



STATE OF NEW YORK
Authorities Budget Office

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May 8, 2018

Shawna Papale
Executive Director
Oneida County Industrial Development Agency
584 Phoenix Drive
Rome, New York 13441

Ms. Papale:

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 May 1, 2018 and May 4, 2018, we reviewed the Oneida County Industrial Development Agency (Authority) 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, 2017. We have concluded that the Authority 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 June 8, 2018. You may view Policy Guidance No. 10-03 at www.abo.ny.gov. Please contact us if you have any additional questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey Pearlman". The signature is written over a circular stamp or seal that is partially obscured by the ink.

Jeffrey Pearlman, Esq.
Director

Enclosure

cc: Mr. David Grow, Chair
Oneida County Industrial Development Agency

Review of Oneida County Industrial Development Agency's Web Site

Information To Be Posted on Public Authority's Web Site	Posted on Web site (Yes/No)
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	Yes
List of IDA Board Members, including appointing entity, appointment dates, term and professional experience and background of each member and officer	Yes, but no appointment, term or background information
Executive Management Team - including professional background and qualifications	Yes, but no qualifications
Authority Performance Measures	Yes
Authority Performance Measures Report	Yes
Authority Schedule of Debt (including conduit debt)	No, 2016 is most recent
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, but no minutes posted for March 23 meeting
Schedule and notices of all board meetings	Yes
List of Committees and Committee Members	Yes, but not current
Committee meeting notices and agendas	No
Committee meeting minutes	No
Annual Budget Report and details of 4-year financial plan	No, four-year financial plan is not posted
Annual Independent Certified Financial Audit	Yes
Independent Auditor's Report on Internal Controls over Financial Reporting	Yes
Independent audit management letter	Yes
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)	No, 2016 is most recent
List of Real Property owned by the Authority	Yes
Property Acquisition and Disposition Policies	Yes, but no acquisition policy
Personal and Real Property Transactions	Yes, but not personal property transactions
Policies for the procurement of all goods and services	Yes, but Procurement Officer is not posted
Annual Procurement Report - post the reports generated from the PARIS Procurement Report, and include name of the Authority's Procurement Officer	No
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	No
Fee Schedules (if applicable) - list of any service or administrative fees charged	Yes, part of application
Current Year Official Statements (for those authorities issuing debt)	No

Review conducted by the Authorities Budget Office between May 1, 2018 and May 3, 2018