCIAL STATEMENTS  
December 31, 2012**

**NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

*i. Property Held for Development and Resale*

Property held for development and resale is recorded at the lower of cost or fair value. Expenditures for acquisitions, renewals, and betterments are capitalized, whereas remediation, maintenance, and repair costs are expensed as incurred. When property held for development and resale is retired or otherwise disposed of, the appropriate accounts are relieved of costs, and any resultant gain or loss is credited or charged to the change in net position.

*j. New Accounting Pronouncements*

GASB Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, incorporates into the GASB's authoritative literature certain accounting and financial reporting pronouncements issued on or before November 30, 1989, that do not conflict with or contradict GASB pronouncements.

GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources and Net Position*, provides guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in a statement of financial position and related disclosures.

The Agency adopted GASB Statements No. 62 and No. 63 as of January 1, 2012, and there was no significant impact to the financial statements.

*k. Subsequent Events*

The Agency has evaluated subsequent events that provide additional evidence about conditions that existed at the financial statement date through March 31, 2013, the date the financial statements were available to be issued.

**NOTE 2 - CASH AND CASH EQUIVALENTS**

New York State statutes require the Agency to collateralize its cash deposits in excess of the Federal Deposit Insurance Corporation (FDIC) limit of \$250,000 per depositor, per bank. This collateral can be in the form of federal, state, and local government securities held by the Agency's bank or trust department and can be pledged to secure the Agency's deposits.

As of December 31, 2012, the Agency had cash balances of \$498,558 in excess of FDIC coverage.

**NOTE 3 - PROPERTY HELD FOR DEVELOPMENT AND RESALE**

Property held for development and resale was acquired principally through foreclosure actions of the Agency in 2009 related to the Oak Mountain redevelopment project. The project was initially funded by the Agency through a community development block grant loan issued to the developer in 2001. The loan was secured by a second mortgage on the property. During 2004, the developer of the project ceased making payments under the community redevelopment loan. The Agency secured its interest in the property in 2005 by acquiring the existing first mortgage and promissory note.

**HAMILTON COUNTY  
INDUSTRIAL DEVELOPMENT AGENCY**

**NOTES TO FINANCIAL STATEMENTS  
December 31, 2012**

**NOTE 3 - PROPERTY HELD FOR DEVELOPMENT AND RESALE - Continued**

The Agency took possession of the property, which included a cellular tower, ski center, and land, through foreclosure in 2009.

The Agency valued the property acquired through foreclosure based upon the unpaid principal balance of the community development loan plus amounts expended to acquire the first mortgage interest.

During 2012, the Agency sold land, the cellular tower, and active leases for \$715,000. The Agency recognized the remaining balance of deferred revenues on the original community development loan and recorded a gain on disposition of \$154,980. Further, the Agency entered into an agreement to dispose of the ski center (Note 4).

**NOTE 4 - NOTES PAYABLE**

During 2012, the Agency repaid the remaining principal balance under a \$240,000 promissory note. The note required monthly payments of \$2,691, including interest at 6.13% with a scheduled maturity date of April 2016.

**NOTE 5 - VILLAGE OF SPECULATOR LOAN RECIEVABLE**

During 2012, the Agency received \$60,000 under a temporary loan made to the Village of Speculator in 2011.

**NOTE 6 - COMMITMENTS AND CONTINGENCIES**

*a. Grants*

The Community Development Block Grants received by the Agency through the County are subject to audit by certain agencies of New York State and the United States Government. Such audits could result in disallowances and a request for return of funds. The Agency administration believes disallowances, if any, will be immaterial.

*b. Oak Mountain Redevelopment Project*

In August 2012, the Agency entered into an Economic Development Agreement with a third party to operate the Oak Mountain Ski Center (Ski Center), with an option to purchase the Ski Center for \$50,000 payable in August 2014 subject to the fulfillment of certain contractual requirements by the third party. The third party is required to pay \$1 per year to the IDA for two years and to invest a minimum of \$150,000 in the Ski Center during the first year of the agreement and \$75,000 in the second year. If all conditions of the agreement are met, the third party will take ownership, upon payment of the \$50,000 purchase price, of the Ski Center in August 2014.

**NOTE 7 - ACCOUNTING STANDARDS ISSUED BUT NOT YET IMPLEMENTED**

During March 2012, the GASB issued Statement No. 65, *Items Previously Reported as Assets and Liabilities*. This statement establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities. This statement also provides financial reporting guidance related to the impact of the financial statement elements deferred outflows of resources and deferred inflows of resources, such as changes in the determination of major fund calculations and limiting the use of the term deferred in the financial statements. This statement is effective for periods beginning after December 15, 2012, with earlier application encouraged.

**HAMILTON COUNTY  
INDUSTRIAL DEVELOPMENT AGENCY**

**NOTES TO FINANCIAL STATEMENTS  
December 31, 2012**

**NOTE 7 - ACCOUNTING STANDARDS ISSUED BUT NOT YET IMPLEMENTED - Continued**

During March 2012, GASB issued Statement No. 66, *Technical Corrections - an Amendment of Statements No. 10 and No. 62*. This statement establishes clarification on two recently issued statements; No. 54, *Fund Balance Reporting and Governmental Fund Type Definition* and No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. This statement resolves conflicting guidance created as a result of the issuance of these two statements. This statement is effective for periods beginning after December 15, 2012, with earlier application encouraged.

