

Cortland County

Industrial Development Agency

Regular Meeting of the Members of the Cortland County Industrial Development Agency

March 10, 2025 – Noon

40-42 Main Street, Suite A, 2nd Floor Cortland New York, 13405

Roll Call-

Mike McMahon	Chairman	
Stephen Compagni	Vice Chairman	
Deborah Hayden	Treasurer	
Clint Brooks	Secretary	
Dr. Kathleen Burke	Member	
Donald Richards	Member	
<u>Brendan O'Bryan</u>	Executive Director	
<u>Andrea Skeels</u>	Corporate Finance Officer	
<u>Ashley Riehman</u>	Communications Specialist	
<u>John Sidd</u>	Agency Counsel	

Approval of Minutes - December 11, 2024

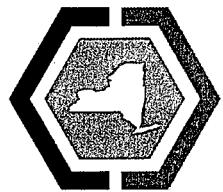
New Business

1. Discussion on internal controls in relation to the Chairman & CFO
2. Review/Approve 2024 IDA Independent Audit
3. Review/Approve 2024 IDA Procurement Report
4. Review/Approve 2024 Investment and Acquisition Report

Monthly Reports

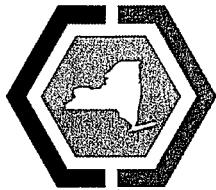
- 1.) Finance Report
- 2.) Director's Report

Adjourn –



Cortland County
Industrial Development Agency

Minutes



Cortland County

Industrial Development Agency

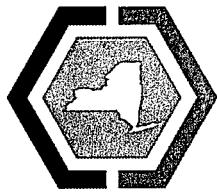
Minutes of the Meeting of the Members of the Cortland County Industrial Development Agency

December 9th, 2024 – Noon

40-42 Main Street, Suite A, 2nd Floor Cortland New York, 13405

Roll Call – Chairman McMahon called the meeting to order at 12:39 PM

Mike McMahon	Chairman	Present
Stephen Compagni	Vice Chairman	<u>Absent</u>
Deborah Hayden	Treasurer	<u>Present</u>
Clint Brooks	Secretary	<u>Present</u>
Johanna Ames	Member	<u>Absent</u>
Dr. Kathleen Burke	Member	<u>Absent</u>
Donald Richards	Member	<u>Present</u>
Brendan O'Bryan	Executive Director	<u>Present</u>
<u>Andrea Skeels</u>	Director of Finance and Special Projects	<u>Present</u>
<u>Marie Weiss</u>	Carpenters Local 277	<u>Remote</u>
<u>John Sidd</u>	Agency Counsel	<u>Remote</u>
<u>Doug Schneider</u>	Cortland Standard	<u>Present</u>



Cortland County

Industrial Development Agency

Approval of Minutes – November 12th, 2024 – Chairman McMahon made a motion to accept the minutes as presented, Mr. Brooks seconded the motion; all in favor, none opposed.

New Business

Review/Discussed IDA Annual meeting schedule. It was discussed historically; the annual meeting was held in December each year. However, this has posed issues with the timing of Board appointments, as new board appointments might come between January and February. At that point, the Board would have to swear in with new members again. To ensure our annual meeting would coincide with the swearing-in of all new board members, it was suggested to change the wording of the annual meeting to state, “The Annual Meeting of the Agency shall be held within the first quarter of the year or such time that the Members may determine at the regular meeting place of the Agency or such other time and place as the Agency shall determine.” Chairman McMahon moved this motion as presented, and Mr. Richards seconded the motion; all voted in favor, and none opposed.

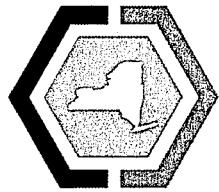
Changes and updates to new policies and procedures for organization compliance and prequalification in the NYS Grant Gateway were discussed with the board. These changes address Minority and Women-Owned Business Enterprises, Anti-Nepotism, and Diversity, Equity, and Inclusion. These new policies ensure that the Agency can still participate and apply for grants in the NYS Grants Gateway system. Chairman McMahon moved this motion as presented, and Ms. Hayden seconded the motion; all voted in favor, none opposed.

Mrs. Skeels reviewed the status of the current and ongoing project collection of the Payment In Lieu of Tax (PILOT) Employment Affidavits. She reminded the members that this is done each year to verify that they are meeting the requirements stated by the PILOT.

Monthly Reports

- 1.) Finance Report – Ms. Skeels reviewed the monthly financial statements.
- 2.) Director’s Report – Reviewed agency activities since the last meeting (attached to the meeting agenda)

Adjourn – The meeting was adjourned at 12:55 PM.



Cortland County
Industrial Development Agency

New Business



Cortland County
Industrial Development Agency

2024 Audit



COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE AT THE CONCLUSION OF THE AUDIT

To the Board of Directors
Cortland County Industrial Development Agency
Cortland, New York

We have audited the financial statements of the Cortland County Industrial Development Agency (the Agency), a component unit of the County of Cortland, New York, for the year ended December 31, 2024. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated December 11, 2024. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Agency are described in Note 1 to the financial statements. During the year ended December 31, 2024, the Agency adopted Government Accounting Standards Board (GASB) Statement No. 100, "Accounting Changes and Error Corrections." Other than the adoption of GASB Statement No. 100, no new accounting policies were adopted, and the application of existing policies was not changed during 2024. We noted no transactions entered into by the Agency during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. No significant sensitive estimates affecting the financial statements were noted.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were those related to investments in property. The disclosure of investment in properties is detailed in Note 4 to the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

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Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no misstatements detected as a result of audit procedures.

Disagreements With Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 27, 2025.

Management Consultations With Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Agency's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Agency's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the Management's Discussion and Analysis, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Cortland County Industrial Development Agency

February 27, 2025

Page 3

We were engaged to report on the Schedule of Projects, which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Board of Directors and management of the Cortland County Industrial Development Agency and is not intended to be, and should not be, used by anyone other than these specified parties.

Respectfully submitted,

Insero & Co. CPAs, LLP

Insero & Co. CPAs, LLP
Certified Public Accountants

Ithaca, New York

February 27, 2025



MANAGEMENT COMMENT LETTER

To the Board of Directors of
Cortland County Industrial Development Agency
Cortland, New York

In planning and performing our audit of the financial statements of the Cortland County Industrial Development Agency (the Agency), a component unit of the County of Cortland, New York, as of and for the year ended December 31, 2024, in accordance with auditing standards generally accepted in the United States of America (GAAS), we considered the Agency's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Agency's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

We would like to thank you and your staff for the cooperation and support given to us during the process of the audit. We appreciate the opportunity to be of service to you and look forward to our continued involvement.

