



Notice of Board Meeting

Date: June 1, 2023

To: Chevanne DeVaney
Dana Hollenbeck
Paula Bucklin
Marc Rodriguez
Peter Gillotte
Craig Talmage
Josh Miller
Kyle Ackart

From: Dave Linger, Chair

Re: Notice of Board of Directors' Meetings

The Geneva Local Development Corporation will hold their Monthly Board Meeting Wednesday, June 7, 2023 at 12pm. The meeting will be held in the Geneva BID conference room at 1 Franklin Street, Geneva, NY and remote participation via Zoom will also be available (see below). The meeting agendas are attached and available at <https://cityofgenevany.com/287/Local-Development-Corporation>.

Please confirm your attendance with Tracy Verrier, tracy.verrier@mrbgroupp.com.

Join Zoom Meeting

<https://us02web.zoom.us/j/82424953044?pwd=VHNES2NvZ3lRTFdVZDlaaVZrME9MUT09>

Meeting ID: 824 2495 3044

Passcode: 487818

Dial-in: (929) 205-6099

Cc:

Mayor Steve Valentino
Amie Hendrix, City of Geneva
Erica Collins, City of Geneva
Bo Wright, Geneva City School District
Kim Kerr, Geneva City School District

Tracy Verrier, Executive Director
Matt Horn, MRB Group
Emma Falkenstein, MRB Group
Media: Steve Buchiere, Finger Lakes Times

GENEVA LOCAL DEVELOPMENT CORPORATION

CITY HALL- 47 CASTLE STREET- GENEVA, NEW YORK 14456
tracy.verrier@mrbgroupp.com – www.cityofgenevany.com

BOARD OF DIRECTORS

JOSH MILLER ('26) ~ CHEVANNE DEVANEY ('24) ~ DANA HOLLENBECK ('23) ~ PAULA BUCKLIN ('24) ~ KYLE ACKART ('26) DAVID LINGER ('23) ~ MARC RODRIGUEZ ('23) ~ PETER GILLOTTE ('23) ~ CRAIG TALMAGE ('25)

City of Geneva Local Development Corporation

Meeting Agenda

Title: LDC Monthly Meeting
Location: Geneva BID Conference Room
1 Franklin Street, Geneva
Date: June 7, 2023
Time: 12:00pm



Agenda Item	Potential Outcome	Person Responsible
Call to Order		Peter Gillotte, Vice Chair
Administration		
Minutes May 2023	Motion to approve minutes	Peter Gillotte, Vice Chair
Financial Report May 2023	Motion to approve financial report	Tracy Verrier
Agenda Items		
Audit proposal review	Motion to approve new audit firm	Tracy Verrier
Project Updates	Informing the Board	Tracy Verrier
Executive Session		
Executive Session (if needed)		Peter Gillotte, Vice Chair
Adjournment	Motion to adjourn	Peter Gillotte, Vice Chair

Next LDC meeting: July 5, 2023, 12pm

Quorum (Confirmation required)

Dave Linger
Peter Gillotte
Craig Talmage
Chevanne Devaney
Paula Bucklin
Dana Hollenbeck
Marc Rodriguez
Kyle Ackart
Josh Miller

Staff

Matt Horn
Tracy Verrier
Emma Falkenstein

Join Zoom Meeting
<https://us02web.zoom.us/j/82424953044?pwd=VHNES2NvZ3lRTFdVZDlaaVZrME9MUT09>
Dial in: (929) 205-6099
Meeting ID: 824 2495 3044
Passcode: 487818



REGULAR MEETING MINUTES
May 3, 2023 at 12:PM

Board Members in Attendance

Dana Hollenbeck
Craig Talmage
Chevanne Devaney*
Paula Bucklin
Josh Miller
Peter Gillotte
Marc Rodriguez

Others in Attendance

Tracy Verrier, MRB Group
Emma Falkenstein, MRB Group*

Agenda Items

Call to Order:

Peter Gillotte called the meeting to order at 12:03 pm with a quorum present.

Minutes Approval:

- Motion to approve the April regular meeting minutes as amended to correct the date by Craig Talmage, second by Dana Hollenbeck. Motion carried unanimously.

Financial Report:

Tracy Verrier reviewed the April financial report noting the MRB Group contract fees as the only transaction.

- Motion to approve the April financial report by Marc Rodriguez, second by Paula Bucklin. Motion carried unanimously.

Audit RFP

Tracy Verrier stated that the LDC should put out an RFP to contract with an auditing firm. She noted that the LDC doesn't have a contract with their current auditor. She stated that the RFP is a joint auditor request with the IDA, but that each organization will have a separate audit. The RFP is seeking a 3-year auditing contract. Tracy noted that she would release the RFP following the approval of the LDC and IDA, and hopes to have proposals to share with the Board at next month's regular meeting. Josh Miller asked if the audit is required. Tracy explained that all public authorities are required by the State to conduct an annual audit to ensure transparency and oversight.

- Motion to approve the joint audit RFP by Dana Hollenbeck, second by Chevy Devaney. Motion carried unanimously.