During June 2012, GASB issued Statement No. 68, *Accounting and Financial Reporting for Pensions*. The primary objective of this statement is to improve accounting and financial reporting by state and local governments for pensions. It also improves information provided by state and local governmental employers about financial support for pensions that is provided by other entities. This statement replaces the requirements of Statements No. 25, *Financial Reporting for Defined Benefit Pension Plans and Note Disclosures for Defined Contribution Plans* and No. 50, *Pension Disclosures*, as they relate to pension plans that are administered through trusts or equivalent arrangements (hereafter jointly referred to as trusts) that meet certain criteria. The requirements of Statements No. 25 and No. 50 remain applicable to pension plans that are not administered through trusts covered by the scope of this statement.

The scope of this statement also addresses accounting and financial reporting for pensions that are provided to the employees of state and local governmental employers through pension plans that are administered through trusts that have certain characteristics as defined in the statement. It establishes standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. For defined benefit pensions, this statement identifies the methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. Note disclosure and required supplementary information requirements about pensions also are addressed. This statement is effective for periods beginning after June 15, 2014, with early implementation encouraged.

Management has not estimated the extent of the potential impact of these statements on the Agency's financial statements.

**INDEPENDENT AUDITOR'S 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**

Chairman and Agency Board  
Hamilton County Industrial Development Agency  
Lake Pleasant, New York

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 statement of net position of the Hamilton County Industrial Development Agency (Agency), as of December 31, 2012, and the related statement of revenues, expenses, and changes in net position, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated March 31, 2013.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Agency's internal control over financial reporting (internal control) to determine the audit 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 the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency'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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings and responses as item 12-01, which we consider to be a material weakness.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Agency'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 determination of financial statement amounts. 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 instances of noncompliance that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and responses as items 12-02 and 12-03.

### **The Agency's Response to Findings**

The Agency's responses to the findings identified in our audit are described in the accompanying schedule of findings and responses. The Agency's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

### **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 Agency'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 Agency's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Ballam Sheedy Tarami & Co. LLP*

Albany, New York  
March 31, 2013

**HAMILTON COUNTY  
INDUSTRIAL DEVELOPMENT AGENCY**

**SCHEDULE OF FINDINGS AND RESPONSES  
Year Ended December 31, 2012**

**Section I - Summary of Auditor's Results**

*Financial Statements*

Type of auditor's report issued: Unqualified

**Internal control over financial reporting:**

- Material weaknesses identified?   X   Yes        No
  - Significant deficiencies identified that are not considered to be material weaknesses?        Yes   X   None Reported
- Noncompliance material to financial statements?        Yes   X   No

**Section II - Financial Statement Findings**

**12-01. Year-End Processing**

*Criteria:* Use of a general ledger software package has numerous benefits to the user organization and is considered a best practice.

*Condition:* The Agency currently relies on the use of spreadsheets and Quicken to track its financial activities.

*Cause:* The Agency maintains its records and reports on the cash basis of accounting. Management felt that the current process was sufficient for the Agency.

*Effect:* This process creates opportunity for data entry, formatting, duplication, formula errors, and generally does not provide for a sufficient audit trail. At year end, the trial balance as presented did not include several accounts, and revenues and expenses were improperly classified. A formal general ledger would assist in the Agency's required year-end reporting, as well as provide additional reports, such as monthly budget to actual reports, that could be used for internal purposes with little additional effort.

*Recommendation:* The Agency should have a general ledger that reflects all transactions related to the Agency. All journal entries should be supported by the related documentation A formal general ledger for the Agency will enable the Agency to detect and correct errors and aid in external and internal reporting.

*View of Responsible Officials and Planned Corrective Actions:* The Agency has purchased QuickBooks in order to utilize a general ledger software package to more accurately reflect interim and year-end reporting.

**Section III - Compliance Findings**

**12-02. Posting and Maintaining Reports on Public Authority Website**

*Criteria:* The New York State Authority Budget Office (ABO) issued Policy Guidance on April 12, 2010, in response to the Public Authorities Reform Act (PARA) of 2009. This guidance states that public authorities are required to make certain information available to the public through the internet.

*Condition:* Required Agency reports and policies are currently not available to the public through the internet.

*Effect:* The Agency is not in compliance with PARA requirements.

**HAMILTON COUNTY  
INDUSTRIAL DEVELOPMENT AGENCY**

**SCHEDULE OF FINDINGS AND RESPONSES  
Year Ended December 31, 2012**

**Section III - Compliance Findings - Continued**

**12-02. Posting and Maintaining Reports on Public Authority Website - Continued**

*Cause:* The Agency did not oversee proper maintenance of the website.

*Recommendation:* Using available ABO guidance, the Agency should update its website and schedule periodic maintenance and review to ensure required information is available to the public in a timely manner.

*View of Responsible Officials and Planned Corrective Action:* The Agency will review the guidance of the required documentation and will update missing items by March 31, 2013.

**12-03. Investment Policy**

*Criteria:* The Agency's investment policy states that moneys of the Agency in excess of the amounts insured under the provisions of the Federal Deposit Insurance Corporation shall be secured by obligations with a market value equal at all times to the amount on deposit.

*Condition:* One deposit account held by the Agency had funds that were above the Federal Depository Insurance Corporation coverage limits and were not secured by any obligations for a portion of the year.

*Effect:* The Agency is not in compliance with its investment policy.

*Cause:* The Agency did not maintain proper collateralization over its checking accounts in accordance with its investment policy.

*Recommendation:* The Agency should monitor its cash balances on a monthly basis to ensure that all funds are properly secured in accordance with its investment policy.

*View of Responsible Officials and Planned Corrective Action:* The Agency obtained collateral from the Bank of New York as of January 2013, and will monitor cash balances on a monthly basis.