Cortland County Industrial Development Agency

February 27, 2025

Page 2

This communication is intended solely for the information and use of management, the Board of Directors, and others within the Agency and is not intended to be, and should not be, used by anyone other than these specified parties.

Respectfully submitted,

Insero & Co. CPAs, LLP

Insero & Co. CPAs, LLP
Certified Public Accountants

Ithaca, New York

February 27, 2025

**CORTLAND COUNTY
INDUSTRIAL DEVELOPMENT AGENCY**

Cortland, New York

FINANCIAL REPORT

**For the Year Ended
December 31, 2024**


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Certified Public Accountants

CORTLAND COUNTY INDUSTRIAL DEVELOPMENT AGENCY

TABLE OF CONTENTS

Independent Auditors' Report	1-3
Required Supplementary Information	
Management's Discussion and Analysis	4-4e
Basic Financial Statements	
Statement of Net Position	5
Statement of Revenues, Expenses, and Changes in Net Position	6
Statement of Cash Flows	7
Notes to Financial Statements	8-12

Supplementary Information	
Schedule of Projects	13
Report Required Under <i>Government Auditing Standards</i>	
Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i>	14-15
Other Reporting Required by New York State Public Law	
Independent Auditors' Report on Compliance With §2925 (3)(f) of the New York State Public Authorities Law	16



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Certified Public Accountants

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Cortland County Industrial Development Agency
Cortland, New York

Report on the Audit of Financial Statements

Opinion

We have audited the accompanying financial statements of Cortland County Industrial Development Agency (the Agency) a component unit of the County of Cortland, New York, as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the financial position of the Cortland County Industrial Development Agency, as of December 31, 2024, and the respective changes in financial position, and where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Agency and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

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Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Agency's basic financial statements. The Schedule of Projects is presented for the purpose of additional analysis and is not a required part of the basic financial statements.

The Schedule of Projects is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the Schedule of Projects is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated February 27, 2025, on our consideration of the Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Agency's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control over financial reporting and compliance.

Other Reporting Required by New York State Public Authorities Law

We have also issued our report dated February 27, 2025 on our consideration of the Agency's compliance with §2925(3)(f) of the New York State Public Authorities Law. The purpose of that report is to describe anything that came to our attention that caused us to believe the Agency failed to comply with the Agency's Investment Guidelines, the New York State Comptroller's Investment Guidelines, and §2925(3)(f) of the New York State Public Authorities Law.

Respectfully submitted,

Insero & Co. CPAs, LLP

Insero & Co. CPAs, LLP
Certified Public Accountants

Ithaca, New York

February 27, 2025

CORTLAND COUNTY INDUSTRIAL DEVELOPMENT AGENCY

MANAGEMENT'S DISCUSSION AND ANALYSIS **DECEMBER 31, 2024**

The Cortland County Industrial Development Agency (the Agency), a component unit of Cortland County, New York, was created in 1974 to encourage economic growth in Cortland County.

Mission: The Cortland County Industrial Development Agency was created to promote the prosperity of its residents through the creation of jobs (new or retained), recreational, and economic opportunities in Cortland County. The Agency will achieve these goals through the use of various tax incentives provided by the Agency, which shall be proportional to jobs, economic activity projected, or opportunities provided to the citizens (stakeholders) of Cortland County.

The following Management's Discussion and Analysis (MD&A) provides a comprehensive overview of the Agency's financial position as of December 31, 2024, and the result of its operations for the year then ended. Management has prepared the financial statements and related footnote disclosures along with this MD&A. The MD&A should be read in conjunction with the audited financial statements and related footnotes of the Agency, which directly follow the MD&A.

OVERVIEW OF THE BASIC FINANCIAL STATEMENTS

The financial statements of the Cortland County Industrial Development Agency have been prepared in accordance with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB).

The basic financial statements consist of a Statement of Net Position; a Statement of Revenues, Expenses, and Changes in Net Position; a Statement of Cash Flows; and accompanying notes. These statements provide information on the financial position of the Agency and the financial activity and results of its operations during the year. A description of the Agency's financial statements follows.

- **The Statement of Net Position** presents information on all of the Agency's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator as to whether the financial position of the Agency is improving or deteriorating.
- **The Statement of Revenues, Expenses, and Changes in Net Position** presents information showing the change in the Agency's net position during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of cash flows. Thus, revenues and expenses reported in this statement include all items that will result in cash received or disbursed in future fiscal periods.
- **The Statement of Cash Flows** provides information on the major sources and uses of cash during the year. The cash flow statement portrays net cash provided or used from operating, non-capital financing, capital financing, and investing activities.

CORTLAND COUNTY INDUSTRIAL DEVELOPMENT AGENCY

MANAGEMENT'S DISCUSSION AND ANALYSIS **DECEMBER 31, 2024**

FINANCIAL ANALYSIS OF THE AGENCY AS A WHOLE

Our analysis below focuses on the net position (*Figure 1*) and changes in net position (*Figure 2*) of the Agency's activities.

Figure 1

Statement of Net Position	Agency		Total Dollar Change
	2024	2023	
<i>Current Assets:</i>			
<i>Unrestricted Cash</i>	\$ 1,311,440	\$ 1,100,451	\$ 210,989
<i>Short-Term Lease Receivable</i>	13,354	13,008	346
<i>Prepaid Expenses</i>	1,154	1,155	(1)
<i>Noncurrent Assets:</i>			
<i>Long-Term Lease Receivable</i>	42,233	55,588	(13,355)
<i>Capital Assets, Net</i>	2,005	676	1,329
<i>Investments in Property</i>	604,797	604,797	-
Total Assets	1,974,983	1,775,675	199,308
<i>Current Liabilities:</i>			
<i>Accounts Payable</i>	-	156	(156)
<i>Due to CCBDC</i>	-	91,835	(91,835)
<i>Unearned Revenue</i>	141,632	81,950	59,682
Total Liabilities	141,632	173,941	(32,309)
Deferred Inflows of Resources - Leases	55,587	68,596	(13,009)
<i>Net Position:</i>			
<i>Net Investment in Capital Assets</i>	2,005	676	1,329
<i>Unrestricted</i>	1,775,759	1,532,462	243,297
Total Net Position	\$ 1,777,764	\$ 1,533,138	\$ 244,626

Significant changes from prior year are as follows:

- Total cash increased by \$210,989 in the current year primarily as a result of an increase in project fee revenue.
- Due to CCBDC was reduced by \$91,835, due to the Agency paying the CCBDC the total amount due during 2024.
- Unearned revenue increased by \$59,682 primarily due to earlier collection of the subsequent year's PILOT agreements compared to the prior year.
- Deferred inflows of resources for leases decreased as result of the collection of lease revenue in the current year.
- Unrestricted net position increased as a result of revenue exceeding expenses in the current year.