Project & Other Updates:

Tracy Verrier noted that the City's search to fill the Planning and Economic Development Director position is underway. The City plans to conduct interviews later in May. Peter Gillotte inquired about the roadblocks that hindered the first hiring round for this position. Tracy stated that the City needed to regroup and set clear expectations for and align understanding of the position. This was the only way to set the position up for success. Tracy noted that the position includes both planning and economic development components. This is not unusual, but they are different skillsets. It's important to make sure the person in the position has the support and expertise of others within the department.

GENEVA LOCAL DEVELOPMENT CORPORATION

CITY HALL- 47 CASTLE STREET- GENEVA, NEW YORK 14456

(315) 781-6104 – tverrier@mrbgroup.com - www.cityofgenevany.com

BOARD OF DIRECTORS

Josh Miller ('26) ~ CHEVANNE DEVANEY ('24) ~ DANA HOLLENBECK ('23)

PAULA BUCKLIN ('24) ~ Kyle Ackart ('26) ~ DAVID LINGER ('23) ~ MARC RODRIGUEZ ('23) ~ PETER GILLOTTE ('23)

Gateway Parcel

Tracy Verrier noted that there are no project updates.

BID Beautification

Tracy Verrier noted no project updates.

Craig Talmage inquired if the selected administrative firm accepted the City's offer in relation to the microenterprise program. Tracy indicated she did not know if the offer had been accepted.

Adjournment:

- Motion to adjourn at 12:14 by Craig Talmage, second by Marc Rodriguez. Motion carried unanimously.

Geneva LDC
Balance Sheet
As of May 31, 2023

	May 31, 23	May 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Certificate of Deposit	81,867.05	81,622.91	244.14
LDC Checking Account	114,618.74	163,819.16	-49,200.42
Total Checking/Savings	196,485.79	245,442.07	-48,956.28
Total Current Assets	196,485.79	245,442.07	-48,956.28
Other Assets			
Land and Buildings - Investment	44,567.00	44,567.00	0.00
Total Other Assets	44,567.00	44,567.00	0.00
TOTAL ASSETS	241,052.79	290,009.07	-48,956.28
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable (A/P)			
AP - BID Beautification	25,280.00	0.00	25,280.00
Accounts Payable (A/P) - Other	6,000.00	29,880.90	-23,880.90
Total Accounts Payable (A/P)	31,280.00	29,880.90	1,399.10
Total Accounts Payable	31,280.00	29,880.90	1,399.10
Total Current Liabilities	31,280.00	29,880.90	1,399.10
Total Liabilities	31,280.00	29,880.90	1,399.10
Equity			
Retained Earnings	219,742.80	274,098.70	-54,355.90
Net Income	-9,970.01	-13,970.53	4,000.52
Total Equity	209,772.79	260,128.17	-50,355.38
TOTAL LIABILITIES & EQUITY	241,052.79	290,009.07	-48,956.28

6:37 PM

05/31/23

Accrual Basis

Geneva LDC
Profit & Loss YTD Comparison
May 2023

	May 23	Jan - May 23
Ordinary Income/Expense		
Income		
Investments		
Interest-Savings, Short-term CD	0.00	29.99
Total Investments	0.00	29.99
Total Income	0.00	29.99
Expense		
Contract Services		
Outside Contract Services	2,000.00	10,000.00
Total Contract Services	2,000.00	10,000.00
Total Expense	2,000.00	10,000.00
Net Ordinary Income	-2,000.00	-9,970.01
Net Income	-2,000.00	-9,970.01



