



**ECONOMIC DEVELOPMENT CORPORATION**

**WARREN COUNTY**

**AUDIT & FINANCE COMMITTEE MEETING**

**October 8, 2019 - 8:00 AM**

**EDC CONFERENCE ROOM, EDC OFFICES**

**AGENDA**

- |      |  |                   |
|------|--|-------------------|
| I.   | Welcome and Call to Order  | Chair Mitch Amado |
| II.  | Approval of Minutes – October 3, 2019                              | Chair Mitch Amado |
| III. | 2020 Draft Budget – review & recommendation<br>For approval to BOD | Jennifer Switzer  |
| IV.  | Old/New Business   |                   |
| V.   | Adjourn  |                   |

Committee Members: Mitch Amado, Jim Siplon, Judy Calogero

# Draft

To: *Audit/Finance Committee Members*  
Re: *Minutes of October 3, 2019*

*Present:* Mitch Amado – Treasurer/Chair of Committee  
Jim Siplon -Member  
Judy Calogero, Representative, City of Glens Falls

*Absent:*

*Guest:*

*Staff:* Ed Bartholomew, President/CEO  
Jennifer Switzer, Director of Finance/CFO

On October 3, 2019 at 8:00 a.m. the Audit & Finance Committee of the Economic Development Corporation met in the Conference Room at EDC Offices located at 333 Glen Street, Suite 101 in Glens Falls, New York. The following items of business were discussed:

- I.** **Welcome & Call to Order:** Chairman Mitch Amado welcomed Karl Newton of Marvin & Company along with committee members and staff and called the meeting to order at 8:10 a.m.
  
- II.** **2020 Draft Budget -** Committee members reviewed the draft financials and discussed revisions related to staffing changes and grant work. Staff member Switzer will revise the draft budget to reflect the requested changes to include 5 staff members and items related to increasing staff (IT, training), increase in professional development to allow for additional assistance with strategic plan updates and revisions to grant programs
  
- III.** **Review of Audit & Tax RFP responses** – A motion was made by member Calogero and seconded by member Siplon, to recommend engaging Marvin & Company to the full board, for audit and tax services as outlined in their proposal in response to EDC’s RFP for services and approved unanimously.
  
- IV.** **EDC Depositories -** Staff member Switzer discussed having received information from 2 local banks regarding their deposit services and was awaiting responses form 2 other banks. After a short discussion the committee will wait until the additional information from the remaining 2 banks is received before making any recommendations.

V.     ***Investment Policy*** – A short discussion ensued regarding the availability of insuring deposits through local banking institutions. Staff member Switzer acknowledged it would be possible but at a cost to EDC. She will reach out to those local banks interested in providing deposit services to determine the cost and will report back. After reviewing the proposed changes to the Investment Policy, the committee members requested adding language to the policy to include the purchase of eligible securities to insure EDC deposits in excess of the amount insured under the provisions of the FDIC, and as allowed under Article C. Deposit Policy of the Investment Policy.

A motion was made by member Amado, seconded by member Siplon to recommend approval of the Investment Policy to the full board with the changes discussed at this meeting, and approved unanimously.

VI.     ***Adjourn*** -With no further business to come before the Audit & Finance Committee, a motion is made by Jim Siplon, seconded by Judy Calogero, and carried unanimously to adjourn the meeting at 9:10 a.m. The next meeting will be held on Tuesday, October 8, 2019 at 8 a.m.

## 2020 Draft Budget Summary

	18	19	19 YE	20
	Actual	Budget	Projection	Requested
<b>Income</b>				
Total Contract Services	566,750	529,000	513,000	513,000
Total EDC Events	22,494	26,425	25,950	29,025
Total Grant	50,000	25,000	-	-
In-kind Services	6,273	-	-	-
Interest Income	1,010	1,500	900	1,000
Member Contribution				
Total Member Contribution	95,710	96,500	93,360	106,150
Miscellaneous	2,168	-	126	-
<b>Total Income</b>	<b>744,404</b>	<b>678,425</b>	<b>633,336</b>	<b>649,175</b>
<b>Expense</b>				
Total Board & Organizational Develop.	51,700	97,900	68,110	92,500
Depreciation	2,024	7,191	1,900	12,169
Total Overhead	46,292	69,788	59,188	63,188
Total Personnel	391,499	429,685	372,816	495,340
Total Program Expenses	143,485	148,362	91,396	144,800
Total Expense	635,000	752,926	593,410	807,997
	<b>109,404</b>	<b>(74,501)</b>	<b>39,926</b>	<b>(158,822)</b>