CORTLAND COUNTY INDUSTRIAL DEVELOPMENT AGENCY

MANAGEMENT'S DISCUSSION AND ANALYSIS **DECEMBER 31, 2024**

Our analysis in *Figure 2* considers the operations of the Agency's activities.

Figure 2

<i>Changes in Net Position</i>	<i>Agency</i>		<i>Total Dollar Change</i>
	<i>2024</i>	<i>2023</i>	
<i>Operating Revenues:</i>			
Fee Income	\$ 262,000	\$ 24,982	\$ 237,018
Lease Income	14,508	12,671	1,837
Interest Income	1,825	2,162	(337)
Grant Income	-	61,149	(61,149)
Other Income	-	1,500	(1,500)
<i>Non-Operating Revenues:</i>			
Interest and Earnings and Other	31,719	22,406	9,313
Total Revenues	310,052	124,870	185,182
<i>Operating Expenses:</i>			
Professional and Administrative Expenses	65,426	87,043	(21,617)
Total Expenses	65,426	87,043	(21,617)
CHANGE IN NET POSITION	\$ 244,626	\$ 37,827	\$ 206,799

Significant changes from the prior year are as follows:

- Fee income increased this year due to a significant project fee received in the current year.
- Grant income decreased as the Agency's grant project was completed in prior year.
- Operating expenses decreased by \$21,617 due primarily to reduced project expenditures in the current year.

CORTLAND COUNTY INDUSTRIAL DEVELOPMENT AGENCY

MANAGEMENT'S DISCUSSION AND ANALYSIS

DECEMBER 31, 2024

2025 FACTORS BEARING ON THE AGENCY'S FUTURE

Downtown Investment

Construction continues in the City of Cortland, albeit paused during the winter, and will once again resume in the spring of 2025. The agency and its partners have continued to maintain a public information campaign, *Crown City Rising*, designed to keep downtown stakeholders aware of the project's progress as it runs through the next two construction seasons. This campaign has been widely heralded by the community as a resource to keep updated on the status of the projects, and what roads might be closed any given day/week.

Other significant investments outside of the Downtown Revitalization Initiative (DRI) continue in and near the downtown district including a significant façade grant provided by the County's ARPA funding and managed by the Cortland County Business Development Corporation. These projects play an important role in the ongoing work to revitalize the district.

The Cortland County Business Development Corporation has also been directly involved in the planning and development of the Village of Homer's Downtown Revitalization Initiative. Homer had a successful application and is working through the process to start their approved projects. The CCBDC continues to advocate and push these projects forward.

The CCBDC has also funded and advocated for the Village of Marathon to apply for the NY Forward grant program. This program is very similar to the Downtown Revitalization Initiative, but for smaller municipalities. We should know about the success of this application soon.

APEX

The former APEX manufacturing site on the city's east end was mothballed in 2017 and was razed in 2021 with the contractor leaving mountains of debris on site that could not be sold for scrap - the CCIDA, acquired and removed the remaining debris field using licensed abatement contractors. The project is also a major redevelopment opportunity, with 9 acres of land, appropriate zoning, and proximity to the Interstate and other transportation infrastructure. The recent announcement of Micron's intention to build a \$100 billion chip-fab facility in Onondaga County only enhances the site's marketability just 50 minutes down Interstate 81. This site has had numerous Environmental Site Assessments performed on it, by the City's Environmental Protection Agency's (EPA) Brownfield Cleanup grant, that revealed a few different environmental concerns on the site and adjoining sites. These studies are currently being quality reviewed by the EPA to be approved for reuse. Quality review approval has been received, the Agency will look to do a site reuse plan on the site to find out the best and final use for this community site. We have applied for our own EPA Brownfield Cleanup grant to assist with this site reuse plan.

EPA Brownfield Community Grant

The Agency applied to the Environmental Protection Agency's Community Brownfield Grant in 2023 to receive up to \$600,000 in grant funds to assist with environmental studies to be performed on developmental sites across the county. These studies will help to assist in the redevelopment of sites or general cleanup if any environmental issues are found. Unfortunately the Agency was not approved for this funding. We have reapplied for the funding again in 2024 and should know in early 2025 if we are approved for this funding.

CORTLAND COUNTY INDUSTRIAL DEVELOPMENT AGENCY

MANAGEMENT'S DISCUSSION AND ANALYSIS

DECEMBER 31, 2024

Buckbee Mears

The 200,000-square-foot facility is now partially occupied with about three-quarters of the building still available for lease. The agency continues to work hand in hand with the owner to help fill the site, which has the potential to develop as a unique local and regional employment asset.

Micron

The Micron announcement has led to several conversations about development opportunities both for business and housing across the county. The Agency has held numerous planning sessions with appropriate local, regional, and state partners to move those opportunities forward. The Agency has met with the Micron Community Engagement Committee to see what best connections the county might need to be making to properly situate itself for future development. The Agency continues this engagement and has entertained a few grant proposals to support initiative in Cortland County that have been identified by the Micron Community Engagement Committee.

Solar Development

The Agency has incentivized numerous solar projects of varying sizes to date, with 2 more projects in the pipeline. One is a proposed 90MW facility across various locations in the towns of Homer, Cortlandville, and Solon. Developers have already secured a power contract with the state of New York and have now secured a siting permit from the state of New York. The Agency assisted in negotiating mega-watt payments and host community agreements with the municipalities and the developer. This project has continued to be delayed, but we continue conversations in regards to a Payment in Lieu of Tax agreement with the company. Two other solar projects were approved in 2024, one being in the Town of Cortlandville and another in the City of Cortland.

Agency Headquarters

The Agency continues to lease space at 40-42 Main St. in the city of Cortland and is in the process of acquiring the building from the current owner. The acquisition would solidify the agency's presence in Cortland's central business district as work to revitalize the street continues and would also comprise a meaningful and cost-effective approach to managing the agency's overhead costs. The process of acquiring is being delayed by grant funding the current owner is waiting to receive. Upon receipt of that funding, the Agency will begin discussions to decide if a purchase would be in the Agency's best interest.

iSpice

The announced closure of a major manufacturing facility in the city of Cortland in 2022 left a considerable employment hole in the community, but the Agency and its partners worked with new building owners to facilitate the acquisition by a new employer in the city center. The 500,000-square-foot building has a new employer in a spice manufacturer called iSpice and will eventually employ around 350 people. A Payment in Lieu of Tax agreement was negotiated and approved by the Agency board of directors in November of 2023. The Agency closed on this PILOT agreement in early 2024 and the company has currently over 100 employees working at the site, with plans to have up over 350 employees in a few years.