Geneva Local Development Corporation Geneva Industrial Development Agency

Summary of Responses to Joint Audit RFP

As of May 31, 2023

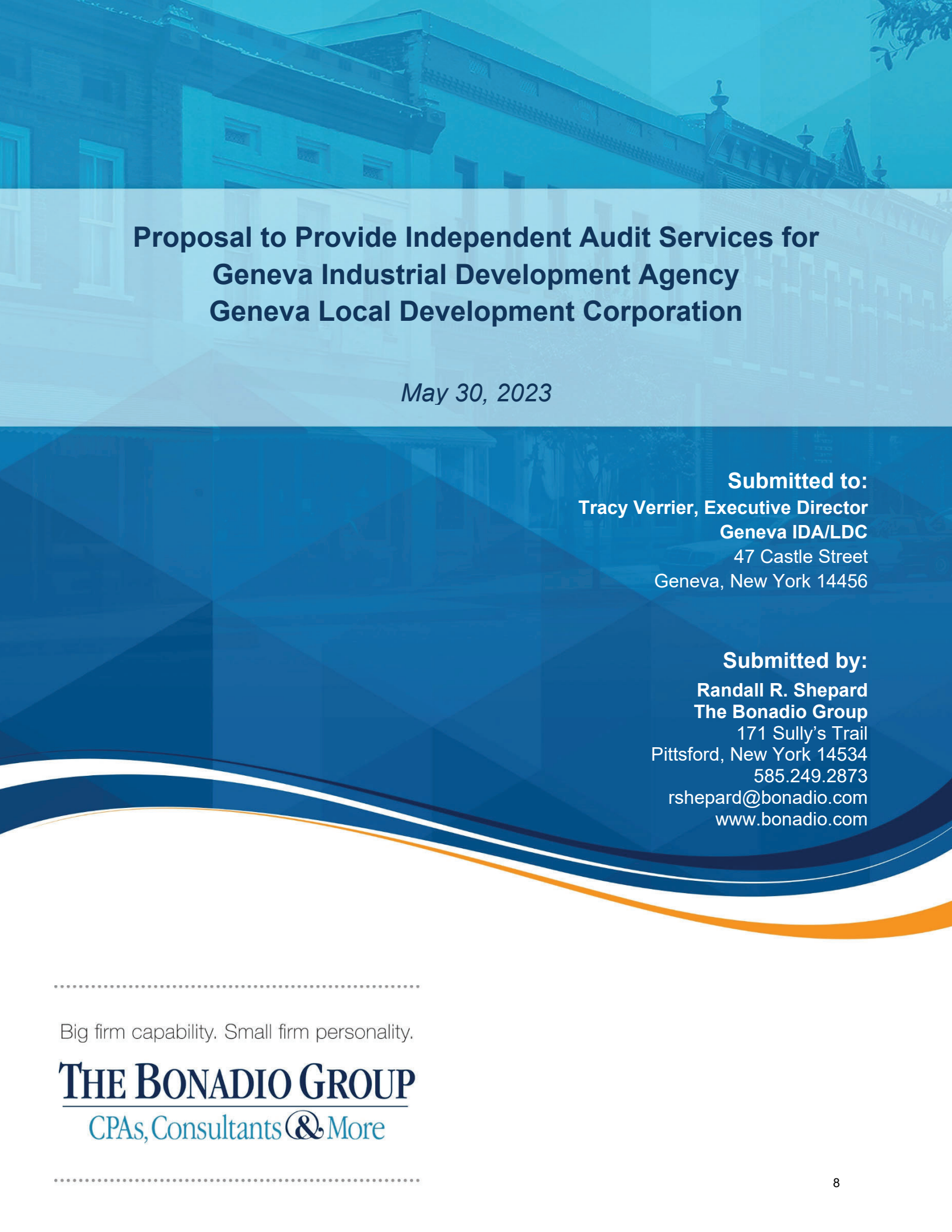
The Geneva IDA and Geneva LDC released a joint RFP for audit services. As of May 31, 2023, 2 proposals had been received by email. It is possible that additional proposals were received by mail, but have not been picked up yet. An updated summary will be distributed in the case that additional proposals were received.

Firm	Geneva IDA – Sept 30			Geneva LDC – Dec 31		
	2023	2024	2025	2023	2024	2025
MMB & Co	\$13,150	\$13,800	\$14,475	\$7,700	\$8,500	\$9,100
Bonadio	\$21,500	\$22,800	\$24,200	\$12,000*	\$12,800	\$13,600

*Bonadio indicates that the LDC's financial statements may be done under FASB standards instead of GASB. If so, an additional \$3,000 would be charged to transition them. However, note B of the 2021 audit indicates that GASB standards are followed.

GENEVA INDUSTRIAL DEVELOPMENT AGENCY

CITY HALL- 47 CASTLE STREET- GENEVA, NEW YORK 14456
tracy.verrier@mrbgroupp.com – www.cityofgenevany.com



Proposal to Provide Independent Audit Services for Geneva Industrial Development Agency Geneva Local Development Corporation

May 30, 2023

Submitted to:

**Tracy Verrier, Executive Director
Geneva IDA/LDC
47 Castle Street
Geneva, New York 14456**

Submitted by:

**Randall R. Shepard
The Bonadio Group
171 Sully's Trail
Pittsford, New York 14534
585.249.2873
rshepard@bonadio.com
www.bonadio.com**

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Big firm capability. Small firm personality.

THE BONADIO GROUP
CPAs, Consultants & More
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May 30, 2023

Tracy Verrier, Executive Director
Geneva IDA/LDC
47 Castle Street
Geneva, New York 14456

RE: Independent Audit Services

Dear Tracy

It is The Bonadio Group's (Bonadio) pleasure to submit this proposal to provide Independent audit services to the Geneva Industrial Development Agency and the Geneva Local Development Corporation (collectively, the "Entities"). Bonadio provides a wide variety of accounting, audit and consulting services to many governments and public authorities throughout New York State.

This is why Bonadio is the right decision:

We know the complex landscape of New York State government: We are, hands down, an expert in governmental entities in New York State. Our government experience is second to none. Bonadio is one of the leading audit and advisory firms to government organizations in New York State, and we currently provide accounting and auditing services to over 300 government entities, including a variety of New York State agencies, public authorities, towns, counties, cities, school districts, and other local governments. With offices across New York State, we understand what agencies all over the State are dealing with.

Core services: We will deliver a set of core services responsive to the Entities' Request for Proposal (RFP) for the fiscal years ended September 30th and December 31st 2023, 2024 and 2025, respectively. These services include an annual audit for each of the Entities, preparation of a comprehensive management letter as appropriate, and required communications letter.

We are specialists: The Entities will be served, at all levels, by professional staff who understand the complex issues that you face. In addition, Bonadio has the bench strength to ensure that the Entities' engagement is not reliant or dependent on any single individual. Our depth of resources includes 9 partners and 7 principals who have devoted their entire careers to working in the government sector. These individuals are supported by a related complement of managers and staff-level resources that have specific government experience.