## 2020 Budget Draft

	18 Actual	19 Budget	19 YE Projection	20 Requested
<b>Income</b>				
<b>Contract Services</b>				
Bolton LDC Admin Services	2,500	2,500	2,500	2,500
City of Glens Falls	30,000	40,000	30,000	30,000
GFIDA	10,000	15,000	9,000	9,000
Glens Falls LDC	11,250	7,500	7,500	7,500
Town of Queensbury	114,000	114,000	114,000	114,000
Warren County	349,000	300,000	300,000	300,000
Warren County LDC	50,000	50,000	50,000	50,000
<b>Total Contract Services</b>	<b>566,750</b>	<b>529,000</b>	<b>513,000</b>	<b>513,000</b>
<b>EDC Events</b>				
<b>Annual Economic Dev Luncheon</b>				
Attendance	-	-	5,460	-
Sponsorship	-	-	6,750	-
Event Sponsor	-	-	-	-
Premium Event Sponsor	-	-	-	-
<b>Total Sponsorship</b>	<b>-</b>	<b>-</b>	<b>6,750</b>	<b>-</b>
<b>Annual Economic Dev Luncheon - Other</b>	<b>13,495</b>	<b>15,000</b>	<b>-</b>	<b>15,000</b>
<b>Total Annual Economic Dev Luncheon</b>	<b>13,495</b>	<b>15,000</b>	<b>12,210</b>	<b>15,000</b>
Economic Outlook Breakfast	-	5,500	8,215	6,000
EDC Appreciation Day	564	400	-	-
Holiday - Network Event	-	-	-	-
Sponsorship	-	-	-	-
Holiday - Network Event - Other	5,960	-	-	-
<b>Total Holiday - Network Event</b>	<b>5,960</b>	<b>2,500</b>	<b>2,500</b>	<b>5,000</b>
<b>Southern Adk Planning &amp; Zoning</b>	<b>2,475</b>	<b>3,025</b>	<b>3,025</b>	<b>3,025</b>
<b>Total EDC Events</b>	<b>22,494</b>	<b>26,425</b>	<b>25,950</b>	<b>29,025</b>
<b>Grant</b>				
NYS	50,000	25,000	-	-
<b>Total Grant</b>	<b>50,000</b>	<b>25,000</b>	<b>-</b>	<b>-</b>
<b>In-kind Services</b>	<b>6,273</b>			
<b>Interest Income</b>	<b>1,010</b>	<b>1,500</b>	<b>900</b>	<b>1,000</b>

2020 Budget Draft

	18	19	19 YE	20
	Actual	Budget	Projection	Requested
<b>Member Contribution</b>				
Bronze			6,300	
Gold Level			16,000	
Members - In-kind Contributions			3,560	
Platinum Level			33,000	
Silver Level			22,500	
Titanium			12,000	
Member Contribution - Other	95,710	96,500	-	106,150
<b>Total Member Contribution</b>	<b>95,710</b>	<b>96,500</b>	<b>93,360</b>	<b>106,150</b>
Miscellaneous	2,168	-	126	-
<b>Total Income</b>	<b>744,404</b>	<b>678,425</b>	<b>633,336</b>	<b>649,175</b>
<b>Expense</b>				
<b>Board &amp; Organizational Develop.</b>				
Accounting	7,350	8,500	6,825	8,500
Advertising	705	-	-	-
EDC Events				
<b>Annual Economic Dev Luncheon</b>				
Advertising & Promotion			7,271	
Catering			4,128	
Miscellaneous			2,900	
Annual Economic Dev Luncheon - Other	15,017	15,000	-	15,000
<b>Total Annual Economic Dev Luncheon</b>	<b>15,017</b>	<b>15,000</b>	<b>14,299</b>	<b>15,000</b>
<b>Economic Outlook Breakfast</b>				
Advertising & Promotion			7,338	
Facility Rental			4,149	
Miscellaneous			-	
Economic Outlook Breakfast - Other	-	8,000	-	10,000
<b>Total Economic Outlook Breakfast</b>	<b>-</b>	<b>8,000</b>	<b>11,487</b>	<b>10,000</b>
EDC Appreciation Day	2,892	400	-	
Holiday - Netwrk Event				
Facility rental/meals				
Holiday - Netwrk Event - Other	3,270	5,000	-	5,000