CORTLAND COUNTY INDUSTRIAL DEVELOPMENT AGENCY

MANAGEMENT'S DISCUSSION AND ANALYSIS

DECEMBER 31, 2024

Homer DRI

In 2023 the Village of Homer was awarded a \$10 million DRI award. The Village, with assistance from a state-approved consultant, formed a community advisory panel, with Agency staff, to put together an investment package of projects to be approved by the state. These projects have been sent to the state for approval and the Village is waiting on final acceptance of projects and dollar amounts, to commence projects in the Village. These projects in the Village of Homer will likely include the involvement of the Agency as major projects in the application will need some assistance moving forward. The projects are highly impactful for the Village and the greater Cortland County community.

CONTACTING THE AGENCY'S FINANCIAL MANAGEMENT

This financial report is designed to provide the Agency's clients, investors, and creditors with a general overview of the Agency's finances and to demonstrate the Agency's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Cortland County Industrial Development Agency, 40 Main St., Cortland, New York 13045.

CORTLAND COUNTY INDUSTRIAL DEVELOPMENT AGENCY

STATEMENT OF NET POSITION **DECEMBER 31, 2024**

ASSETS

Current Assets

Cash and Cash Equivalents - Unrestricted	\$ 1,311,440
Prepaid Expenses	1,154
Leases Receivable - Short-Term	<u>13,354</u>
Total Current Assets	<u>1,325,948</u>

Noncurrent Assets

Capital Assets, Net	2,005
Investments in Property	604,797
Leases Receivable - Long-Term	<u>42,233</u>
Total Noncurrent Assets	<u>649,035</u>

Total Assets

Total Assets	<u>1,974,983</u>
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LIABILITIES

Unearned Revenue	<u>141,632</u>
Total Liabilities	<u>141,632</u>

Deferred Inflows of Resources - Leases

Deferred Inflows of Resources - Leases	<u>55,587</u>
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NET POSITION

Net Investment in Capital Assets	2,005
Unrestricted	<u>1,775,759</u>
Total Net Position	<u>\$ 1,777,764</u>

See Notes to Financial Statements

CORTLAND COUNTY INDUSTRIAL DEVELOPMENT AGENCY

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION FOR THE YEAR ENDED DECEMBER 31, 2024

Operating Revenues

Fee Income	\$ 262,000
Lease Income	14,508
Interest Income From Leases	<u>1,825</u>
Total Operating Revenues	<u>278,333</u>

Operating Expenses

Administrative Support - CCBDC	50,000
Professional Services	11,499
Insurance	1,434
Special Projects	1,162
Other Expenses	<u>1,331</u>
Total Operating Expenses	<u>65,426</u>

Operating Income	<u>212,907</u>
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Nonoperating Revenues (Expenses)

Interest and Earnings	<u>31,719</u>
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Total Nonoperating Revenues (Expenses)	<u>31,719</u>
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Change in Net Position	244,626
Net Position, January 1, 2024	<u>1,533,138</u>

Net Position, December 31, 2024	<u>\$ 1,777,764</u>
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See Notes to Financial Statements

CORTLAND COUNTY INDUSTRIAL DEVELOPMENT AGENCY

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2024**

Cash Flows From Operating Activities

Cash Received From Providing Services	\$ 338,015
Cash Payments - Contractual Expenses	<u>(156,586)</u>

Net Cash Provided (Used) by Operating Activities

181,429

Net Cash Provided (Used) by Financing Activities

-

Cash Flows From Investing Activities

Purchase of Equipment	(2,159)
Interest Income Received	<u>31,719</u>

Net Cash Provided (Used) by Investing Activities

29,560

Net Change in Cash and Cash Equivalents

210,989

Cash and Cash Equivalents, January 1, 2024

1,100,451

Cash and Cash Equivalents, December 31, 2024

\$ 1,311,440

Reconciliation of Net Revenue Operating Income (Loss)

to Net Cash Provided (Used) by Operating Activities

Operating Income \$ 212,907

Adjustments to Reconcile Net Operating Revenue (Expense)

to Net Cash Provided (Used) by Operating Activities

Depreciation Expense	830
(Increase) Decrease in Prepaid Expenses	1
(Increase) Decrease in Lease Receivable	13,009
Increase (Decrease) in Accounts Payable	(156)
Increase (Decrease) in Due to CCBDC	(91,835)
Increase (Decrease) in Deferred Revenue	59,682
Increase (Decrease) in Deferred Inflows of Resources - Leases	<u>(13,009)</u>

Net Cash Provided (Used) by Operating Activities

\$ 181,429

See Notes to Financial Statements

CORTLAND COUNTY INDUSTRIAL DEVELOPMENT AGENCY

NOTES TO FINANCIAL STATEMENTS **DECEMBER 31, 2024**

Note 1 Summary of Significant Accounting Policies

The financial statements of the Cortland County Industrial Development Agency (the Agency) have been prepared in conformity with generally accepted accounting principles (U.S. GAAP). The more significant of the Agency's accounting policies are described below.

Organization and Purpose

The Agency was created in 1974 by the New York Legislature under the mandate of Article 18-A, "New York State Industrial Development Agency Act" of New York State municipal law for the purpose of advancing job opportunities, health, general prosperity, and economic welfare of the people of Cortland County. The Agency also works to improve current recreation opportunities, posterity, and standard of living. The Agency is exempt from federal, state, and local income taxes. Although established by the Cortland County Board of Representatives, the Agency is a separate entity and operates independently of the County. The Agency is considered a component unit of Cortland County.

Reporting Entity

The financial reporting entity consists of (a) the primary government which is the Cortland County Industrial Development Agency; (b) organizations for which the primary government is financially accountable; and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete as set forth in Governmental Accounting Standards Board (GASB) Statement No. 14, "The Financial Reporting Entity," as amended.

Basis of Accounting

The accounts of the Agency are maintained on the accrual basis of accounting.

Cash and Cash Equivalents

The Agency considers all highly liquid investments having an original maturity of three months or less to be cash equivalents.

Equity Classifications - Statement of Net Position

- Net Investment in Capital Assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings attributable to the acquisition, construction, or improvement of those assets.
- Restricted - Consists of resources with constraints placed on its use either by 1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments; or 2) law through constitutional provisions or enabling legislation.
- Unrestricted - Consists of all other resources that do not meet the definition of "restricted" and "net investment in capital assets."

CORTLAND COUNTY INDUSTRIAL DEVELOPMENT AGENCY

NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2024

Note 1 Summary of Significant Accounting Policies - Continued

Use of Estimates

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Related Parties

Cortland County Business Development Corporation (the CCBDC) is a private, nonprofit organization founded in 1992 to attract new business, develop existing businesses, and promote and develop job opportunities in Cortland County. The Executive Director of the CCBDC acts as the Chief Executive Officer of the Agency; the Chief Finance Officer and Project Development Director of the CCBDC acts as the Chief Finance Officer and Project Development Director of the Agency; and the Board of Directors of the Agency are all members of the CCBDC's Board of Directors.

