Seneca Falls Development Corporation

2012 Public Authority Annual Report

1. Operations and Accomplishments of the Corporation

* Conducted 2012 Seneca Falls Farmers Market
* Achieved full compliance with PAAA
* Reopened SFDC Office, and partially reconstituted the Board
* Began review of Seneca Falls 2008 Comprehensive Plan

2. Receipts. Disbursements During the Fiscal Year and Assets and Liabilities Bond

Schedule to Include Refinancing’s. Refunding’s and Defeasements and Bond Issuance

Costs

Please see annual audited financial statements

3. Compensation Schedule

One paid part-time employee in 2012: $3,000

4. Projects undertaken by the Corporation During the Past Year

2012 Seneca Falls Farmers Market

PAAA Compliance

Review of Seneca Falls Comprehensive Plan

5. Listing of Real Property and Price Received. Name of the Purchaser for Property

Sold

None

6. Internal Control Assessment

Bonn, Diogaurdi, & Ray, LLP audited the financial statements of Seneca Falls

Development Corporation, in accordance with the auditing standards generally

accepted in the United States of America and the standards applicable to the

financial audits contained in Government Auditing Standard, issued by the

Comptroller General of the United States, as of and for the year ended December

31, 2012, and the related notes to the financial statements and have issued our

report thereon dated March 26, 2013

7. Mission Statement and Performance Measurement Report

Mission and Measurement report is available on the SFDC website

8. Financial Reports: Audited Financials in Accordance with GAAP per section 2

(10) of State Finance Law

See 2012 Annual Audited Reports

9. Grant and Subsidy Programs

$500 Grant to the Seneca Falls House of Concern - 6/19/2012

10. Operating and Financial Risks

The reduction in appropriation from the Town requires a subsequent reduction in

services and operations. As a result, the Corporation has forecasted a continuing

Modest «$2,000 per year) decline in its cash assets over the next four years, until

either the appropriation increases or the Corporation is able to develop revenue

stream

11. Current Ratings for Bonds and Changes in Ratings

None

12. Long-Term Liabilities Leases and Employee Benefit Plans

None

13. Biographical Information for All Members and Specified Employees

Mr. Donald Earle............ President (7/29/2012 to present)

Mr. Peter M. Brown........ Treasurer (7/29/2012 to present)

Mr. Emil Bove...... ......... Secretary (7/29/2012 to present)

Mr. Chad Sanderson........ Board Member

Ms. Karen Beals............ Ex-Treasurer, left Board 7/29/2012

Mr. Robert McKeveny Ex-Secretary, left Board 6/28/2012

14. Description of All Real Property Exceeding $15,000 Acquired or Disposed

The Corporation owns no Real Property

15. The Price Paid and Name of the Seller for All Property Bought by the

Corporation

The Corporation purchased no Real Property in 2012

16. Authority's Enabling Legislation

Section 1411 of the NYS Not-for-Profit Law

17. Description of the Corporation. Major Corporation Units and Subsidiaries

The Corporation exists to create or stimulate economic and community

development in the Town of Seneca Falls through the planning and

implementation of programs, projects, and activities. The Corporation has no

subsidiaries

18. Number of Employees

One part-time

19. Corporation's Charter and By-Laws

By-Laws are on website and attached

20. List of Material Operations and Program Changes During the Reporting Year

The Corporation operated in a limited fashion during 2012 as a result of the

substantial reduction in appropriation from the Town of Seneca Falls, the

dissolution of the Village of Seneca Falls on 12/31/2011, and the departure and

subsequent decision to not refill the position of Executive Director. The

Corporation suspended its involvement in the Wine Trail Shuttle, and the only

operation we completed was to continue to support the 2012 Seneca Falls Farmers

Market

21. A 4-Year Financial Plan

The Corporation's Four-year financial plan (Budget for 2013-2016) is on website

and attached

22. Current and Projected Capital Budget

None

23. Operating Budget Report including an Actual Versus Estimated Budget

The original operating budget planned for 2012 included $326,350 in revenues,

and $ 329,757 in expenses. The actual 2012 budget ended up as $ 25,784 in

revenues and $ 29,604 in expenditures. There were several reasons tor this: I)

the $ 200,000 CDBG pass through grant to Bonadent came through in 2011, not

2012, so was included on the 2011 Operating year instead of 2012. The Village

dissolved, and the Town reduced its financial commitment from $ 90.000 cash

and $ 31,500 in-kind to $ 10,000 cash and $ 13,156.92 in-kind. The Executive

Director position was vacated at the end of2011, and not refilled. Services were

trimmed back to only supporting the Seneca Falls Farmers Market, and all other

expenses trimmed back to as close to zero as possible to preserve Corporation

assets

24. Analysis and Measurement of Financial and Operating Performance

The full analysis is available on our website, under the SFDC 2012 Management

Letter

25. Description of Its Board Structure. Names of Committees and Committee

Members

The Seneca Falls Development Corporation has a seven member board, with one

ex-officio position (Town Supervisor) and one independent member selected from

the Town Board. The other five members are independent board members

solicited from the Town's business community and residents. At the end of2012,

three board memberships are vacant

Corporation Board members:

Member A: Don Earle, Chairman (Town Supervisor, ex-officio)

