

**The Town of Glenville Local Development
Corporation, Schenectady County,
New York**

**Financial Statements
Year Ended December 31, 2015**



BRYANS & GRAMUGLIA
CPAs, LLC

**The Town of Glenville Local Development
Corporation, Schenectady County, New York
December 31, 2015**

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Independent Auditors' Report

To the Board of Directors of
The Town of Glenville Local Development
Corporation, Schenectady County, New York

Report on the Financial Statements

We have audited the accompanying financial statements of The Town of Glenville Local Development Corporation, Schenectady County, New York (a nonprofit organization), which comprise the statements of financial position as of December 31, 2015 and 2014, and the related statements of activities and cash flows for the years 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 audits. We conducted our audits 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 audits to obtain reasonable assurance about whether the financial statements are free of 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 Town of Glenville Local Development Corporation, Schenectady County, New York as of December 31, 2015 and 2014, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Reporting Required by Government Auditing Standards

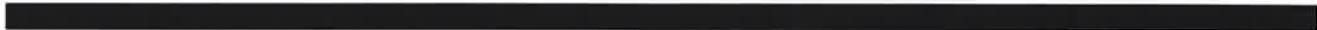
In accordance with *Government Auditing Standards*, we have also issued our report dated March 29, 2016, on our consideration of The Town of Glenville Local Development Corporation, Schenectady County, New York's internal control over financial reporting and on our tests of its compliance with certain 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 Town of Glenville Local Development Corporation, Schenectady County, New York's internal control over financial reporting and compliance.

Bryans & Gramuglia CPAs, LLC

Albany, New York

March 29, 2016

**The Town of Glenville Local Development
Corporation, Schenectady County, New York
Statements of Financial Position
December 31, 2015 and 2014**



| ASSETS | <u>2015</u> | <u>2014</u> |
|---|--------------------|--------------------|
| Current Assets | | |
| Cash | \$ 430,279 | \$ 438,813 |
| Interest receivable | 274 | 150 |
| Current installments of loans receivable | 22,577 | 17,695 |
| Prepaid expense | 1,055 | 1,050 |
| Total Current Assets | 454,185 | 457,708 |
| Other Assets | | |
| Loans receivable, net of current installments | 80,387 | 82,212 |
| TOTAL ASSETS | \$ 534,572 | \$ 539,920 |

LIABILITIES AND NET ASSETS

| | | |
|---|-------------------|-------------------|
| Current Liabilities | | |
| Accounts payable | \$ 614 | \$ 85 |
| Refundable advance | 403,381 | 430,879 |
| Total Current Liabilities | 403,995 | 430,964 |
| Net Assets | | |
| Unrestricted | 130,577 | 108,956 |
| TOTAL LIABILITIES AND NET ASSETS | \$ 534,572 | \$ 539,920 |

**The Town of Glenville Local Development
Corporation, Schenectady County, New York
Statements of Activities
For the Years Ended December 31, 2015 and 2014**

| | <u>2015</u> | <u>2014</u> |
|--------------------------------|-------------------|-------------------|
| Operating Revenues | | |
| Grant income | \$ 27,498 | \$ 120,612 |
| Interest income | 4,669 | 1,711 |
| Other income | 952 | 3,489 |
| Total Operating Revenues | <u>33,119</u> | <u>125,812</u> |
| Operating Expenses | | |
| Professional fees | 8,338 | 12,855 |
| Bank charges | 109 | 6 |
| Insurance | 2,480 | 2,754 |
| Financial services expense | - | 1,099 |
| Website | 62 | 62 |
| Office expenses | 460 | 34 |
| Advertising | 49 | - |
| Miscellaneous | - | 46 |
| Total Operating Expenses | <u>11,498</u> | <u>16,856</u> |
| Change in Net Assets | 21,621 | 108,956 |
| Net Assets, Beginning of Year | <u>108,956</u> | <u>-</u> |
| Net Assets, End of Year | <u>\$ 130,577</u> | <u>\$ 108,956</u> |

