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PARIS Handbook

A Reference Guide for PARIS Users

Revised June 2019

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The purpose of this handbook is to provide an overview of the Public Authorities Reporting Information System (PARIS) and assist users with understanding what information is to be entered in PARIS. It is intended to supplement the responses to Frequently Asked Questions accessible through the ABO web site: www.abo.ny.gov .

The handbook is organized by reports that public authorities are required to submit, consistent with the way PARIS is organized.

Updating Information in PARIS

Once a public authority has submitted a certified report, PARIS becomes available for entering data for the following reporting year. **The ABO encourages users to enter or update information in PARIS as soon as it is available for the reporting period.** This could include information on new debt issuances, property transactions, personnel changes, new board member appointments, procurement transactions, and new contact information. Other information, such as financial summaries or staff compensation, should not be entered until the close of the reporting period to assure the accuracy of the data. Any data entered in PARIS, however, can be saved and may be modified before the report is certified and submitted.

Authority Homepage

It is important that authority contact information be kept current. Both the ABO and Office of the State Comptroller (OSC) rely on the contact information from the Authority Homepage when sending communications to public authorities. **For each contact, we require that an email address and phone number be provided.**

You should also be aware that if an authority does not enter contact information on this page it cannot complete and certify a required report. When a public authority attempts to certify and submit a report, PARIS will first verify that these contacts have been included on the Authority Homepage.

Contact information must be included for the Chief Executive Officer and Chief Financial Officer (or their equivalents or designees), individuals who are authorized to certify and officially submit a report (the "Certifier" role) and the individuals authorized to enter data into PARIS (the "Preparer" role). Individuals could have multiple positions or roles. In such cases, the individual should be listed multiple times on the contact information screen.

All address information on the screen should also be kept current. In addition, all authorities should provide their web site address. For more details on what must be posted to an authority's web site, please see ABO Policy Guidance 10-03: "Posting and Maintaining Reports on Public Authority Web Sites" at https://www.abo.ny.gov/policyguidance/policyguidance.html.

Budget Reports are due 90 days prior to the start of the fiscal year for state authorities and 60 days prior to the start of the fiscal year for local authorities.

Select Fiscal Year: Since Budget Reports are to be completed prior to the start of the fiscal year, remember to "Select" the fiscal year with the appropriate fiscal year end date for entering data.   For example, if the authority's fiscal year begins on January 1, 2017, select fiscal year end date December 31, 2017.

The **"Report"** command is used to generate a .PDF file containing all information entered in the Budget Report. You may print or save a copy of this report for your records after it is certified and submitted. This file can also be used to post the report on the authority's web site. **The "Report" command cannot be used to enter or submit data.**

Budget & Financial Plan: This link requires authorities to report six years of budgeted information. Since Budget Report information will not roll forward each year, authorities do have the ability to change budget data in subsequent reporting years.

Budget information for each year should be entered in full dollar amounts (not to the nearest thousands or millions) and on a modified accrual basis. No category should be left blank.   If an authority does not generate revenue or incur expenditures in a certain category, entering zero ("0") is acceptable.

PARIS will not accept a Budget Report that does not contain numerical values in the three out year columns.

Please click on the link on the bottom left corner of the Budget & Financial Plan screen that reads "click here for definitions" for the budget terminology definitions, if you are unsure how to report a particular revenue or expenditure. To enter data, click on the "Modify" button for the appropriate year -- the year at the top of this column is the year in which the fiscal year ends. **If the dollar amount has not changed, or if it is $0, the user must still click on "Modify" and enter a dollar amount for each of the budget categories, including $0.**

PARIS users can enter and save the data for any of the years, and then return at a different time to complete other years. If invalid data is entered, an error message will appear at the top of the screen. Once the corrections are made and the data is saved, the user can continue to a different year.

Link to Budget Report: This link requests the web address where the Budget Report will be located on the public authority's web site.   The ABO will be

monitoring these links to make sure that reports are posted. **Do not send a hard copy to the Governor, Budget Director, ABO or OSC.** If you need to send a copy of the Budget Report to other officials, or print a copy for public inspection, you can use the "Report" command on the **Select Fiscal Year** screen to print or save a copy.