We will perform your audit in a timely and responsive fashion, with fieldwork scheduled in accordance with timelines that work between all parties and to ensure the audit is completed by the NYS ABO mandated deadlines. Our overarching principles are centered around the concept of no surprises; all adjustments and findings, if any, will be discussed with you prior to being reported. Unless the audit is delayed by the entities readiness when agreed, the audits will be done.

171 Sully 's Trail
Pittsford, New York 14534
p (585) 381-1000
f (585) 381-3131

www.bonadio.com

We understand technical differences: As a firm that has performed these audits regularly and consistently, we have identified that the LDC's financial statements may be incorrectly done under FASB standards. Because of the structure of the LDC, there are specific GASB rules that dictate when an entity, regardless of legal structure (ie: NFP) is required to be reported as a government. If selected as auditors, this will be a primary discussion and will result in time needed to convert appropriately.

We want to work for you!

The opportunity to serve as your auditors and advisors is important to us. We are committed to demonstrating that Bonadio remains a cost effective, high quality audit firm that adds value to the audit process. What's more, our team has proven, in-depth experience performing specialized work for government entities across New York State.

If you have any questions regarding the information contained in this proposal or on any other matter, please contact Randy Shepard at (585) 249-2873 or email rshepard@bonadio.com. We are available, at your convenience, to meet with you to discuss any questions you may have and to demonstrate our interest in serving the Entities.

Very truly yours,

THE BONADIO GROUP

Randall R. Shepard, CPA
Partner

Audit Timeline	Professional Fees	Firm Qualifications	References	Audit Approach
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Our audit approach is intended to accomplish the audit objectives in an efficient, cost-effective manner for both you and Bonadio. We understand that time is valuable to you – as it is for us. With resources at a premium, communication and adherence to deadlines is key throughout the audit. Missed deadlines for providing audit support could result in the scheduled time being moved.

As such we’ve developed a process that results in increased satisfaction and better recommendations for our clients.

Our approach is simple:

Planning	Performance	Presentation
• Timely, relevant communication at the start of audit cycle • Clear, concise requests for information for all phases of the audit • Use of on-line portal for file sharing	• Completion of preliminary and final audit procedures based on pre-determined timelines • Communication with key personnel throughout audit • Assignment of qualified staff to your engagement • Onsite involvement of manager and partner on engagement	• Deliverables provided on a timely basis and in an understandable format. • Keeping Board Members apprised of key items impacting the Agencies (industry, GASB, etc.). • Attendance at Board meetings.

Our typical audit timeline is as follows:

The following timeframe ensures year-round communication, significant Partner involvement, and sufficient hours to fulfill your needs and expectations. Based on our public authority experience, and your identified timeline we have prepared our best estimate of the timing of the engagement. We are committed to meeting your deadlines.

Day 1

- Conduct meetings with the Entities to discuss audit process, timing, and further clarify the Entities' needs and expectations.
- Understand, assist, prioritize, and plan for current-year issues affecting the Entities:
 - Impact of new and proposed accounting and auditing standards.
 - Impact of new and proposed governmental accounting and audit standards.
 - Regulatory developments.
 - Government developments.
- Prepare engagement letter.

As soon as practical after appointment

- Develop a summary of audit requirements and client assistance list and provide to the Entities finance personnel and various departments.
- Meet with the Executive Director to review audit strategy and timing.

IDA

Interim Testing (Oct.-Nov. timeframe)

- Complete review of internal accounting controls and operating, financial, information systems and compliance processes. This will be accomplished through interviews and testing of procedures.
- Perform interim testing of significant accounts as necessary.
- Prepare preliminary detailed audit plan.
- Perform preliminary analytical procedures.
- Identify accounts for which confirmations will be required.
- Conduct progress meetings.
- Provide detailed list of schedules needed.

Onsite fieldwork (Nov.-Dec.)

Perform year-end audit fieldwork at the IDA offices, or remotely.

- Perform final analytical procedures.
- Perform audit partner and quality assurance review.
- Conduct progress meetings.

Issuance (Dec.)

- Review draft of financial statements, management letter, financial highlights, and reporting package with the Board.
- Final reports issued.
- Conduct closing meetings.
- The Entities and Bonadio Meeting ("Exit conference"):
 - Meet to discuss service and review the measured value against needs and expectations in the client service plan.

LDC

Interim Testing (Jan-Feb. timeframe)

- Complete review of internal accounting controls and operating, financial, information systems and compliance processes. This will be accomplished through interviews and testing of procedures.
- Perform interim testing of significant accounts as necessary.
- Prepare preliminary detailed audit plan.
- Perform preliminary analytical procedures.
- Identify accounts for which confirmations will be required.
- Conduct progress meetings.
- Provide detailed list of schedules needed.

Onsite fieldwork (Feb.-Mar.)