Cortland County Development Corporation (the CCDC) is a private, nonprofit organization founded in 2011 to attract new business, develop existing business, and promote and develop job opportunities in Cortland County. The Executive Director of the CCDC acts as the Chief Executive Officer of the Agency; the Chief Finance Officer and Project Development Director of the CCDC acts as the Chief Finance Officer and Project Development Director of the Agency; and members of the Board of Directors of the Agency are also members of the CCDC's Board of Directors.

Capital Assets

Capital assets are recorded at cost. Depreciation is recorded using the straight-line method over the estimated economic useful life of the respective assets.

Investments in Property

Investments in property are recorded at the lower of cost or fair market value and consist of land and land improvements held for investment purposes. The land and related improvements are not depreciated.

Leases

The Agency determines if an arrangement is or contains a lease at inception. The Agency records a right of use asset and lease obligations for leases in which they are the lessee, and lease receivables and deferred inflows of resources for leases in which they are the lessor. The amounts are initially based on the discounted future minimum lease payments over the term of the lease. The Agency uses the rate implicit in the lease agreement.

In some cases, the implicit rate is not easily determinable, and the Agency elects to use the rates from similar agreements to determine the present value of the payments.

The lease term is defined as the non-cancelable period of the lease plus any options to extend the lease when it is reasonably certain that it will be exercised. For leases with a term, including renewals, of 12 months or less, no intangible lease asset or liability has been recorded in accordance with the standard. The Agency's lease agreements do not contain any material residual value guarantees or material restrictive covenants.

CORTLAND COUNTY INDUSTRIAL DEVELOPMENT AGENCY

NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2024

Note 1 Summary of Significant Accounting Policies - Continued

Revenues

The Agency first utilizes restricted resources to finance qualifying activities.

Operating Revenues

Operating revenues of the Agency consist of administrative fees, proceeds from leasing arrangements and grants received for projects. Investment earnings are reported as non-operating revenues.

New Accounting Standards

The Agency adopted and implemented the following current Statement of the GASB effective for the year ended December 31, 2024:

- GASB Statement No. 100, "Accounting Changes and Error Corrections." There was no material effect on the financial statements

Future Changes in Accounting Standards

- GASB has issued Statement No. 102, "Certain Risk Disclosures," effective for the year ending December 31, 2025.

Agency management will evaluate the impact the future pronouncement may have on its financial statements and will implement as applicable when material.

Note 2 Deposits and Investments

State statutes govern the Agency's investment policies. In addition, the Agency has its own written investment policy. Agency monies must be deposited in Federal Deposit Insurance Corporation (FDIC) insured commercial banks or trust companies located within the state. The Treasurer is authorized to use demand accounts and certificates of deposit. Permissible investments include obligations of the U.S. Treasury and obligations of New York State or its localities.

Collateral is required for demand deposits and certificates of deposit at 105% of all deposits not covered by federal deposit insurance. Obligations that may be pledged as collateral are obligations of the United States and its agencies and obligations of the state and its municipalities and school districts.

Total cash balances were \$1,311,830 at December 31, 2024, all of which was FDIC insured. Carrying value of deposits at December 31, 2024 totaled \$1,311,440.

CORTLAND COUNTY INDUSTRIAL DEVELOPMENT AGENCY

NOTES TO FINANCIAL STATEMENTS **DECEMBER 31, 2024**

Note 3 Capital Assets

At December 31, 2024, the Agency's capital assets consisted of the following:

Office Equipment	\$ 2,159
Leasehold Improvements	3,377
(Less): Accumulated Depreciation	<u>(3,531)</u>
 Net Capital Assets	 <u>\$ 2,005</u>

The Agency incurred depreciation expense of \$830 for the year ended December 31, 2024.

Note 4 Investments in Properties

At December 31, 2024, the Agency held investments in three properties with a combined value of \$604,797.

- The Agency maintains railroad property which it leases to New York, Susquehanna, and Western Railway Corporation (see Note 6). Value of the land at December 31, 2024 was \$209,818.
- During 2015, Contento Redevelopment Local Development Corporation, Ltd., a former component unit of the Agency, was dissolved and a related parcel of land transferred to the Agency at a cost of \$91,835.
- During 2022, the Agency acquired land from Cort Holdings, LLC at a cost of \$25,000. The Agency then provided betterments to the property in the amount of \$278,144 resulting in a total investment in property of \$303,144.

Note 5 Payments in Lieu of Taxes

During the time in which property is leased to a company, the property is exempt from taxes other than special and valorem levies and special assessments. However, the Agency enters into Payment in Lieu of Taxes (PILOT) agreements wherein said company is required to make annual payments to the county, local municipalities, and school districts.

In 2024, PILOT payments of \$576,688 were received for real property tax payments compared to \$1,819,775, which would have been received if businesses paid taxes in full. Abatements in aggregate totaled \$1,243,087. Exemptions for sales tax were \$172,562.

CORTLAND COUNTY INDUSTRIAL DEVELOPMENT AGENCY

NOTES TO FINANCIAL STATEMENTS **DECEMBER 31, 2024**

Note 6 Leases

Lease Receivables

The Agency enters into agreements to lease space and other assets that are considered leases to outside organizations. The Agency is not party to any material short-term leases, and current leases do not require any variable payments.

Leases receivable as of December 31, 2024 are as follows:

Description of Lease	Term of Lease	Discount Rate	Outstanding December 31, 2024
Park Outdoor - Digital Sign #1	01/01/2019-12/31/2028	2.660%	\$ 25,296
Park Outdoor - Digital Sign #2	01/01/2019-12/31/2028	2.660%	25,296
Park Outdoor - Static Sign	01/01/2019-12/31/2028	2.660%	4,995
Total Lease Receivables			\$ 55,587

The following is a summary of the future lease receivables:

Year	Lease Revenue	Lease Interest	Total
2025	\$ 13,354	\$ 1,479	\$ 14,833
2026	13,710	1,123	14,833
2027	14,074	759	14,833
2028	14,449	384	14,833
	\$ 55,587	\$ 5,186	\$ 59,332

The Agency recognized lease revenue of \$14,508 and interest income of \$1,825 for the year ended December 31, 2024.