**The Town of Glenville Local Development
Corporation, Schenectady County, New York
Statements of Cash Flows
For the Years Ended December 31, 2015 and 2014**

| | <u>2015</u> | <u>2014</u> |
|---|-------------------|-------------------|
| Cash Flows From Operating Activities | | |
| Change in net assets | \$ 21,621 | \$ 108,956 |
| Adjustments to reconcile change in net assets to to net cash provided (used) by operating activities (Increase) decrease in assets: | | |
| Interest receivable | (124) | (150) |
| Prepaid expense | (5) | 261 |
| Increase (decrease) in liabilities: | | |
| Accounts payable | 529 | - |
| Refundable advance | (27,498) | (120,612) |
| Net Cash Provided (Used) by Operating Activities | <u>(5,477)</u> | <u>(11,545)</u> |
| Cash Flows From Investing Activities | | |
| Issuance of loans receivable | (17,832) | (103,767) |
| Proceeds from loans receivable | 14,775 | 3,860 |
| Net Cash Provided (Used) by Investing Activities | <u>(3,057)</u> | <u>(99,907)</u> |
| Net Increase (Decrease) in Cash | (8,534) | (111,452) |
| Cash, Beginning of Year | <u>438,813</u> | <u>550,265</u> |
| Cash, End of Year | <u>\$ 430,279</u> | <u>\$ 438,813</u> |

**The Town of Glenville Local Development
Corporation, Schenectady County, New York
Notes to Financial Statements
December 31, 2015 and 2014**

1. NATURE OF OPERATIONS

The Town of Glenville Local Development Corporation, Schenectady County, New York (the Organization), a not-for-profit corporation, was established in June 2012 for the purpose of construction, acquiring, rehabilitating, and improving buildings or sites in the Town of Glenville, New York, or to assist financially in the construction, acquisition, rehabilitation, and improvement of buildings or sites within the Town, and to foster employment opportunities for the town residents, including business retention and attraction, and job creation and retention. Grant income to carry out these objectives was received during the year ended December 31, 2013.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A summary of the significant accounting policies used to prepare the accompanying financial statements follows:

Basis of Presentation

The accompanying financial statements are prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

Allowance and Loan Impairment

The allowance for loan losses is maintained at a level which, in management's judgment, is adequate to absorb credit losses inherent to the loan portfolio. The amount of the allowance is based on management's evaluation of the collectability of the loan portfolio, including the nature of the portfolio, credit concentrations, trends in historical loss experience, specific impaired loans, and economic conditions. Allowances for impaired loans are generally determined based on collateral values or the present value of estimated cash flows. Because of uncertainties associated with the regional economic conditions, collateral value and future cash flows on impaired loans, it is reasonably possible that management's estimate of credit losses inherent in the loan portfolio and the related allowance may change materially in the near term. The allowance is increased by a provision for loan losses, which is charged to expense and reduced by charge-offs, net of recoveries. Management believes that any allowance would be immaterial to the financial statements at December 31, 2015 and 2014.

Prepaid Expenses

Prepaid expenses consist of expenditures made prior to the year-end for goods or services that will be received in future years.

**The Town of Glenville Local Development
Corporation, Schenectady County, New York
Notes to Financial Statements
December 31, 2015 and 2014**

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Refundable Advance

Refundable advance consists of money advanced by a funding source for the Organization's programs. The advance will be recognized as revenue when the funds are spent in accordance with the requirements of the grants.

Net Assets – Unrestricted

Unrestricted net assets represent resources over which the Board of Directors has discretionary control. The resources can be used to carry out the operations of Organization in accordance with their by-laws.

Recognition of Income

Revenues from government grants are recognized when the funds are spent in accordance with the requirements of the grants. Interest income is recognized when earned.

Contributions

Contributions are recognized when the donor makes a promise to give that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire or are met in the same year in which the contributions are recognized.

All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restriction. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

The Organization reports gifts of land, buildings and equipment as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support. Absent explicit donor stipulations about how long those long-lived assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

Income Taxes

The Organization is exempt from income tax under Section 501(c)(3) of the Internal Revenue Code and comparable New York State law. The Organization has been classified as a publicly-supported organization, which is not a private foundation under Section 509(a) of the Code.

