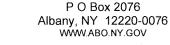
## STATE OF NEW YORK Authorities Budget Office





e-mail address: info@abo.ny.gov Local:518-474-1932 Toll Free: 1-800-560-1770

April 19, 2023

Melissa Yager Chief Executive Officer Clifton Park Industrial Development Agency One Town Hall Plaza Clifton Park, New York 12065

## Dear Melissa Yager:

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 website. To assist state and local authorities meet their disclosure and reporting obligations, the ABO has issued Policy Guidance No. 22-01: "Posting and Maintaining Reports on Public Authority Websites". 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 and other provisions of law.

Between January 20, 2023 and January 30, 2023, we reviewed the Clifton Park Industrial Development Agency's (Authority) website. Our review was limited to verifying that the required information is posted on the Authority's website and did not address the substance of these documents. Our review focused on current information and required data for the fiscal year ending December 31, 2021. We have concluded that the Authority needs to make additional required information available on its website. 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 May 31, 2023. You may view Policy Guidance No. 22-01 at <a href="https://www.abo.ny.gov">www.abo.ny.gov</a>. Please contact us if you have any additional

questions.

Sincerely,

Jeffrey Pearlman Acting Director

Enclosure

cc: Jonathan Schopf, Chair Clifton Park Industrial Development Agency

## Review of Clifton Park Industrial Development Agency's Website

Information To Be Posted on Public Authority's Website	Posted on Website (Yes/No)
Mission Statement	Yes
Enabling Statute	No
By-laws	Yes
Code of Ethics	Yes
Conflict of Interest Policy	No
Whistleblower Policy	Yes
Organization Chart – including, at a minimum, the IDA's executive structure and major organizational units	No
Report on Operations and Accomplishments – including a description of the Authority's operations, completed and active projects, as well as any material changes in Authority operations and programs	Yes, but only accomplishments included
List of IDA Board Members - including appointing entity, appointment dates, and term	Yes, but appointment dates are not included
Each IDA board member's current employment and professional background	No
List of Committees and Committee Members	Yes
Executive Management Team - including professional background and qualifications	Yes, but background or qualifications are not included
Authority Performance Measures	No, most recent is 2020
Annual Performance Evaluation indicating status of Performance Measures	No
Authority Schedule of Debt (including conduit debt)	N/A, no debt outstanding
Management's Assessment of the Authority's Internal Control Structure and Procedures - including a description of operating and financial risks and any policies to mitigate risk	No
Board meeting schedule	Yes
Board meeting notice	No, not for 2/6/23 meeting
Board agendas	Yes, but not for 1/9/23 or 2/6/23 meetings
Board packets	No
Board meeting minutes	No, 2021 minutes included but missing minutes for 2022 and 2023
Board meeting webcasting and video recordings	No
Board resolutions	No
Committee meeting schedule	No
Committee meeting soriedate  Committee meeting notice	No
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Committee meeting agendas	No .
Committee meeting packets	No
Committee meeting minutes	No
Committee meeting webcasting and video recordings	No
Annual Budget Report and details of 4-year financial plan	Yes, but no 4-year financial plan included and prior 2022 budget not included
Annual Independent Certified Financial Audit	Yes
Independent Auditor's Report on Internal Controls over Financial Reporting	Yes
Independent audit management letter	Yes
List of grants provided - including grant recipient's name and address, the purpose of the grant, date awarded, and amount awarded	<sup>y</sup> No

List of loans provided - including borrower's name and address, loan purpose, date awarded, amount issued, term of the loan, repayment status, principal repaid and amount outstanding as of the end of the fiscal year  List of bonds issued - including bond recipient's name, amount of bonds issued, purpose of bonds, and current amount outstanding as of the end of the fiscal year  List of active IDA projects, including the current year's financial assistance (tax  No
repaid and amount outstanding as of the end of the fiscal year  List of bonds issued - including bond recipient's name, amount of bonds issued, purpose of bonds, and current amount outstanding as of the end of the fiscal year
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purpose of bonds, and current amount outstanding as of the end of the fiscal year
year
exemptions received and PILOT payments made) and existing jobs
Assessment of the progress of each active project  No
Standard Application form  Yes
Applications for all active projects  Yes, but some links not
working (password
protected)
Resolutions for all active projects  No
Project Agreements - including PILOT agreements (if applicable) for all active  Yes
projects No. 10 projects
Uniform Evaluation Criteria and Selection Policy No
Uniform Tax Exemption Policy Yes
Policies for the Suspension, Discontinuance or Modification of Financial No
Assistance
Recapture Policy - including policies for return of all or part of financial No
assistance provided (PILOT and tax exemptions) when a material violation
occurs
Annual Compliance Report Regarding State Sales Tax Recaptures (ST-62)  No
Property Acquisition Policies No
Property Disposition Policies No
List of Real Property owned by the Authority  No, if no property this
should be stated
Personal Property Transactions No, if none this should be
stated
Real Property Transactions No, if none this should be
stated
Policies for the procurement of all goods and services  Yes
Annual Procurement Report Yes, but not for 2021
Authority's Procurement Officer No
Investment Policies No, link posted is not
accessible (password
protected)
Annual Investment Report - including the investment audit results and Yes
management letter, record of investment income, list of fees paid for investment
services, and explanation of any amendments to the Investment Policy
Fee Schedules (if applicable) of any service or administrative fees charged No
Current Year Official Statements or similar bond documents N/A

<sup>\*</sup>Review conducted by the Authorities Budget Office between January 20, 2023 and January 30, 2023.