Note 7 Related Party Transactions

During 2015, Contento Redevelopment LDC, Ltd (Contento), a component unit of the Agency, was dissolved and all related property asset and liabilities were transferred to the Agency. Prior to the dissolution of Contento, the CCBDC had paid \$91,835 in expenses related to a Contento property asset, and Contento had owed the CCBDC \$91,835. Prior to 2024, the Agency had a liability to pay back the CCBDC for the costs incurred when the property sells. During 2024, the Agency began the process of transferring the property to a local municipality. As a result, the amount owed to the CCBDC was forgiven by the CCBDC and the liability removed.

During 2014, the Agency entered into an administrative service agreement with the CCBDC. Under this agreement, the Agency agreed to pay CCBDC \$25,000 annually for administrative services commencing January 1, 2014. The agreement renews automatically unless terminated. During the fiscal year 2022, the agreement renewed under new terms that the Agency would pay \$50,000 annually.

CORTLAND COUNTY INDUSTRIAL DEVELOPMENT AGENCY

SCHEDULE OF PROJECTS DECEMBER 31, 2024

Project Name	Project #	Purpose	Sales Tax		Mortgage Tax		Payments in Lieu of Taxes		Property Taxes if Not Exempt		Total Exemptions		Base Year Jobs	Current Employment
			\$	Exemptions	\$	Exemptions	\$	Exemptions	\$	Exemptions	\$	Exemptions		
Cortland Crown Homes	1101-07-01	Construction	\$	-	\$	-	\$	24,259	\$	105,800	\$	81,541	-	-
AK Community	1101-23-01	Housing	50,487	-	-	-	7,609	-	54,115	-	46,549	-	-	-
C'ville, LLC	1101-13-02	Manufacturing	-	-	-	-	81,115	-	237,318	-	156,203	-	95	-
Crescent Commons	1101-17-01	Housing/Commercial	-	-	-	-	25,000	-	356,514	-	331,514	-	2	-
Creamery Hills (SEPP Inc.)	1101-20-01	Housing	-	-	-	-	10,635	-	19,635	-	9,000	-	2	2
DG NY CVille #1	1101-21-03	Solar Construction	-	-	-	-	23,409	-	146,424	-	123,015	-	-	-
DG NY CVille #3	1101-21-04	Solar Construction	-	-	-	-	22,950	-	208,572	-	185,622	-	-	-
Greek Peak Holdings	1101-22-01	Tourism	-	-	-	-	-	-	-	-	-	-	80	105
Janis Solar	1101-21-01	Solar Construction	-	-	-	-	31,212	-	275,510	-	244,298	-	-	-
Lapeer Solar	1101-19-01	Solar Construction	-	-	-	-	45,000	-	280,590	-	235,590	-	-	-
83-85 Main St.	1101-19-02	Commercial	-	-	-	-	14,000	-	32,837	-	18,837	-	-	-
Pyrotek, Inc.	1101-11-02	Manufacturing	-	-	-	-	38,359	-	68,210	-	29,851	-	42	39
Yellow 3 LLC	1101-21-02	Solar Construction	-	-	-	-	17,167	-	84,259	-	67,092	-	-	-
Spice	1101-24-01	Construction	122,075	-	-	-	235,973	-	375,325	-	139,352	-	-	-
			<u>\$ 172,562</u>	<u>\$ -</u>	<u>\$ 576,688</u>	<u>\$ -</u>	<u>\$ 2,245,152</u>	<u>\$ 2,245,152</u>	<u>\$ 1,668,464</u>	<u>\$ 1,668,464</u>	<u>\$ 124</u>	<u>\$ 124</u>	<u>-</u>	<u>-</u>
													<u>293</u>	<u>293</u>

*Base Year Jobs = The number of employees before the project to the left; total current employees retained to the right.



Insero & CO

Certified Public Accountants

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Directors of
Cortland County Industrial Development Agency
Cortland, New York

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Cortland County Industrial Development Agency (the Agency), a component unit of the County of Cortland, New York, as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements, and have issued our report thereon dated February 27, 2025.

Report on Internal Control of Financial Reporting

In planning and performing our audit of the financial statements, we considered the Agency's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Agency's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

INSERO & CO. CPAs, LLP

The Highest Standard | (800) 232-9547 | www.inserocpa.com

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Agency's financial statements are free from 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 financial statements. 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*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Agency's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully submitted,

Insero & Co. CPAs, LLP

Insero & Co. CPAs, LLP
Certified Public Accountants

Ithaca, New York

February 27, 2025



**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH
§2925(3)(f) OF THE NEW YORK STATE PUBLIC AUTHORITIES LAW**

Board of Directors
Cortland County Industrial Development Agency
Cortland, New York

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in government Auditing Standards, issued by the Comptroller General of the United States, the financial statements of the Cortland County Industrial Development Agency (the Agency), a component unit of the County of Cortland, as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements, and have issued our opinion thereon dated February 27, 2025.

In connection with our audit, nothing came to our attention that caused us to believe the Agency failed to comply with the Agency's Investment Guidelines, the New York State Comptroller's Investment Guidelines, or §2925(3)(f) of the New York State Public Authorities Law (collectively, Investment Guidelines), which are the responsibility of the Agency's management, insofar as they relate to the financial accounting knowledge of noncompliance with such Investment Guidelines.

This communication is intended solely for the information and use of the Board of Directors and management of the Cortland County Industrial Development Agency, and the Office of the Comptroller of the State of New York and is not intended to be, and should not be, used by anyone other than these specified parties.

Respectfully submitted,

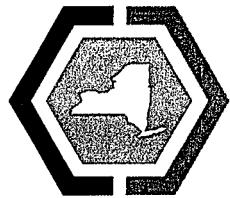
Insero & Co. CPAs, LLP

Insero & Co. CPAs, LLP
Certified Public Accountants

Ithaca, New York
February 27, 2025

INSERO & CO. CPAs, LLP

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Cortland County
Industrial Development Agency

Review/Approve 2024 IDA

Procurement Report



Procurement Report for Cortland Industrial Development Agency

Fiscal Year Ending: 12/31/2024

Run Date: 02/10/2025
Status: CERTIFIED
Certified Date : 02/10/2025

Procurement Information:

Question	Response	URL (if Applicable)
1. Does the Authority have procurement guidelines?	Yes	www.cortlandcountycida.com
2. Are the procurement guidelines reviewed annually, amended if needed, and approved by the Board?	Yes	
3. Does the Authority allow for exceptions to the procurement guidelines?	No	
4. Does the Authority assign credit cards to employees for travel and/or business purchases?	Yes	
5. Does the Authority require prospective bidders to sign a non-collusion agreement?	No	
6. Does the Authority incorporate a summary of its procurement policies and prohibitions in its solicitation of proposals, bid documents, or specifications for procurement contracts?	Yes	
7. Did the Authority designate a person or persons to serve as the authorized contact on a specific procurement, in accordance with Section 139-j(2)(a) of the State Finance Law, "The Procurement Lobbying Act"?	Yes	
8. Did the Authority determine that a vendor had impermissible contact during a procurement or attempted to influence the procurement during the reporting period, in accordance with Section 139-j(10) of the State Finance Law?	No	
8a. If Yes, was a record made of this impermissible contact?	No	
9. Does the Authority have a process to review and investigate allegations of impermissible contact during a procurement, and to impose sanctions in instances where violations have occurred, in accordance with Section 139-j(9) of the State Finance Law?	No	