includes 10% increase over '19 budget

## 2020 Budget Draft

	18 Actual	19 Budget	19 YE Projection	20 Requested
Total Holiday - Netwrk Event	3,270	5,000	5,000	5,000
Other/Fall Event	-	3,000	-	-
So Adirondack Planning & Zoning	2,636	2,000	2,000	2,000
<b>Total EDC Events</b>	<b>23,814</b>	<b>33,400</b>	<b>32,785</b>	<b>32,000</b>
Insurance - Business	6,482	10,000	10,000	10,000
Investor Relations	-	-	-	-
Legal/HR Professional	12,169	10,000	10,000	10,000
Membership/Event Planning	-	30,000	-	12,000
Misc	1,180	-	-	-
Prof Development/Training	-	6,000	8,500	20,000
<b>Total Board &amp; Organizational Develop.</b>	<b>51,700</b>	<b>97,900</b>	<b>68,110</b>	<b>92,500</b>
Depreciation	2,024	7,191	1,900	12,169
Overhead				(Porfol \$11250 - 3 yrs)(Website upgrades \$15000 - 3 yrs - Server upgrade \$9554.3 yrs))
Connectivity	4,705	7,700	4,500	5,000
Janitorial Service	3,005	4,000	4,000	4,000
Machinery & Equipment				
Copier	4,247	5,500	5,500	5,500
FF&E	745	4,000	2,500	2,500
Hardware/system maintenance	7,384	15,800	15,000	15,000
Postage Meter	525	1,100	1,000	1,000
Software	635	5,000	-	3,500
<b>Total Machinery &amp; Equipment</b>	<b>13,537</b>	<b>31,400</b>	<b>24,000</b>	<b>27,500</b>
Office Supplies	3,358	5,000	5,000	5,000
Rent	21,687	21,688	21,688	21,688
<b>Total Overhead</b>	<b>46,292</b>	<b>69,788</b>	<b>59,188</b>	<b>63,188</b>
Personnel				
Insurance - Health/Life/Disab	15,172	19,115	10,332	32,944
Payroll Administration fees				CEO & VP based on '19 actual - remaining based on 20% gross salaries

## 2020 Budget Draft

	18 Actual	19 Budget	19 YE Projection	20 Requested
Payroll admin fees - EDC	325		270	
Payroll Administration fees - Other	5,550	6,085	5,327	6,825
<b>Total Payroll Administration fees</b>	<b>5,875</b>	<b>6,085</b>	<b>5,597</b>	<b>6,825</b>
Payroll Taxes				
Payroll taxes - EDC	27,884	30,730	26,133	33,606
Payroll Taxes - Other			(109)	
<b>Total Payroll Taxes</b>	<b>27,884</b>	<b>30,730</b>	<b>26,024</b>	<b>33,606</b>
Retirement Contributions	26,704	26,106	24,431	31,951
Salary - EDC	315,865	347,649	306,432	390,014
<b>Total Personnel</b>	<b>391,499</b>	<b>429,685</b>	<b>372,816</b>	<b>495,340</b>
Program Expenses				
Business Development		2,000	-	
Collateral Materials	5,924	17,500	8,900	9,000
Computer and Related				
Hardware				
Software	125		3,500	3,500
Computer and Related - Other	4,020	100	20	2,500
Total Computer and Related	<b>4,145</b>	<b>100</b>	<b>3,520</b>	<b>6,000</b>
Dues-Subscript	6,571	10,500	7,800	7,800
Marketing				
Hosting/Meeting	645		500	
Marketing - Other	7,116	43,075	8,676	70,000
Total Marketing	<b>7,761</b>	<b>43,075</b>	<b>9,176</b>	<b>70,000</b>
Product Improvement	106,673	42,737	45,000	35,000
Property Maintenance	630	5,000	2,000	2,000
Property Taxes	7,781	22,450	10,000	10,000
Website Enhancement	4,000	5,000	5,000	5,000
Program Expenses - Other				
Total Program Expenses	<b>143,485</b>	<b>148,362</b>	<b>91,396</b>	<b>144,800</b>
<b>Total Expense</b>	<b>635,000</b>	<b>752,926</b>	<b>593,410</b>	<b>807,997</b>

Based on 5 positions (CEO & VP 3.5%  
incr.)

Implan renewal  
Portfol svc fee

Fed Oppty Zones/EDC Sites & Svc Contract

Housing Study carryover - QBP site study  
carryover

Includes only EDC owned sites



### 2020 Budget Draft

18	19	19 YE	20
Actual	Budget	Projection	Requested
109,404	(74,501)	39,926	(158,822)