Member B: Emil Bove, Secretary

Member C: Peter Brown, Treasurer

Member 0: Chad Sanderson

Member E: vacant

Member F: vacant

Member G: vacant

There are three formal committees of the Corporation: Audit, Finance, and

Governance. Committee assignments are made by the Chairman annually, at the

first Corporation meeting of the year

Audit Committee Members

Chair: Emil Bove

Member: Peter Brown

Member: Don Earle

Member: Chad Sanderson

Finance Committee Members

Chair: Emil Bove

Co-Chair: Chad Sanderson

Member: Peter Brown

Member: Don Earle

Governance Committee Members

Chair: Chad Sanderson

Member: Emil Bove

Member: Peter Brown

Member: Don Earle

26 List of Board Meetings and Attendance

Meetings are typically monthly. During 2012 the board was in the process of

reconstituting itself, and so had fewer meetings than it would otherwise have had:

February 13,2012: Present: Don Earle, Emil Bove, Karen Beals, Bob McKeveny

June 28, 2012: Present: Don Earle, Emil Bove, Karen Beals, Bob McKeveny

July 19,2012: Present: Karen Beals, Emil Bove, Peter Brown, Don Earle and Chad Sanderson

August 29, 2012: Present: Emil Bove, Peter Brown, Don Earle and Chad Sanderson

October 2012: Present: Emil Bove, Peter Brown, Don Earle and Chad Sanderson

November 20, 2012: Present: Emil Bove, Peter Brown, Don Earle and Chad Sanderson

December 12,2012: Present: Emil Bove, Peter Brown, Don Earle and Chad Sanderson

27. Board Performance Evaluations

Completed

28. Description of Assets and Services Bought or Sold Without Competitive Bidding

Their Nature. Names of Parties Involved. Contract Price Compared to Fair Market

Value. a Detailed Explanation Justifying the Purchase or Sale Without

Competitive Bidding. Certification by CEO and CEO That Terms of Purchase or

Sale Were Reviewed and Comply With Procurement Guidelines.

Accounting services were not competitively bid because the Seneca Falls

Development Corporation is intimately familiar with Bonn, Dioguardi, & Ray,

LLC's history and policies, has a wealth of information that goes into preparing

our accounting/audit and reduced price last year to achieve fair market value. The

Same is true for Generations Agency, Farm Family Casualty Insurance Company,

New York State Insurance Fund, and the MSA Group

29. Description of Material Pending Litigation

None

30. Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Corporation's

financial Statements are free of material misstatement, we performed tests of its

compliance with certain provisions of laws, regulations, contracts and grant

agreements, noncompliance with which could have a direct and material effect on

the determination of financial statement amounts. However, providing an opinion

on compliance with those provisions was not an objective of our audit, and

accordingly, we do not express such an opinion. The results of our tests disclosed

no instances of noncompliance or other matters that are required to be reported

under Government Auditing Standards.

This report is intended solely for the information and use of management and is

not intended to be and should not be used by anyone other than these specified

parties

SO CERTIFIED:

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Donald Earle, President/CEO

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Menzo D. Case, Treasurer

SENECA FALLS DEVELOPMENT CORPORATION

2012 Procurement Report

SERVICES VENDOR AMOUNT LENGTH OF

SERVICES

Professional \*Harris Beach, PLLC $ 5,000.00 9/1/2012 -12/31/2012

Fees- Legal 677 Broadway

Suite 1101

Albany, NY 12207

Professional Boychuk & Co. $ 1,700.00 1/1/2012 -12/31/20 I 2

Fees- PO Box 218

Accountants 111 Marsh Road

Pittsford, NY 14534

Insurance Generations Agency $ 1,056.00 1/1/2012 -12/31/2012

60 Fall Street

Seneca Falls, NY 13148

Insurance Farm Family Casualty Ins. Co. $ 528.00 1/1/2012 -12/31/2012

PO Box 656

Albany, NY 12201-0656

Insurance NYS Insurance Fund $ 451.54 1/1/2012 -12/31/2012

Suite 1000

100 Chestnut St.

Rochester, NY 14604

Insurance MSA Group $ 553.21 1/1/12012 -12/31/2012

PO Box 2004

Keene, NH 03431

\* secured by RFP.

Remaining firms selected because of ongoing

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Donald Earle, President/CEO

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Menzo D. Case, Treasurer

**CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER**

**AND THE CHIEF FINANCIAL OFFICER**

**SENECA FALLS DEVELOPMENT CORPORATION**

The undersigned, being the duly appointed chief executive officer and chief fiscal officer

of the Seneca Falls Development Corporation (the Corporation), hereby certify, pursuant

to subdivision 3 of Section 2800 of the Public Authorities Law~ as follows:

The financial information provided within the Annual Report of the Corporation, dated as

of March 26, 20 13, is accurate, correct and does not contain any untrue statement of

material fact. The Annual Report does not omit any material fact which, if omitted,

would cause the report to be misleading in light of the circumstances under which the

report and any such statements made therein are made. The Annual Report fairly

presents in all material respects the financial condition and results of operations of the

Corporation as, of and for the period in said report

The Annual Report is hereby approved

IN WITNESS WHEREOF, the undersigned chief executive officer and chief fiscal

officer p have executed this Certificate as 28 day of March, 2013

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Donald Earle, President/CEO

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Menzo D. Case, Treasurer