Procurement Report for Cortland Industrial Development Agency

Fiscal Year Ending: 12/31/2024

Run Date: 02/10/2025
Status: CERTIFIED
Certified Date : 02/10/2025

Procurement Transactions Listing:

1.	Vendor Name	Insero & Co CPAs LLP	Address Line1	300 Clinton Square
Type of Procurement	Other Professional Services	Address Line2		
Award Process	Authority Contract - Competitive Bid	City	ROCHESTER	
Award Date	6/12/2023	State	NY	
End Date	5/15/2027	Postal Code	14604	
Fair Market Value		Plus 4	1702	
Amount	\$42,000.00	Province/Region		
Amount Expended For	\$7,900.00	Country	United States	
Fiscal Year		Procurement Description		Prepare and complete annual independent audit
Explain why the Fair Market Value is Less than the Amount				

Additional Comments

Cortland County IDA
Vendor Ledgers
For the Period From Jan 1, 2024 to Dec 31, 2024

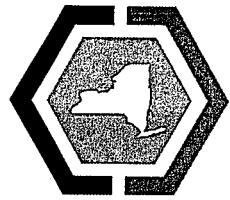
Filter Criteria includes: Report order is by ID.

Vendor ID Vendor	Date	Trans No	Type	Debit Amt	Credit Amt	Balance
CCBDC CC Business Development Corp	1/11/24 9/25/24	1079 1123	CDJ CDJ	50,000.00 91,834.93	50,000.00 91,834.93	0.00 0.00
Chase Card Chase Card Services	6/24/24	1116	CDJ	178.90	178.90	0.00
Cinci School Tax Cincinnatus School Tax Collector	1/25/24	1087	CDJ	14,686.70	14,686.70	0.00
City of Cortland City of Cortland	1/25/24 1/25/24 2/27/24	1094 1097 1107	CDJ CDJ CDJ	8,696.14 4,869.84 8,438.35	8,696.14 4,869.84 8,438.35	0.00 0.00 0.00
Cort County Finance Cortland County Finance	9/30/24	1125	CDJ	300.00	300.00	0.00
Cortland County Cortland County Treasurer	1/25/24 1/25/24 1/25/24 1/25/24 1/25/24 1/25/24 1/25/24 1/25/24 2/27/24	1082 1085 1088 1091 1095 1098 1100 1103 1108	CDJ CDJ CDJ CDJ CDJ CDJ CDJ CDJ CDJ	7,005.11 9,627.83 12,777.88 16,135.59 7,198.03 4,030.90 3,204.83 9,622.30 6,984.66	7,005.11 9,627.83 12,777.88 16,135.59 7,198.03 4,030.90 3,204.83 9,622.30 6,984.66	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
Cortland School Tax Cortland School Tax Collector	1/25/24 1/25/24 1/25/24 2/27/24	1081 1093 1096 1106	CDJ CDJ CDJ CDJ	8,615.41 9,105.83 5,099.26 8,835.89	8,615.41 9,105.83 5,099.26 8,835.89	0.00 0.00 0.00 0.00
Dryden Central Dryden Central School	1/25/24	1099	CDJ	6,018.03	6,018.03	0.00
Hancock Estabrook Hancock Estabrook	1/11/24 3/14/24 4/8/24 5/15/24 7/12/24 8/20/24 10/24/24 11/7/24 12/19/24	1080 1110 1111 1112 1118 1121 1126 1127 1128	CDJ CDJ CDJ CDJ CDJ CDJ CDJ CDJ CDJ	156.00 300.00 600.00 420.00 300.00 555.00 705.00 150.00 390.00	156.00 300.00 600.00 420.00 300.00 555.00 705.00 150.00 390.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
Homer Central School Homer Central School Tax Collector	1/25/24	1102	CDJ	11,663.00	11,663.00	0.00
Insoro Insoro & Co., CPAs LLP	2/21/24 3/14/24	1105 1109	CDJ CDJ	4,500.00 3,400.00	4,500.00 3,400.00	0.00 0.00
Kristin Petrella Kristin Rocco-Petrella Tax Collector	1/4/24 1/25/24 1/25/24 1/25/24	1078 1083 1086 1104	CDJ CDJ CDJ CDJ	201.04 1,546.08 2,124.92 2,123.70	201.04 1,546.08 2,124.92 2,123.70	0.00 0.00 0.00 0.00
Leatherstocking Coop Leatherstocking Coop Insurance Co	6/12/24	1115	CDJ	397.13	397.13	0.00
LocoMowtion Lawn LocoMowtion Lawn & Landscape	6/6/24 7/12/24 8/20/24	1113 1119 1120	CDJ CDJ CDJ	85.00 170.00 255.00	85.00 170.00 255.00	0.00 0.00 0.00

Cortland County IDA**Vendor Ledgers****For the Period From Jan 1, 2024 to Dec 31, 2024**

Filter Criteria includes: Report order is by ID.

Vendor ID Vendor	Date	Trans No	Type	Debit Amt	Credit Amt	Balance
Marathon Central Sch Marathon Central School	1/25/24	1090	CDJ	21,606.53	21,606.53	0.00
McGraw Central Schoo McGraw Central School District	1/25/24	1084	CDJ	11,197.25	11,197.25	0.00
Offices to Go Offices to Go	6/24/24	1117	CDJ	2,159.08	2,159.08	0.00
Philadelphia Insuran Philadelphia Insurance	8/29/24	1122	CDJ	1,434.00	1,434.00	0.00
Phillips Landscaping Phillips Landscaping	9/30/24	1124	CDJ	255.00	255.00	0.00
Town of Harford Town of Harford	1/25/24	1101	CDJ	1,412.56	1,412.56	0.00
Town of Lapeer Town of Lapeer	1/25/24	1092	CDJ	7,257.88	7,257.88	0.00
Town of Willet Town of Willet Tax Collector	1/25/24	1089	CDJ	3,747.42	3,747.42	0.00
Report Total				372,378.00	372,378.00	0.00



Cortland County
Industrial Development Agency

Review/Approve 2024 IDA
Investment Report

**Cortland County
Industrial Development Agency
Investment Report
2024**

As required by Section 2925(6) of the Public Authority Law, the following annual investment report is hereby submitted to the Agency Board for review and approval.