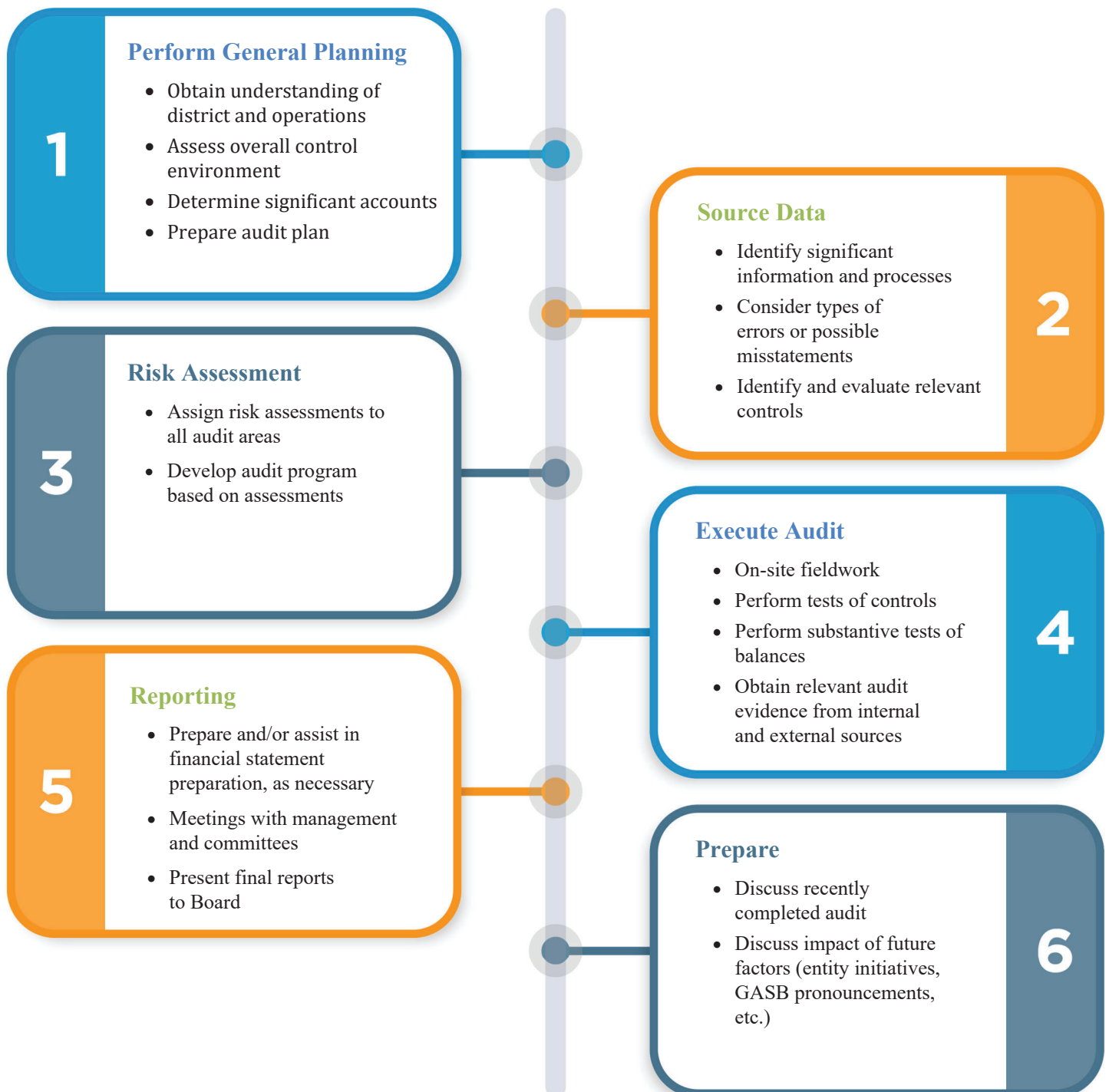
Perform year-end audit fieldwork at the LDC offices, or remotely.

- Perform final analytical procedures.
- Perform audit partner and quality assurance review.
- Conduct progress meetings.

Issuance (Mar.)

- Review draft of financial statements, management letter, financial highlights, and reporting package with the Board.
- Final reports issued.
- Conduct closing meetings.
- The Entities and Bonadio Meeting ("Exit conference"):
 - Meet to discuss service and review the measured value against needs and expectations in the client service plan.

Our general audit approach is below:



Level of Staff and Assigned Hours

Our audit work plans are not specifically assigned to staff levels, as we do not operate on such a rigid platform. We are structured to meet the requirements of the engagement, which allows for flexibility in the areas assigned. In general, the senior and staff accountants perform audit fieldwork. Technical matters are handled by the Manager, Principal and Partner. In general, our time is incurred 20% by Partner/Principal, with the remaining 80% by staff and other support time.

In order to facilitate and to foster an effective and long-term relationship, we encourage continual contact with the Entities. As needs and questions arise we are always available to assist the Entities as part of our on-going relationship. The only time we would consider additional billings would be if the questions result in a project requiring more than a few hours to address. However, we will communicate with the Entities prior to commencing any such project. Normal, day-to-day interaction and inquiries are not considered additional services.

Audit Timeline	Professional Fees	Firm Qualifications	References	Audit Approach
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	2023	2024	2025
Industrial Development Agency	\$21,500	\$22,800	\$24,200
Local Development Corporation	<u>12,000</u>	<u>12,800</u>	<u>13,600</u>
Total	<u>\$33,500</u>	<u>\$35,600</u>	<u>\$37,800</u>
LDC Conversion to GASB, if needed	<u>\$3,000</u>	N/A	N/A

Schedule of Fees for Additional Services and Audits if requested by the Entities

Fees for additional services will be negotiated with you prior to commencement of work. You will never be billed for any work you have not already authorized.

