



STATE OF NEW YORK  
**Authorities Budget Office**

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February 2, 2016

Gary Watrous  
Chairman and Chief Executive Officer  
Village of Groton Industrial Development Agency  
143 Cortland St  
PO Box 100  
Groton, New York 13073

Mr. Watrous:

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 February 1, 2016 we reviewed the Village of Groton Industrial Development Agency's (IDA) web site. Our review was limited to verifying that the required information is being posted on the IDA's web site. It did not address the substance of these documents. Our review focused on data for the fiscal year ended May 31, 2015. We have concluded that the IDA has not made certain 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 March 1, 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 'M. Farrar'.

Michael Farrar  
Acting Director

Enclosure

**Review of Groton Industrial 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
Authority By-laws	Yes
Authority Code of Ethics	Yes
Authority Organization Chart – posting, at a minimum, the IDA's executive structure	No
Report on Operations and Accomplishments	No
List of IDA Board Members, including appointing entity, appointment dates, term and professional experience and background of each member and officer	Yes, but no additional information
Executive Management Team - including professional background and qualifications	Yes, but no background or qualifications
Authority Performance Measures	No
Authority Performance Measures Report	No
Authority Schedule of Debt (including conduit debt)	No
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	No
Schedule and notices of all board meetings	No - Annual meeting only
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	No
Annual Independent Certified Financial Audit	No
Independent Auditor's Report on Internal Controls over Financial Reporting	No
Independent audit management letter	No
Uniform Tax Exemption Policy	Yes, but the information posted is confusing
List of active IDA projects, including project application information and current year's financial assistance (tax exemptions received and PILOT payments made)	No
List of Real Property owned by the Authority	No
Property Acquisition and Disposition Policies	No
Personal and Real Property Transactions	No
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	No
Current Year Official Statements (including conduit debt)	N/A

\*Review conducted by the Authorities Budget Office on February 1, 2016.