Budget Report Submittal: The Budget Report can only be submitted after all of the data fields are completed, and the CEO, CFO, or another designated certifier has submitted the report by using this link. *This information should also be presented to the Authority's Board for its approval prior to it being submitted through PARIS.*

Select Fiscal Year: Since Annual Reports are to be submitted within 90 days of the end of the fiscal year, remember to "Select" the fiscal year with the appropriate fiscal year end date for reporting data. **Please note that prior to submitting the Annual Report, it is required that the Audit, Procurement, and Investment reports be submitted first.**

The "Report" command is used to generate a .PDF file containing all information entered in the Annual Report. You may print or save a copy of this report for your records. This file can also be used to post the report on the authority's web site. **The "Report" command cannot be used to enter or submit data.**

Governance Information (Authority and Board-related): These screens ask public authorities to indicate whether, for the fiscal year covered by the Annual Report, they had in place and adhered to the governance policies and disclosure practices codified in statute. For some questions, authorities are asked to upload certain documents and provide a web address, indicating where the document can be found on the authority's web site. Authorities are expected to post these documents at the time the report is certified, and to provide a web address that directly links to the web page where the document can be found. The ABO will be monitoring these links to make sure that reports are posted.

Board of Directors: This screen captures information on board members and designees (if designees are permitted in the authority's enabling statute or articles of incorporation and have been appointed by ex-officio members) active as of the last day of the authority's fiscal year. Do not revise this screen to reflect the appointment or resignation of a member that occurred during the 90 day period between the end of the fiscal year and the date the Annual Report is certified and submitted. Changes occurring during that period should be made after the report is submitted and the Annual Report for the following fiscal year, in which the change occurred, is open in PARIS.

This screen should be updated throughout the reporting period when a new board member is appointed and/or a member leaves the board. If a board member leaves and the position becomes vacant, you can delete the former board member's information and indicate that the position is "vacant". When the vacant position is filled, you can return to PARIS and modify this information.

If an authority's board is comprised of one or more ex-officio members who may appoint a designee to serve on their behalf, the designee information must be entered on the Board of Directors list. After saving the information entered on the ex officio board member, you should return to the Board of Directors List page. On the table you will see a line on which to enter the designee for that particular board

member. To enter the designee's information, select "Modify" for the appropriate table line. This must be done for every ex-officio board member who has appointed a designee.

Staff: This screen is a "Search" screen, therefore when you begin typing in any of the fields, data that has been entered will begin to appear. For example, you can search for staff that have last names beginning with the letter "S" or all with the last name "Smith", etc. All search results are sorted by last name in ascending order and are limited to 1,000 records.

Public authorities are to include *all individuals that do work for the authority*. There is no threshold for salary, and this should also include individuals that do not receive compensation.

The only time that the authority should indicate "No Staff" is when no work is being performed at the authority, or the work is being performed by board members. The following are guidelines for reporting individuals that are not on the authority payroll:

- Individuals that do work for the public authority and are employees of a government entity, whether state or local, should be listed as "staff". Indicate $0 for salary fields, and indicate "yes" to the questions.

- Individuals that are paid by a government entity because the government entity performs payroll services for the public authority should be listed as "staff". Indicate the dollar amount that the public authority reimburses the government entity for the individual's salary, and indicate "yes" to the questions. Also, enter the reimbursement amount in the Procurement Report in PARIS if the reimbursement is $5,000 or more.

- Individuals that work for an outside entity or work as a private contractor and have a contract to serve in an administrative role for the authority, whether it be a personal services contract or an administrative services contract, should be listed as "staff". Indicate $0 for salary fields and indicate "yes" to the first question, and "no" for the second question. Also, enter the contract in the Procurement Report in PARIS if the contract is $5,000 or more.

Salary and Staff Compensation Data: PARIS requires that authorities report overtime, performance bonuses, extra pay, and other financial compensation, allowances and adjustments. These are required fields. Entering "0" in one or more fields is acceptable if appropriate. There is a link in bottom left-hand corner of the staff screen that you can use to find how these compensation categories are to be defined.