Hourly Rate	
Partner	\$ 385
Principal	\$ 240
Manager	\$ 210
Supervisory Staff	\$ 180
Staff Accountant	\$ 140

Hourly rates will increase each year of the contract.

Many times we will work with our clients to negotiate fixed fee engagements that result in blended hourly rates for services performed, which provides you with a certainty of cost. In our experience, each project is unique and must be priced accordingly to ensure the fairest price for you and for us.

Pricing

Over the past 12 months, we have received a significant increase in the volume of proposals due to the exit of firms from this complicated industry. As a result, we are cognizant of the constraints put on our resources and the potential impact on client service and quality. As such, we have limited the number of RFPs that we respond to and we've had to increase the prices associated with our responses. In addition, due to the increased levels of inflation and the rising personnel costs which have impacted not only our firm, but the accounting industry as a whole, we've had to re-evaluate and increase pricing for our existing clients that have not met our key financial metrics. While not easy, it is a necessity in order to continue to provide our clients with top-notch services and quality. We believe our fees are representative of the level of expertise and quality we provide, we understand that not every potential client will be willing to make that investment.

Out-of-Pocket Expenses Included in the Total All-Inclusive Maximum Price

We do not charge our clients separately for out-of-pocket expenses: telephone conversations or office overhead items such as travel, copies, faxes, or administrative support. Therefore, expenses, to the extent incurred, are included in our fees. We do not charge for travel time.

Manner of Payment

It is understood that progress payments will be made on the basis of hours of work completed in accordance with the project cost proposal. Interim billings shall cover a period of not less than a calendar month. The engagement will be billed monthly during the course of the engagement.

Unlimited Phone Support

In order to properly serve our clients, we need to know what the issues affecting them are. We realize, however, that clients are sometimes hesitant to call us as they have been “nickel and dimed” with fees for phone calls by other firms. To encourage regular contact with our clients, we offer unlimited phone support throughout the year. Because we will provide ongoing access to the accounting, auditing, and business advice you need on a fixed-price basis, you will not be inhibited from seeking timely advice by fear of the meter endlessly running. We want to offer you access to the accumulated wisdom of the firm through CPAs with substantial experience who can help you achieve your goals.

While the fixed fee audit entitles the Entities to unlimited consultation with us, if your question or issue requires additional research and/or analysis beyond the phone conversation, this additional work will be subject to an additional price negotiation prior to the additional services being performed. In our experience, our clients are knowledgeable about those situations that would constitute an additional service and are prepared to have that discussion.

Standard Contract

Our standard contract takes the form of an engagement letter which is provided prior to the commencement of work. Upon selection, the Entities standard contract, if applicable, is subject to review and approval of Bonadio’s in house counsel.

Overview of The Bonadio Group

The Nation's 43rd Largest CPA Firm

10 locations

- Albany
- Batavia
- Buffalo
- East Aurora
- Geneva
- New York City
- Rochester
- Syracuse
- Utica
- Rutland, VT

Approximately 900 employees

More than \$150 million/year in firm revenues

175+ partners/principals

130+ managers

Who We Serve

- Governments
- Healthcare
- Individuals
- Unions
- Tax-Exempt
- Public Companies
- Small Businesses
- Mid-Sized Privately-Held
- Colleges and Universities

Services

- Accounting & Auditing
- Business Advisory
- Healthcare Consulting
- IT Consulting
- Risk Management
- Tax Planning & Preparation

Bonadio was founded in 1978 and has grown to be the largest independent provider of accounting, business advisory and financial services in Upstate New York. Bonadio now currently employs approximately 900 personnel, including a dedicated **governmental client service group consisting of 9 partners, 7 principals, managers, and numerous staff accountants**. Over the years we've merged in several firms which have helped us to grow our client base, but more importantly has expanded our expertise both technically and geographically. As always, the job will be staffed with the experts that are best able to serve your needs.

Bonadio has grown and diversified from a firm offering only public accounting and auditing services to a multi-dimensional accounting, business advisory, and financial services organization.

Bonadio is a diversified professional services firm offering multi-dimensional accounting and auditing, business advisory and financial services to clients around the world.

- A Top 100 CPA Firm in the U.S. by *Public Accounting Report* and *Inside Public Accounting*.
– Ranked 43rd in 2023 on *Accounting Today's* list of Top 100 Firms (as measured by firm revenue)
- Named by *Accounting Today* as one of the "Best Accounting Firms to Work For" for five consecutive years.
- Identified by *Practical Accountant* as a CPA Innovative Firm.
- Identified by *Accounting & Financial Women's Alliance (AFWA)* and *the American Women's Society of Certified Public Accountants (AWSCPA)* as a Best Accounting Firm for Women

Audit Timeline	Professional Fees	Firm Qualifications	References	Audit Approach
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Specific Expertise

Simply put The Bonadio Group's government and public authority experience and expertise - particularly in the Upstate New York market – is strong and continues to grow. In addition to being one of the largest independent CPA firms in the State, we maintain one of the largest government practices. With a roster of hundreds of government clients and over 500 collective years of people experience serving this market, we are confident in our ability to serve your needs.

