

**Jefferson County Local Development Corporation
Audit Committee Meeting Minutes
December 15, 2023**

The Jefferson County Local Development Corporation held an audit committee meeting on Friday, December 15, 2023 in the board room, 800 Starbuck Avenue, Watertown, NY.

Present: Paul Warneck (Chair), Christine Powers
Zoom: Rob Aliasso

Excused: David Converse, Rob Aiken

Also Present: David Zembiec, Marshall Weir, Lyle Eaton, Peggy Sampson, Joy Nuffer, Robin Stephenson, Laurie Podvin and Lyndi Hill from Bowers & Company, Bill Johnson, John Condino, Ed Walldroff

I. Call to Order: Chairman Warneck called the meeting to order at 8:00 a.m.

II. Engage Audit Firm:

Mr. Warneck indicated that the purpose of the pre-audit meeting is to engage Bowers & Company to complete the audit covering January 1, 2023 through December 31, 2023. This will be year one for Ms. Podvin as lead partner and Ms. Hill as audit manager. Lead auditors are required to change every five years.

Ms. Podvin asked if there was any litigation; no one was aware of any. Ms. Podvin asked to be notified if there were any questionable/problem loans or any significant commitments during the year outside of what they reviewed in the meeting minutes. Mr. Eaton indicated that Ms. Nuffer will provide a list of the loan balances for the loan confirmations.

The engagement letter was presented. The fee is \$7,000 for the audit, \$3,000 for the single audit and \$1,000 for the preparation of the information returns for a total of \$11,000. The audit is expected to begin on approximately January 22, 2024.

Ms. Hill said that there is a new not-for-profit standard - Current Expected Credit Losses (CECL). She said the standard requires establishment of a methodology for considering current conditions and trends in estimating potential credit losses.

A motion was made by Ms. Powers to recommend approval of the engagement letter by the full board of directors, seconded by Mr. Aliasso. All in favor.

III. Adjournment: With no further business before the committee, Mr. Warneck adjourned the meeting at 8:05 a.m.

Respectfully submitted,

Peggy Sampson