"Base Annualized Salary": This figure should be expressed in dollars – not an hourly rate – and represents the annualized ("yearly") salary associated with that position, regardless of whether that staff person was in the position for the entire year. The salary of hourly staff should be converted into a dollar amount and should equal the wages paid to that staff member for the reporting year.

If the staff person's entire salary is paid by another entity, with no personal service cost to the authority, enter the identifying staff information, enter "0" in the salary field, and answer yes to the question indicating that the person is paid by another entity to perform the work of the authority.

If a staff person's salary is divided between the authority and another entity, enter only that portion of the annual salary paid for or reimbursed by the authority and also answer yes to the question indicating that this individual is being paid by another entity.

"Total Compensation": PARIS will automatically calculate this field. This is the actual salary paid to the individual by the authority during the year, plus any other financial payment made to the individual, as reflected in the various compensation fields that have been added in PARIS.

Benefit Information: It is important to note that before you can enter the requested information on the Benefit Information link, you must first enter staff and board member information.

In most cases, board members serve without compensation, other than for reimbursement of costs incurred for attending board meetings or performing other official duties.   Accordingly, the authority must report any extraordinary compensation offered to a board member -- regardless of whether the board member is currently receiving the benefit. This would include such benefits as discounted travel passes, health insurance coverage, pension credits, severance packages, or the use of an authority automobile. If board members are not eligible to receive any additional benefits, the authority may scroll to the right of the screen and check "None of These Benefits".

There is an "Other" text box that allows you to enter any extraordinary benefits that are not listed on the screen. If an extraordinary benefit is not listed and is offered to board members or staff, you are expected to enter these benefits in the text box.

A list of staff earning salaries greater than $100,000 will automatically pre-populate this screen. For each of these staff, enter only those extraordinary benefits which the individual is entitled to receive by virtue of their position. Benefits that are generally made available to all staff of the authority, as a basic term or condition of employment, do not have to be identified. For examples of benefits that should or should not be reported, please see the text at the top of the Benefits List screen.

Subsidiary/Component Unit Verification: This screen identifies an authority's subsidiaries, component units and affiliates, including any local development corporations created by the authority. As part of completing and certifying the Annual Report, authorities must verify the accuracy of this list. If a subsidiary, component unit, affiliate or local development corporation was included on this list in a previous year, the name of that entity will be carried forward in PARIS. Answer either "Yes" or "No" depending whether the list is correct or needs to be revised. If you need to add a subsidiary, component unit, affiliate or local development corporation that was created by the authority, select "Add Subsidiaries/Component Units" and provide the identifying information. And if you need to delete a subsidiary, component unit, affiliate or local development corporation, select "Delete Subsidiaries/Component Units". *Any addition or deletion you make will not be reflected on the Subsidiary/Affiliate list page until it has been reviewed and approved by the Authorities Budget Office or Office of the State Comptroller.* This list should include only those subsidiaries, component units, and affiliates that are active and whose information is included in the PARIS reports certified by the authority. If the authority has other subsidiaries, component units, or affiliates that are active and not included in the PARIS reports submitted, and that are not separately reporting in PARIS already, the authority should indicate this by answering yes to the second question on this screen.

Summary Financial Information: Financial information is to be entered in the full dollar amounts (not to the nearest thousands or millions). The Public Authorities Reform Act of 2009 requires audited financial information to be submitted as part of the Annual Report. Therefore, all financial information entered on this screen should be the audited values from the certified financial audit report received from your authority's independent auditor.

A link to definitions of each financial category is available at the bottom left hand corner of the screen to assist you.

Current Debt: Public authorities may issue debt on behalf of the State and with the approval of the Legislature (State Debt). Public authorities also issue debt specifically to support their mandated public purpose (Authority Debt), with the debt service paid through fees, rents or other service charges imposed by the authority. The third type of debt (Conduit Debt) is issued by a public authority on behalf of a third party, often a non-governmental entity, with that third party assuming the obligation to make the debt service payments and with no financial liability to the public authority.

The authority should report all debt from the three categories discussed above. ***All authorities must report all conduit debt, even though it is not a liability of the issuing authority and may not appear in the authority's summary financial statements.*** An authority must enter in PARIS all new debt issuances

that occurred during the year. This can be done regularly throughout the year, rather than waiting until the end of the fiscal year.