**The Town of Glenville Local Development
Corporation, Schenectady County, New York
Notes to Financial Statements
December 31, 2015 and 2014**

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Income Taxes

The Financial Accounting Standards Board (FASB) issued FASB ASC 740-10 which requires entities to disclose in their financial statements the nature of any uncertainty in their tax position. For tax-exempt entities, their tax-exempt status itself is deemed to be an uncertainty, since events could potentially occur to jeopardize their tax-exempt status. However, the Organization has no knowledge of events or circumstances that would jeopardize its tax-exempt status.

The Organization implemented FASB ASC 740-10 and its current accounting policy for evaluating uncertain tax positions in accordance with generally accepted accounting principles. The Organization has not recognized any benefits from uncertain tax positions in 2015 and believes it has no uncertain tax positions for which it is reasonably possible that the total amounts of unrecognized tax benefits will significantly increase or decrease within 12 months of the statement of financial position date.

The Organization evaluated its tax position and concluded that all the positions taken by the Organization would more likely than not be sustained upon examination, based on technical merits. The information returns of the Organization for 2013 and 2014 are subject to examination by tax authorities, generally three years after they were filed.

Reclassifications

Certain December 31, 2014 balances have been reclassified for comparative purposes to conform with the December 31, 2015 financial statement presentation.

3. LOANS RECEIVABLE

Loans receivable consist of three loans to local businesses with interest rates ranging from 3.5% to 6.25%.

Expected repayments on the loans receivable at December 31, 2015 are as follows:

| | | |
|--|----|------------------|
| 2016 | \$ | 22,577 |
| 2017 | | 22,672 |
| 2018 | | 23,650 |
| 2019 | | 20,396 |
| 2020 | | <u>13,669</u> |
| Total | | 102,964 |
| Less current portion | | <u>22,577</u> |
| Loans receivable, net of current portion | | <u>\$ 80,387</u> |

4. REFUNDABLE ADVANCE

The Organization received a refundable advance as a subrecipient to a United States Department of Housing and Urban Development (HUD) 2007 Community Development Block Grant – Economic Development (CDBG-ED) from the Town of Glenville.

**The Town of Glenville Local Development
Corporation, Schenectady County, New York
Notes to Financial Statements
December 31, 2015 and 2014**

4. REFUNDABLE ADVANCE

The Organization recorded this refundable advance as an exchange transaction in a manner consistent with the HUD Program Income Rules as detailed in the Subrecipient Agreement maintained by the Organization. The activity in the refundable advance account is reported as follows for the years ended December 31, 2015 and 2014:

| | <u>2015</u> | <u>2014</u> |
|---------------------------------------|-------------------|-------------------|
| Refundable advance, beginning of year | \$ 430,879 | \$ 551,491 |
| Grant awards received | - | - |
| Grant expenditures | <u>(27,498)</u> | <u>(120,612)</u> |
| Refundable advance, end of year | <u>\$ 403,381</u> | <u>\$ 430,879</u> |

5. FUNCTIONAL EXPENSES

Functional expenses related to the services provided by the Organization are as follows for the years ended December 31, 2015 and 2014:

| | <u>2015</u> | <u>2014</u> |
|------------------|------------------|---------------|
| Program services | \$ 1,096 | \$ 5,203 |
| Fundraising | - | - |
| Administration | <u>10,402</u> | <u>11,653</u> |
| Total Expenses | <u>\$ 11,498</u> | <u>16,856</u> |

6. CONTINGENCIES

For the years ended December 31, 2015 and 2014, the Organization received a significant grant for specific purposes that are subject to review and audit by the grantor or their designee. Such audit could lead to a request for repayment to the grantor for expenditures disallowed under the terms of the grant. Repayments, if any, are recognized in the year known. The Organization believes such disallowances, if any, will be immaterial to the financial statements.

7. CONCENTRATION OF CREDIT RISK

The Organization maintains its cash balances in a financial institution located in Glenville, New York. Accounts at this institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At times during the years ended December 31, 2015 and 2014, the Organization had bank deposits in excess of amounts insured by the FDIC.

8. EVALUATION OF SUBSEQUENT EVENTS

The Organization has evaluated subsequent events through March 29, 2016, the date which the financial statements were available to be issued.



