



STATE OF NEW YORK  
**Authorities Budget Office**

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November 7, 2017

Melissa McManus  
Executive Director  
Clinton County Industrial Development Agency  
190 Banker Road, Suite 500  
Plattsburgh, New York 12901

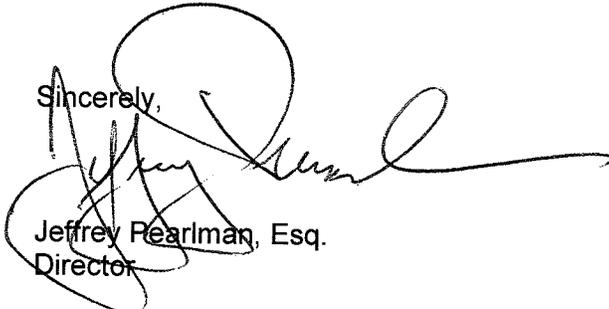
Ms. McManus:

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).

Between October 23 and October 27, 2017, we reviewed the Clinton County Industrial Development Agency's web site. Our review was limited to verifying that the required information is 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, 2016. We found that the Authority has posted most of the required financial and operating information on its web site. To further improve the transparency of the Authority's web site we recommend you review our findings, which are attached, 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 December 7, 2017. 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,



Jeffrey Pearlman, Esq.  
Director

Enclosure  
cc: Mr. Trent Trahan, Chair  
Clinton County Industrial Development Agency

**Review of Clinton County Development Agency's Web Site**

<b>Information To Be Posted on Public Authority's Web Site</b>	<b>Posted on Web site (Yes/No)</b>
Authority Mission Statement	Yes
Authority Enabling Statute	No, the document linked is not the IDA's enabling legislation
Authority By-laws	Yes
Authority Code of Ethics	Yes
Authority Organization Chart – posting, at a minimum, the IDA's executive structure	Yes
Report on Operations and Accomplishments	Yes
List of IDA Board Members, including appointing entity, appointment dates, term and professional experience and background of each member and officer	Yes, but appointment terms are not included
Executive Management Team - including professional background and qualifications	Yes, but professional qualifications are not included
Authority Performance Measures	Yes
Authority Performance Measures Report	Yes
Authority Schedule of Debt (including conduit debt)	Yes, included in Annual Report
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, but not current
Committee meeting notices and agendas	Yes
Committee meeting minutes	Yes
Annual Budget Report and details of 4-year financial plan	Yes
Annual Independent Certified Financial Audit	Yes
Independent Auditor's Report on Internal Controls over Financial Reporting	Yes
Independent audit management letter	No
Uniform Tax Exemption Policy	Yes
List of active IDA projects, including project application information and current year's financial assistance (tax exemptions received and PILOT payments made)	Yes, included in Annual Report
List of Real Property owned by the Authority	No
Property Acquisition and Disposition Policies	Yes
Personal and Real Property Transactions	Yes, but if there were no personal property transactions this should be noted
Policies for the procurement of all goods and services	Yes
Annual Procurement Report - post the reports generated from the PARIS Procurement Report, and include name of the Authority's Procurement Officer	No, the document linked does not provide procurement transactions or the Procurement Officer
Investment Policies	Yes
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	Yes
Fee Schedules (if applicable) - list of any service or administrative fees charged	Yes
Current Year Official Statements (for those authorities issuing debt)	N/A

\*Review conducted by the Authorities Budget Office between October 23, 2017 and October 27, 2017.