True Interest Costs: Authorities are required to report the true interest costs for all debt issued in the reporting period. For variable rate bonds, the true interest costs should be reported as the interest costs paid for the first year of the bond repayment agreement. This should correspond to the reporting year in which the debt issuance information is first entered into PARIS. If no interest payments were made in the first year, use the estimate of the true interest cost provided to the authority at the time of the bond closing.

Schedule of Debt: When all new debt issuances have been entered, the "Schedule of Debt" will be pre-loaded with the total amount of new debt issuances that were entered. This screen also pre-populates the amount of outstanding debt at the beginning of the fiscal year if the authority reported debt in the previous year's Annual Report. The authority will need to enter only the amount of debt retired during the fiscal year for PARIS to calculate the outstanding balance at the close of the fiscal year. It is critical that authorities confirm and accurately report the amount of debt outstanding at the end of the fiscal year since these numbers are carried forward to next year's report and cannot be changed.

Real Property Acquisition/Disposal: The intent of this screen is to capture all real property transactions with fair market values in excess of $15,000. These transactions include both acquisitions and disposals. This screen should only include transactions that occurred during the reporting period. Past transactions do not need to be reported. Real property includes land, residential/commercial buildings, industrial facilities/plants, and leases. This screen does not replace the report required by Section 2896(3) of PAL. The authority must still prepare a separate report at least annually of all real property owned by the authority and use the Property Documents link (see below) to provide a URL to where this document is posted on the authority's web site. Authorities are required to indicate if the real property transaction was competitively bid. If a competitive bid process was not used, the authority must explain why. In addition, if the property was acquired for more than the estimated fair market value or disposed for less than the estimated fair market value, the authority's CEO, CFO, or other designated certifier must attest to the transaction on the Annual Report Submittal screen.

Personal Property Disposal: Public Authorities Law requires authorities to provide information on any personal property of the authority having an estimated fair market value in excess of $5,000 that the authority disposed of during the reporting period. Personal property includes, but is not limited to, computers and other office equipment, vehicles, and machinery. These transactions include only personal property disposals. The authority does not need to report acquisitions. This screen should only include transactions that occurred during the reporting period. Past transactions do not need to be reported. Again, authorities will be required to indicate if the personal property disposal was competitively bid. If a

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competitive bid process was not used, the authority must explain why. In addition, if the property was disposed for less than the estimated fair market value, the authority's CEO, CFO, or other designated certifier must attest to the transaction on the Annual Report Submittal screen.

Property Documents: This screen includes questions dealing with real property. The authority is required to provide the web site link to a listing of all real property owned by the authority. This is in addition to the acquisitions/disposals reported for the year. PARIS also requires the authority to provide web site links for policies and guidelines pertaining to real property acquisitions/disposals.

These reports should be posted on the authority's web site at the time the report is submitted. If an authority is unable to host its own web site, it should collaborate with the municipality for whom the authority was created and post required reports to the municipality's web site. If the documents cannot be posted at the time of their submission, and they will be posted sometime in the near future, please provide the prospective URL address. The ABO will be monitoring these links to make sure that reports are posted. You do not need to send a hard copy to the Governor, Budget Director, ABO, OSC, or OGS. If your authority is required to file reports with other officials, you must send a copy of the property listing and guidelines separately since they do not have access to PARIS.

Annual Report Submittal: The Annual Report can only be transmitted after all of the data fields are completed, and the CEO, CFO or other designated certifier has submitted the report by using this link. *The Board does not need to review the report in the PARIS format, but all information reported in PARIS must have been presented to the Board for its approval prior to it being submitted in PARIS. Since the Annual Report is submitted following the close of the fiscal year, and reflects actions and decisions made during the year, the expectation is that this information has been previously presented to the Board and discussed and that the Board is aware of the information contained therein. However, the summary financial information must be presented to the Board for approval.* In addition, if a real or personal property transaction was reported where a property disposal was for less than the estimated fair market value or a property acquisition was for more than the estimated fair market value, the transaction will appear on this screen. The CEO, CFO, or other designated certifier will have to attest to each transaction listed by selecting the check box next to each transaction.

