



STATE OF NEW YORK  
**Authorities Budget Office**

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December 16, 2015

Hon. Gary W. Domalewicz  
Chairman and Chief Executive Officer  
Albany County Industrial Development Agency  
21 Everett Road Extension  
Albany, New York 12205

Mr. Domalewicz:

The Authorities Budget Office (ABO) is authorized to assist public authorities improve management practices and the procedures by which their activities and financial practices are disclosed to the public. Pursuant to Section 2800 of Public Authorities Law, state and local authorities are to make documents pertaining to their mission, current activities, annual financial reports, budgets and independent audit reports accessible to the public on the authority's official or shared web site. To assist state and local authorities meet their disclosure and reporting obligations, the ABO has issued Policy Guidance No. 10-03: "Posting and Maintaining Reports on Public Authority Web Sites". This guidance provides a checklist of policies, reports and other information that the Authority should maintain online in accordance with the Public Authorities Reform Act of 2009 (Act).

On November 24 and December 11, 2015 we reviewed the Albany County Industrial Development Agency's web site. Our review was limited to verifying that the required information is being posted on the Authority's web site. It did not address the substance of these documents. Our review focused on data for the fiscal year ended December 31, 2014. We found that the Authority needs to make additional required information available on its web site. Please review the attached findings and take the appropriate action so that all information required under Section 2800 of Public Authorities Law is available online and easily accessible to the public. Please provide us with a written confirmation that you have fully addressed these concerns by January 15, 2016. You may view Policy Guidance No. 10-03 at [www.abo.ny.gov](http://www.abo.ny.gov). Please contact us if you have any additional questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Farrar".

Michael Farrar  
Acting Director

Enclosure

## Review of Albany County Industrial Development Agency's Web Site

Information To Be Posted on Public Authority's Web Site	Posted on Web site (Yes/No)
Authority Mission Statement	Yes
Authority Enabling Statute	No
Authority By-laws	No
Authority Code of Ethics	No
Authority Organization Chart – posting, at a minimum, the IDA's executive structure	No
Report on Operations and Accomplishments	No
List of Authority Board Members, including appointing entity, appointment dates, term and professional experience and background of each member and officer	Yes, but appointment dates and terms and background are not posted.
Executive Management Team - including professional background and qualifications	Yes, but professional background and qualifications are not posted.
Authority Performance Measures	No
Authority Performance Measures Report	No
Authority Schedule of Debt (including conduit debt)	Yes
Management's Assessment of the Authority's Internal Control Structure and Procedures - including a description of operating and financial risks	No
Board meeting agendas and meeting minutes	Yes
Schedule and notices of all board meetings	Yes
List of Committees and Committee Members	Yes
Committee meeting notices and agendas	No
Committee meeting minutes	No
Annual Budget Report and details of 4-year financial plan	Yes, but no 4-year financial plan.
Annual Independent Certified Financial Audit	Yes
Independent Auditor's Report on Internal Controls over Financial Reporting	Yes
Independent audit management letter	Yes
Uniform Tax Exemption Policy for IDAs	No
List of active IDA projects, including name of project owner, project address, purpose of project and total approved financial assistance (tax exemptions received and PILOT payments made)	Yes
List of Real Property owned by the Authority	No, if no property is owned, should be stated on the web site.
Property Acquisition and Disposition Policies	No
Personal and Real Property Transactions	No, if no transactions occurred this should be stated on website.
Policies for the procurement of all goods and services	No
Annual Procurement Report - post the reports generated from the PARIS Procurement Report, and include name of the Authority's Procurement Officer	No
Investment Policies	No
Annual Investment Report, including the investment audit results and management letter, record of investment income of the authority and a list of fees paid for investment services	No
Fee Schedules (if applicable) - list of any service or administrative fees charged	Yes
Current Year Official Statements (for those authorities issuing debt)	No

Review conducted by the Authorities Budget Office on November 24 and December 11, 2015