

Saratoga County Capital Resource Corporation

Stewart's Office Plaza, Malta, NY

Audit Committee Minutes

March 24, 2020

Audit Committee Members Present:

Arthur Johnson (Chairman), Matthew Veitch and Mark Hillman (all by conference call)

Staff Present:

Raymond O'Connor, CEO and Jeffrey Reale, CFO (by conference call)

The meeting was called to order at 4:05 p.m. The Audit Committee members and staff were given the 2019 Audit Report, Auditor's Letter to the Board, Report on Internal Controls and the 2018 Investment Report in advance of the meeting.

Auditors Letter to the Board

Mr. O'Connor and Mr. Reale reviewed the Auditor's Letter from Cusack & Company. Mr. O'Connor noted that there were no disagreements or other issues encountered by the independent auditor with management during the course of doing their work on the audit.

Report on Internal Controls

Mr. O'Connor reviewed the internal controls in place. All checks must be signed by two authorized signers. Mr. O'Connor receives paper statements from the bank each month. Mr. Reale accesses the organization's statements online every month. When Mr. Reale prepares the financial statements for the board members review, his numbers are consistent with the records kept by Mr. O'Connor. The independent auditor did not identify any deficiencies.

2019 Audit Report

Mr. Reale and Mr. O'Connor reviewed the report with the Committee. The independent auditor concluded that the report represents fairly the financial condition of the Saratoga County Capital Resource Corporation (SCCRC). No issues were identified.

2019 Investment Report

Mr. O’Conor stated that Cusack & Company’s report summarizes the SCCRC’s investments, which are limited to its checking account and FDIC insured certificates of deposit. Amounts in excess of FDIC coverage are fully collateralized. The auditor concluded that SCCRC investments comply with New York State Comptroller guidelines.

Mr. Hillman made a motion to accept the 2019 Audit, as well as the Investment Report and Internal Controls Reports, seconded by Veitch. All committee members voted in favor.

Audit Charter Review

Mr. O’Conor reported he is unaware of any guidance that would necessitate amendments to the SCCRC Audit Committee Charter. Mr. Hillman, a new member of the Audit Committee, requested to see the Audit Committee Charter. Subsequent to the meeting, Mr. O’Conor emailed the document to the Audit Committee members and Mr. Reale.

Engagement of the Independent Auditor

Mr. Reale stated that Cusack & Company is highly experienced in this particular field and is very thorough. Mr. O’Conor agreed, stating that the firm is also efficient. Both recommended that Cusack & Company be retained for an additional year. Mr. Johnson noted that the firm does work for other similar agencies in the region.

Mr. Veitch made a motion to recommend to the full board that Cusack & Company be engaged to perform the 2020 audit, seconded by Mr. Hillman. All committee members voted in favor.

There being no other matters to discuss, the meeting was adjourned at 4:45 p.m.

Chairman

Date

Due to the Governor’s Executive Order related to the COVID-19 crisis, Mr. O’Conor attended in person at the previously posted and announced location. Audit committee members and other staff attended by conference call.