Independent Auditors' 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*

To the Board of Directors of
The Town of Glenville Local Development
Corporation, Schenectady County, New York

We have audited, in accordance with the 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 financial statements of the Town of Glenville Local Development Corporation, Schenectady County, New York (a nonprofit organization), which comprise the statement of financial position as of December 31, 2015, and the related statement of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated March 29, 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town of Glenville Local Development Corporation, Schenectady County, New York'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 Town of Glenville Local Development Corporation, Schenectady County, New York's internal control. Accordingly, we do not express an opinion on the effectiveness of Organization'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, and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs, as items 2015-001 and 2015-002, that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town of Glenville Local Development Corporation, Schenectady County, New York'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 or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questions costs as items 2015-001 and 2015-002.

The Town of Glenville Local Development Corporation, Schenectady County, New York's Response to Findings

The Town of Glenville Local Development Corporation, Schenectady County, New York's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. The Town of Glenville Local Development Corporation, Schenectady County, New York's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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

Bryans & Gramuglia CPAs, LLC

Albany, New York
March 29, 2016

**The Town of Glenville Local Development
Corporation, Schenectady County, New York
Schedule of Findings and Questioned Costs
December 31, 2015**

NEW YORK STATE AUTHORITIES BUDGET OFFICE

**Questioned
Costs**

2015-001 – Segregation of Duties

Condition:

We noted during our audit procedures and our inquiries with management that there is an improper segregation of duties related to cash. The individual who was responsible for record keeping related to disbursements also had check signing authority for a majority of the year.

Criteria:

Proper segregation of duties is critical for the safeguarding of assets. Internal controls need to be put in place to ensure that no one person has custody of the assets and the record keeping function.

Effect:

Although 100% of the cash transactions for 2015 were audited, the proper controls were not in place to ensure that potential material misstatements would be detected.

\$ - 0 -

Cause:

The Organization did not have proper internal controls addressing segregation of duties.

Recommendation:

We recommend that the Organization designate an individual other than the individual who prepares and records cash disbursements to have check signing authority in order to prevent the possibility of misappropriation of assets.

Response:

The Organization retained a bookkeeper, effective November 18, 2015. That individual is preparing and recording vouchers for all cash disbursements. Check signing is now restricted to the Treasurer and Chairperson. Deposits of loan repayments are now being controlled by the Treasurer and Chairperson and receipts are issued to borrowers. Additional controls and software have been installed and are now fully operational. All financial transactions are being reviewed monthly by the Board.

**The Town of Glenville Local Development
Corporation, Schenectady County, New York
Schedule of Findings and Questioned Costs
December 31, 2015**

NEW YORK STATE AUTHORITIES BUDGET OFFICE

**Questioned
Costs**

2015-002 – Compliance Requirements

Condition:

We noted during our audit procedures and our inquiries with management that the Organization was not in compliance with certain requirements as outlined by New York Public Authorities Law and the New York State Authorities Budget Office (ABO). These requirements are as follows:

- Perform an annual self-evaluation of the mission statement and publish that the Organization has done so.
- Complete and report the required internal control assessment.
- Complete and report the operating and financial risks.
- Complete and report biographical information for all board members and specified employees.
- Board of director meeting minutes need to be uploaded timely to the Organization's website.

It is important that all necessary audit documentation be readily available in order to meet the filing deadlines.

Criteria:

Procedures should be in place to ensure that all compliance requirements are appropriately addressed and satisfied.

Effect:

The Organization is not in compliance with the requirements of New York Public Authorities Law and the New York State Authorities Budget Office.

\$ - 0 -

Cause:

The Organization was lacking in organization, availability of key personnel to carry out the compliance requirements, and was not able to provide documentation in a timely manner.

**The Town of Glenville Local Development
Corporation, Schenectady County, New York
Schedule of Findings and Questioned Costs
December 31, 2015**

NEW YORK STATE AUTHORITIES BUDGET OFFICE

Questioned
Costs

2015-002 – Compliance Requirements (continued)

Recommendation:

We recommend that the Organization evaluate these compliance requirements and make sure that each is addressed appropriately. In addition, we recommend the Organization develop a system for compiling all information necessary to complete the audit and have it readily available at the scheduled fieldwork date.

Response:

Substantially all of the noted requirements have been addressed or are circulating in draft form for Board review and approval. Most will be included in the May 2016 Board of Directors meeting agenda and subsequently posted to PARIS.