Please note that your authority will be unable to submit the Annual Report until that year's corresponding Audit, Procurement, and Investment reports are certified. If these three reports are not submitted, an error message will appear on the Annual Report Submittal screen indicating they must be submitted.

You do not need to send a hard copy to the Governor, Budget Director, ABO or OSC. If you need to send a copy of this report to other officials, you can use the "Report" command on the **Select Fiscal Year** screen to print or save a copy.

Select Fiscal Year: Procurement Reports are due within 90 days of the end of the fiscal year. Use the "Select" function to choose the fiscal year with the applicable fiscal year end date for reporting data. Please note that the Procurement Report must be certified prior to the submission of that year's corresponding Annual Report.

The "Report" command is used to generate a .PDF file containing all information entered in the Procurement Report. This function can be used to provide a copy of the report, prior to submittal, for all board members to review. This file can also be used to post the report on the authority's web site. The "Report" command cannot be used to enter or submit data.

Procurement Transactions: Once you have selected the fiscal year, this screen is the starting point for entering information on new transactions, carrying forward information on existing transactions from the preceding year, or searching for an existing transaction to review or update information.

Search Function: To search for a transaction previously entered into PARIS, you may type in identifying criteria, such as the full or partial name of the vendor. Any combination of search criteria can be entered to conduct the search. The search results will be sorted by 'Vendor Name' in ascending order and limited to 1,000 records.

Enter Procurement Transactions: Select "New" to enter information on new procurement transactions that occurred during the reporting period. Public authorities are to report on all procurement transactions active during the reporting period that have an actual, estimated or cumulative value of $5,000 or more, annually. If an authority indicates "No Transactions", it is acknowledging that it had no professional services, equipment and supplies, audit or any other active purchases valued at $5,000 or more at any point during the reporting period.

Award Process: When entering procurement transaction information, the process by which the contract was awarded must be specified. The authority may select from four options:

1. Authority Contract – Competitive Bid - The contract or transaction was selected through a competitive process by the authority. Competitive contracts include best qualified, competitive grant, competitive negotiation, and pre-qualified.

2. Authority Contract – Non-Competitive Bid - The contract or transaction was awarded by the authority without a competitive selection process. Non-competitive contracts include negotiated, emergency, preferred source, sole source, or single source contracts.

3. Non Procurement/Purchase Order - The procurement was a-non-contract procurement, such as purchase orders, that resulted in a cumulative payment of $5,000 or more to the same vendor during the fiscal year.

4. Purchased Under State Contract - The authority used a pre-approved statewide contract, or piggy-backed on an active contract through the State Office of General Services, a state or local agency, or another public authority.

Purchase Orders and other Non-Contract Procurements: For non-contract procurements, the authority should roll up all purchases from the same vendor into a single transaction and report that as one transaction _if_ the total equals or exceeds $5,000.

Open Ended Procurements: An open ended procurement is when an authority enters into a purchasing arrangement with a vendor that is not tied to a specific contract period. These are most likely to be used to purchase commodities, such as office supplies, equipment or vehicles. In such cases, the authority would select the "No End Date" option and enter the amount paid under the arrangement during the reporting year. For the "Amount" field, the authority should enter a reasonable estimate for what the total dollar amount spent will be over the life of the procurement. If a reasonable estimate cannot be made, the total amount spent since the inception of the transaction should be entered.

Fair Market Value: When Authority Contract – Non-competitive Bid is selected for the Award Process, a fair market value must be provided for the transaction. Authorities are to do a fair market value analysis to provide this information. If an authority feels that they are receiving the best value for the services or goods being provided, it is acceptable that the "Fair Market Value" field be the same as the "Amount" field. If the amount paid for the service or good is greater than the estimated fair market value, an explanation must be provided to justify the transaction. When submitting the Procurement Report, the authority's CEO, CFO, or other designated certifier will be prompted to attest to the transaction on the Procurement Report Submittal screen.

Procurement Information: This screen is where public authorities report on their compliance with statutory reporting requirements, including provisions of the lobbying law that prohibit potential bidders/contractors from having inappropriate contact with an authority during the procurement process. In order to promote transparency, all public authorities are to provide this information.