Public Authority Experience

We currently provide services to over 40 various public authorities in New York State. Therefore, we are intimately familiar with the regulations to which you are subjected to annually by the Authorities Budget Office. In addition, we have assisted our clients with filing their reports using the Public Authorities Reporting Information System (PARIS). As a result, we can provide guidance in completing these requirements as well. If requested, we'd be happy to provide you a listing of our authorities.

Partial Listing of Government Clients

- County of Columbia
- County of Erie
- County of Greene
- County of Livingston
- County of Monroe
- County of Madison
- County of Onondaga
- County of Nassau
- County of Schoharie
- County of Steuben
- County of Sullivan
- County of Wayne
- City of Long Beach
- City of New Rochelle
- City of Port Jervis
- City of Port Jervis IDA
- City of Syracuse
- City of Troy
- City of Utica
- Town of Albion
- Town of Glenville
- Town of Greece
- Town of Irondequoit
- Town of North Castle
- Town of Penfield
- Town of Pittsford
- Town of Schodack
- Town of Windham
- Livingston County IDA, et al
- County of Monroe IDA
- City of Troy IDA, et al
- New York Convention Center Operating Corporation, operating the Jacob K. Javits Convention Center
- Orange Ulster BOCES
- Rochester-Genesee Regional Transportation Authority
- Monroe County Airport Authority
- Western Regional Off-Track Betting Corporation
- 60 + Other School Districts

External Quality Control Review

Bonadio has a strong and continual commitment to quality and education, and dedicates significant professional resources necessary to ensure that our clients receive the highest possible quality of attestation services and deliverables.

Bonadio maintains a partner-level position of Director of Professional Excellence, Kristen Clark, who's team is responsible for all of the firm's quality control processes and procedures, including peer review and inspection, and for directing and coordinating all training for the firm. Two other partners and four principals are also fully committed to the Professional Excellence Department and are supported by a support staff of three. Specific responsibilities include:

- Performing all quality reviews for Bonadio.
- Coordinating annual inspection and tri-annual peer review activities and ensuring the firm's compliance with the related requirements to maintain successful results from these activities.
- Researching all new technical accounting and auditing pronouncements and providing personnel with the appropriate communication (technical memoranda, training sessions, etc.).
- Developing and delivering a comprehensive CPE curriculum for all personnel of the firm (all divisions and offices).



We are also a member of the AICPA's Government Audit Quality Center. We are proud of the quality of our work. In order to ensure that this high level of quality is maintained, we have established a comprehensive quality assurance program. This program starts with hiring the best people available and continues with extensive CPE - 80 hours annually, per person, on average. We are also members of the AICPA Center for Public Company Audit Firms and Moore Global. We are attendees at the AICPA National Government Conference and all managers, seniors and staff are required to attend annual in-house CPE on audits of government agencies.

Of most importance to us is our commitment to the AICPA Government Audit Quality Center. Participation in this is optional, but doing so indicates a level of commitment that our firm makes above all other non-member CPA firms. Our participation requires that our firm and personnel obtain additional continuing professional education on an annual basis.

We have an established program which ensures that all audit engagement personnel possess current knowledge, appropriate to their level of involvement in the engagement, of applicable professional standards, rules, and regulations.

Our clients all benefit from Bonadio's commitment to quality. Quality is not an add-on process at Bonadio. Rather, it is engrained in our corporate culture and is integral to all aspects of our client service.

Peer Review Report

The Bonadio's quality assurance/control system policy requires every audit report issued by us to be reviewed and approved by the Professional Excellence Division. Our quality assurance program is complemented by periodic peer reviews, the most recent of which was executed in October 2020. These reviews are required on a three-year basis. A copy of our recent peer review is in the Appendix.

Federal or State Desk Reviews

Because of the significant number of governmental agencies to whose regulations and standards we and our clients are subject, we periodically undergo routine inspections of various aspects of our professional practice. Should you engage us to provide services for you, we will discuss the nature and results of these inspections, to the extent appropriate in the circumstances. However, no state (or federal) regulatory agencies or professional organizations have taken any disciplinary action (nor is there any pending) against our firm during the past five years.

Prior Engagements with Government Entities

When it comes to the business of government, Bonadio is all business. Whether it's performing an annual financial statement audit, analyzing cost containment and savings opportunities, or attacking Medicaid fraud and abuse, Bonadio is prepared to deliver outstanding results for reasonable fees.

On an annual basis, Bonadio conducts hundreds of different types of audits for a variety of governmental entities. We audit financial statements, perform compliance and operational audits, help our clients assess and remediate risk, & More. Our auditors are charged with understanding and applying the most recent *Government Accounting Standards Board (GASB)*, *Government Auditing Standards* ("Yellow Book"), and other auditing standards, and are known for their responsiveness, dedication to detail, insightful management reports, and ability to communicate findings in an understandable manner.

Government Expertise

Our firm continues to experience long-term growth and success because we've built a team of people that are experts in governmental auditing. With almost twenty (20) partners and principals specializing in this area, all of our expertise and knowledge is not concentrated with a few individuals. This is key to helping our clients grow and to helping develop our staff to better understand and excel in the government arena.