The Cortland County Industrial Development Agency generated **\$31,718.60** of interest income for the period January through December 31, 2024.

The Agency maintained 3 separate accounts with NBT Bank. In accordance with the provisions of General Municipal Law, Section 10, all deposits of the Cortland County IDA, including any certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act were secured by a pledge of eligible securities with an aggregate market value equal to the aggregate amount of deposits as agreed upon in a Third Party Custodian Agreement of Collateralized Municipal Deposits dated November 20, 2015. A copy is available for review in the office of the Cortland County Industrial Development Agency.

Please note there were no fees or commissions paid during 2024 for the investments noted in this report.

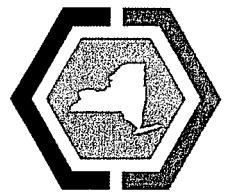
The Agency conducted a review of the financial strength and credit worthiness for NBT Bank. The review revealed that the bank received a 5 Star Rating by Bauer Financial. A 5 Star grouping is considered superior and the highest achievable level.

The following is a summary of the investment accounts held by the Cortland County Industrial Development Agency as of December 31, 2024:

Account Type	Institution	Purpose	Account Balance
Checking	NBT Bank	Operating Checking	\$ 174,915.52
Money Mkt	NBT Bank	Operating Savings	\$ 49,436.83
Checking	NBT Bank	Investment Checking	\$ 1,087,476.77
Total in all accounts, December 31, 2024:			\$ 1,311,829.12

A Fiduciary Responsibility and Investment Policy was reviewed by the Governance Committee and adopted by the Cortland County Industrial Development Agency for the year ending December 31, 2024.

COMPANY	ACCT NUMBER	ACCT TYPE	ACCT TOTALS	INTEREST TOTALS
BDC	XXXX3084	Money Market Savings	\$375,265.31	\$270.35
BDC	XXXX3692	Business Checking	\$118,717.97	\$0.00
BDC	XXXX1607	ARPA Money Market	\$2,479.29	\$127.46
			\$496,462.57	\$397.81
IDA	XXXX9109	MM Savings	\$49,436.83	\$9.91
IDA	XXXX5762	Proj. Invest Checking	\$1,087,476.77	\$31,708.69
IDA	XXXX5112	Government Checking	\$174,915.52	\$0.00
			\$1,311,829.12	\$31,718.60
RLF	XXXX3076	Money Market	\$743,231.44	\$30,073.93
RLF	XXXX7582	Business Checking	\$57,187.26	\$0.00
			\$800,418.70	\$30,073.93



Cortland County
Industrial Development Agency

Financial Reports

Cortland County IDA
Balance Sheet
February 28, 2025

ASSETS

CURRENT ASSETS	
NBT - Checking 5112	\$ (7,600.92)
NBT Proj Invest Checking	1,216,427.63
NBT Money Mkt Savings	49,438.43
Prepaid Expenses	849.01
TOTAL CURRENT ASSETS	1,259,114.15
PROPERTY AND EQUIPMENT	
Land-Railroad Properties	209,818.00
Land-Contento Property	91,835.00
Land-Cleveland St - Apex	303,143.60
Leasehold Improvements	3,376.80
Accum.Depreciation-L.H.I.	(3,376.80)
Office Equipment/Furniture	2,159.08
Accum.Depreciation-FF&E	(154.22)
NET PROPERTY & EQUIPMENT	606,801.46
RECEIVABLES	
Lease A/R - Park Outdoor	42,232.94
TOTAL RECEIVABLES	42,232.94
TOTAL ASSETS	\$ 1,908,148.55

LIABILITIES/FUND BALANCE

CURRENT LIABILITIES	
TOTAL CURRENT LIABILITIES	0.00
LONG TERM LIABILITIES	
Deferred Inflows-Leases	\$ 42,232.94
TOTAL LONG TERM LIABILITIES	42,232.94
TOTAL LIABILITIES	42,232.94
FUND BALANCE	
Unrestricted Earnings	1,777,762.52
Net Income	88,153.09
TOTAL FUND BALANCE	1,865,915.61
TOTAL LIAB & FUND BALANCE	\$ 1,908,148.55

Cortland County IDA
Income Statement
For the Two Months Ending February 28, 2025

	Current Month		Year to Date	
REVENUE				
Project Fee	\$ 0.00	0.00	\$ 124,330.43	36.47
Interest on Deposits	2,312.17	27.73	4,622.03	1.36
Lease Interest Revenue	0.00	0.00	1,478.62	0.43
Land Lease	0.00	0.00	13,354.38	3.92
AK Community PILOT	6,026.07	72.27	6,026.07	1.77
Creamery Hills PILOT	0.00	0.00	9,746.80	2.86
83-85 Main LLC PILOT	0.00	0.00	14,000.00	4.11
Lapeer Cortland Solar PILOT	0.00	0.00	45,000.00	13.20
DG NY 1 C Ville LLC	0.00	0.00	23,877.18	7.00
Janis Solar LLC	0.00	0.00	31,836.24	9.34
Yellow 3 LLC	0.00	0.00	17,509.93	5.14
DG NY C'Ville #3	0.00	0.00	23,409.00	6.87
Crescent Commons	0.00	0.00	25,750.00	7.55
Total Revenue	8,338.24	100.00	340,940.68	100.00
TOTAL REVENUE	8,338.24	100.00	340,940.68	100.00
 EXPENSES				
Apex/Cleveland St Property	33.14	0.40	66.28	0.02
Accounting	4,500.00	53.97	4,500.00	1.32
Bank Charges	0.00	0.00	15.00	0.00
Legal	455.00	5.46	605.00	0.18
Property Tax-Sewer/Water	0.00	0.00	207.09	0.06
D & O Insurance	119.50	1.43	239.00	0.07
AK Community PILOT	6,026.07	72.27	6,026.07	1.77
Creamery Hills PILOT	0.00	0.00	9,746.80	2.86
83-85 Main LLC PILOT	0.00	0.00	14,000.00	4.11
Lapeer Cortland Solar PILOT	0.00	0.00	45,000.00	13.20
DG NY 1 C Ville	0.00	0.00	23,877.18	7.00
Janis Solar LLC	0.00	0.00	31,836.24	9.34
Yellow 3 LLC	0.00	0.00	17,509.93	5.14
DG NY C'Ville #3	0.00	0.00	23,409.00	6.87
Crescent Commons	0.00	0.00	25,750.00	7.55
BDC Admin Support	0.00	0.00	50,000.00	14.67
TOTAL EXPENSES	11,133.71	133.53	252,787.59	74.14
 NET INCOME	\$ (2,795.47)	(33.53)	\$ 88,153.09	25.86