Procurement Guidelines: Public authorities are required to adopt procurement guidelines that govern the authority's procurement activities. These guidelines must be presented to and approved by the authority's Board annually, and amended throughout the year as needed.

The guidelines should, at a minimum, describe the types of goods and services eligible to be procured and the authority's policies regarding the soliciting of proposals, the selection of contractors, and the use, awarding, monitoring and reporting of contracts.

These guidelines should be posted on the authority's own, or shared, web site at the time the report is submitted. The ABO will be monitoring these links to ensure that reports are posted.

Procurement Lobbying: An authority must designate an individual who will act as an authorized contact during each procurement activity. If an impermissible contact occurs, the authority is required to maintain a written record of the contact and to file that written report through PARIS. An impermissible contact is when a potential contractor initiates contact with someone other than the designated contact during a period when such contact is not permitted or attempts to influence the procurement in a manner that could reasonably be construed as a violation of procurement lobbying requirements.

Minority and Women Owned Business Enterprise Procurements: All State public authorities are obligated to comply with the MWBE requirements for procurement contracts pursuant to Article 15-A of the Executive Law. State authorities will be required to provide detailed information on their MWBE program by answering various yes/no questions and providing the targets they have set for MWBE participation in their awarded procurements, as well as the actual percentage of total procurements awarded to MWBEs. These values should be entered as percentages instead of the decimal equivalent (e.g. 20.5 percent should be entered as 20.5, NOT .205). If an authority has questions regarding MWBE goals, please contact the Division of Minority and Women's Business Development within Empire State Development.

Procurement Report Submittal: Once all data fields are completed, and the Procurement Report has been reviewed and approved by the Board of Directors, the Certifier should submit the report by using this link. *The Board does not need to review the report in the PARIS format, but all information reported in PARIS must have been presented to the Board for its approval prior to it being submitted in PARIS.*

You do not need to send a hard copy to the Governor, Budget Director, ABO or OSC. If you need to send a copy of this report to other officials, you can use the "Report" command on the **Select Fiscal Year** screen to print or save a copy.

Select Fiscal Year: Investment Reports are due within 90 days of the end of the fiscal year. Use the "Select" function to choose the fiscal year with the applicable fiscal year end date for reporting data. Please note that the Investment Report must be certified prior to the submission of that year's corresponding Annual Report.

The "Report" command is used to generate a .PDF file containing all information entered in the Investment Report. This function can be used to provide a copy of the report, prior to submittal, for all board members to review. This file can also be used to post the report on the authority's web site. This command cannot be used to enter or submit data.

Investment Information: Public authorities are required to adopt and annually review and approve comprehensive investment guidelines. An authority is also responsible for preparing an annual report of all investments owned by the authority. Examples of investments include bonds, stocks, treasury notes, or certificates of deposit. Public authorities are also required to have an annual independent audit of investments. This audit should include a management letter if issued by the independent auditor.

For the purposes of the annual independent audit of investments, the CPA financial audit is not sufficient to serve as the Investment Audit. The purpose of the financial audit is simply to confirm the value of the investments at a point in time. The purpose of the investment audit is to determine whether the authority obtained and managed its investments in compliance with its policies and relevant sections of law, and whether investments were adequately safeguarded. Section 201.3(b) of OSC regulations provides some guidance as to what should be addressed in an audit of investments. Although these regulations are for state authorities only, it is good guidance for local authorities.
(http://www.osc.state.ny.us/pubauth/regulations/regs_part_201.pdf)

These reports should be posted on the authority's own, or shared, web site at the time the report is submitted. The ABO will be monitoring these links to ensure that reports are posted.

Investment Report Submittal: Once all data fields are completed, and the Investment Report has been reviewed and approved by the Board of Directors, the Certifier should submit the report by using this link. *The Board does not need to review the report in the PARIS format, but all information reported in PARIS must have been presented to the Board for its approval prior to it being submitted in PARIS.*

You do not need to send a hard copy to the Governor, Budget Director, ABO or OSC. If you need to send a copy of this report to other officials, you can use the "Report" command on the **Select Fiscal Year** screen to print or save a copy.

