

Jefferson County Industrial Development Agency
800 Starbuck Avenue, Suite 800
Watertown, New York 13601
Telephone: (315) 782-5865 or (800) 553-4111 Facsimile (315) 782-7915
www.jcida.com

TO: **JCIDA (JCCFDC) Audit Committee**
Paul Warneck, Chair
David Converse
Christine Powers
Robert Aiken
Rob Aliasso

FROM: David J. Zembiec, CEO

DATE: December 7, 2023

SUBJECT: **Pre-Audit Committee Meeting Notice**

A JCIDA (JCCFDC) Pre-Audit Committee meeting has been scheduled for **Friday, December 15, 2023 at 8:15 a.m.** in the board room at 800 Starbuck Avenue, Watertown, NY.

The purpose of the meeting is to engage Bowers & Company CPAs PLLC for the annual audit for the year ending 2023.

Please confirm your attendance with Peggy Sampson pssampson@jcida.com at your earliest convenience.

Thank you.

pss

C: Marshall Weir
 Lyle Eaton
 Joy Nuffer
 Jay Matteson
 Robin Stephenson
 Kent Burto
 Greg Gardner
 William Johnson
 Lisa L'Huillier
 John Condino
 W. Edward Walldroff
 Laurie Podvin, Bowers & Co.
 Lyndi Hill, Bowers & Co.
 Media

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JCIDA AUDIT COMMITTEE MEETING
Friday, December 15, 2023
8:15 a.m.

AGENDA

- I. Call to Order**
- II. Engage Bowers & Co. for annual audit – CY 1/1/23 – 12/31/23**
- III. Adjournment**