Select Fiscal Year: The Certified Financial Audit is due within 90 days of the end of the fiscal year. Use the "Select" function to choose the fiscal year with the applicable fiscal year end date for reporting data. Please note that the Certified Financial Audit must be certified prior to the submission of that year's corresponding Annual Report. Authorities must work with their independent auditor to meet this deadline so they are not considered delinquent in submitting reports. If the audit is not finalized in a timely manner for submission, do NOT submit a draft report.

The "Report" command is used to generate a .PDF file containing all information entered in the Certified Financial Audit. This function can be used to provide a copy of the report, prior to submittal, for all board members to review. This file can also be used to post the report on the authority's web site. This command cannot be used to enter or submit data.

Financial Documents: When performing the audit, the auditors must review the financial statements and prepare a Report on Internal Controls Over Financial Reporting. PARIS requires that each authority upload the audit of financial statements, the management letter (if applicable), the Report on Internal Controls Over Financial Reporting, and any additional communication issued by the authority's independent auditor in connection with its annual audit of the authority's financial statements. PARIS also requires the authority to provide a direct URL address that links directly to the site where the documents can be found. **Note: The independent auditor's Report on Internal Controls over Financial Reporting does not satisfy the requirements of section 2800(9) of Public Authorities Law. An authority still must prepare an assessment of the effectiveness of its internal controls.**

This report should be posted on the authority's own, or shared, web site at the time the report is submitted. The ABO will be monitoring these links to make sure that reports are posted.

Certified Financial Audit Submittal: Once all data fields are completed, and the Certified Financial Audit has been reviewed and approved by the Board of Directors, the Certifier should submit the report by using this link. *The Certified Financial Audit must be presented to the Board for approval.*

You do not need to send a hard copy to the Governor, Budget Director, ABO or OSC. If you need to send a copy of this report to other officials, you can use the "Report" command on the **Select Fiscal Year** screen to print or save a copy.

IDA Projects: IDAs are required to maintain specific information on all projects for which they approve financial assistance. The role of the IDA is not just to act as the conduit for this assistance, but also to monitor the success, progress and cost-benefit of the project – including whether the project is honoring its commitments and agreements. While the project applicant/occupant is responsible for generating project information and providing it to the IDA, it is the IDA that is responsible for collecting the data and entering it into PARIS. Accordingly, the IDA project screen asks for detailed information on all IDA projects active during the reporting period. This includes information on the type and location of the project, the project applicant, the nature and value of all tax exemptions granted to the project and the annual PILOT payments due from and actually paid by the project, and the status of new jobs to be created or existing jobs to be retained during the period of financial assistance.

NOTE: A project should be considered a new project and entered in PARIS as such if one or more disabled fields associated with an existing project needs to be edited as a result of actions taken by the IDA Board. This would include a decision by the Board to (1) continue financial assistance to a project that has changed corporate ownership; (2) extend or alter the terms of a current financial assistance agreement; (3) issue additional debt to support a current project; or (4) re-finance outstanding debt. If any of these things occur, the current project should be closed out and a new project should be created.

In such cases, enter the incremental number of jobs to be created or retained that is associated with this new project.

Project Type: The IDA has the option to define a project as one of three "project types" -- "straight lease", "tax exemption only" or "bond/note issuance".

If straight lease is selected, an annual lease amount must be provided.

If "bond/note issuance" is selected, the bond/note amount must be provided.

A "tax exemption only" project is one where the financial assistance is limited to a sales tax and/or mortgage recording tax exemption associated with the acquisition of equipment or to furnish a building that the applicant is preparing to occupy. The IDA could take title to this equipment or furnishings and lease it back to the applicant or the IDA could designate the applicant as an agent of the IDA for purposes of qualifying for the sales tax exemption.

Year Financial Assistance is Scheduled to End: The IDA should enter the 4-digit year in which financial assistance – the proceeds from bonds, leases, or exemptions from taxation – awarded to the project is scheduled to end per the agreement between the project and the IDA.

Location of Project: The IDA is to provide the actual location of the project – for example 123 Main Street, Anywhere, New York.

Applicant Information: The IDA is to provide the corporate name and official business address of the project applicant that applied for financial assistance.

Project Tax Exemptions and PILOT Payment Information: For project tax exemptions and PILOT payments, the IDA is required to report all tax exemptions granted and all PILOT payments made. For PILOT payments, the "actual PILOT payments made" is the payment amount received from the project by the Assessor's Office during the reporting year. IDA's are expected to track the PILOT payments to be made by entities and ensure they are made in a timely manner.

The "payments due per the agreement" is defined as the payment that should have been made per the PILOT agreement schedule, regardless of the amount actually paid during the reporting year.

Total Exemptions and Net Exemptions are calculated fields, so values do not have to be entered.

Project Employment Information: For project employment information, the IDA is to provide FTE and salary data. The IDA is to provide FTE (full time equivalent) and salary data for all projects. IDA's are expected to collect and report this information accurately.

Estimated Average Salary (at current market rates): Jobs to be created by a project are likely to occur at intervals over the life of the project. Salaries for these positions at the time they are created and filled may be subject to future collective bargaining agreements, competitive market and economic forces, or other factors that cannot be known at the time the project is first entered in PARIS. Accordingly, the project applicant is not expected to provide projected future salary information for these fields. Rather, the IDA should enter the current salary and salary ranges, reflecting existing salary schedules, as if those future positions had been filled (or retained) during the reporting period.

Project Status: If the reporting period is the final year in which the project was active, the IDA should check the box next to "Current year is the last year project information needs to be reported." In order to check this box, answer three questions that follow – There is no outstanding debt for this project, IDA does not hold title to the property and the project receives no tax exemption. Doing this, will move the project to the "Completed Project List" next year and it will no longer

appear on the "Active Project List". Otherwise, project information will roll forward into the next reporting year. If project is to be carried forward to future years, the IDA must update project tax exemptions and PILOT payment information and project employment information.

Multiple Projects with the Same Applicant: Multiple projects approved by the Board for the same applicant should be treated as separate projects if each project involved separate approvals by the Board for bond financing, PILOTS, or financial assistance. The number of jobs to be created or retained should be listed separately for each project.

In addition to submitting the information required of other local public authorities, local development corporations (LDCs) will be required to report information on the projects they support and how those approved projects are financed – either through grants, loans, or bonds. The LDC will select and complete the appropriate screen that corresponds with the method of funding.

Grant Awards: LDCs are required to provide information on any grants that they administer and provide to other entities during the reporting period. This section is not for reporting grants that the LDC receives. If the LDC did not provide any grants during the reporting period, select the "No Grants" button. For all grants provided, the LDC must report the source of funds for the grant. For example, if Community Development Block Grant (CDBG) funds are used, then "Federal" will be selected as the source. The LDC must also report the name and address of the entity that received the grant, the date and amount awarded, and identify how the grant funds will be used. If the grant was provided to the recipient for the purpose of creating jobs, this information must be entered.

Grant information will not carry over from year to year. If the LDC provides a grant to the same entity each year, this information must be entered as a new grant awarded each year.

Loans: LDCs are required to provide information on all outstanding loans that they have provided to entities, including proceeds provided under a revolving loan fund. For all outstanding loans, the LDC must indicate the source of funds for the loan program. For example, if Small Business Administration (SBA) funds are used as the basis of the loan, then "Federal" will be selected as the source. The LDC must also report the name and address of the entity that received the loan, the date and amount awarded, the interest rate being charged to the entity, the length of the loan in years, the amount repaid to date, and identify how the loan funds will be used. If the loan was provided to the recipient for the purpose of creating jobs, this job information must be entered. Since loans are generally outstanding for several years, this information is carried forward to subsequent reporting years until the terms of the loan have been completed.

Bonds: LDCs are to report information on all bonds that they have issued, and identify how the proceeds of those bonds are being used. For all outstanding bonds, the LDC must report the name and address of the recipient of the bond proceeds, the amount and date of the bond issuance, the bond interest rate, the year the bonds are expected to be fully retired, and the amount of bond principal retired during the reporting period. In addition, the LDC will need to identify how the bond proceeds are used. If the bond proceeds were provided to the recipient

to create jobs, this information must be entered. Bond information is carried forward to subsequent reporting years until the bonds are retired.