We believe that our people make the difference. The primary personnel assigned to serve you have a unique blend of governmental audit and consulting experience. The people identified will be the key contacts for you. Full biographies are included in the appendix.

Please be aware that we maintain continuing professional education as required by professional standards and meet the independence requirements of *Government Auditing Standards*, published by the U.S. General Accountability Office (GAO).



Randy Shepard, CPA

Role: Engagement Partner

Duties: Randy is responsible for the overall engagement relationship. He may also be the signing partner which means that he would ultimately be responsible for the technical matters and all deliverables. In this way, Randy is the sole point of contact to ensure the consistent and timely delivery of every aspect of this account. All members of the team report to him. Randy will handle presentations to the Audit Committee and Board.



Erica Proctor, CPA

Role: Engagement Principal

Duties: Erica may serve as the engagement principal on the audit. It is Bonadio's policy to assign two partners/principals to our clients to ensure continuity of services provided. It gives our clients additional expertise, and our engagement leads a valuable resource. Erica may also be responsible for handling presentation to the Audit Committee and/or Board.



Spenser Iodice, CPA

Role: Audit Manager

Duties: Spenser would be on-site audit manager and handle the day-to-day activities of the engagement and directly oversee the staff assigned. He will report to the partner/principal and will be your primary on-site resource, along with the assigned senior on the job.



Murphy Smyth, CPA

Role: Audit Manager

Duties: Murphy would be the on-site audit manager and handle the day-to-day activities of the engagement and directly oversee the staff assigned. She will report the partner/principal and will be your primary on-site resource, along with the assigned senior on the job.

Staff Continuity

As a professional service firm, we understand that a primary concern of most clients is continuity of people assigned. We are extremely sensitive to this issue and assure you that we will make every effort to maintain continuity of personnel on your engagement to ensure that you will be served by the individuals most familiar with your account. Our proposed team is committed to maintaining a long-term professional relationship that will benefit you in future years. These resources are full-time employees and will be managed by Randy.

Bonadio's current staff turnover rate is approximately 13-15% per year, well below the accounting industry norms of up to 30%. We are strongly committed to driving our retention rate up as a means of ensuring staff continuity for our clients.

Monroe County Airport Authority	Amherst IDA
Maryann Fedison 1200 Brooks Ave. Rochester, New York 14624 (585) 753-7012 mfedison@monroecounty.gov	Dave Mingoia 4287 Main St. Amherst, New York 14226 (716) 688-9000 dmingoia@amherstida.com
Livingston County IDA	
Bill Bacon 6 Court St. Geneseo, New York 14454 (585) 243-7124 wbacon@co.livingston.ny.us	

Appendix			
Peer Review	Professional Biographies	Independence	Non-Collusion Certification



8550 United Plaza Blvd., Ste. 1001 — Baton Rouge, LA 70809
225-922-4600 Phone — 225-922-4611 Fax — pncpa.com

A Professional Accounting Corporation

Report on the Firm's System of Quality Control

To the Partners of
Bonadio & Co., LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Bonadio & Co., LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans, an audit performed under FDICIA, an audit of a broker-dealer, and examinations of service organizations [SOC 1 and SOC 2 engagements].

As part of our peer review, we considered reviews by regulatory entities as communicated to the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Bonadio & Co., LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Bonadio & Co., LLP has received a peer review rating of *pass*.

Postlethwaite & Netterville

Baton Rouge, Louisiana
October 19, 2020

Appendix			
Peer Review	Professional Biographies	Independence	Non-Collusion Certification

Randy Shepard, CPA—Engagement Partner (rshepard@bonadio.com)



Randy is a partner in our firm's Public Sector and Not-for-Profit practice. He has been with Bonadio for 26 years with experience in many areas of attestation engagements. Randy provides consulting, accounting, and auditing services for a variety of clients such as municipalities, school districts, public authorities, and local development corporations. As a result of this work, Randy has developed extensive experience with respect to compliance and reporting requirements for these organizations, knowledge of Governmental Accounting Standards Board (GASB) pronouncements, the NYS Public Authorities Reform Act, as well as the evaluation and design of internal accounting systems. Randy has also been a speaker on various governmental topics for the NYS

Association of Counties as well as Governmental Finance Officers Association, including many recent GASB standards

Randy received his B.S. degree in Accounting from the State University of New York at Geneseo. He is a member of the American Institute of Certified Public Accountants and Government Finance Officers Association (National and Local level). Randy is a 2008 recipient of the Rochester Business Journal's Forty Under 40 award for leadership and service in their jobs and in the community.

Erica Proctor, CPA—Principal (eproctor@bonadio.com)



Erica is a Principal in Bonadio's Public Sector and Not-for-Profit practice. With ten years of professional experience, Erica provides audit, accounting, and consulting services to a number of entities including School Districts, Authorities, Counties, Justice Courts, Town/Villages, Soil and Water Conservation Districts, and Employee Benefit Plans.

Erica received her Bachelors in Accounting from the State University of New York at Brockport. She is a member of the American Institute of Certified Public Accountants (AICPA), the New York Government Finance Officers' Association (GFOA), a member of the Association of Certified Fraud Examiners (ACFE) and a member of the Rochester Chapter of NYS Association of School Business Officials (ROC ASBO). In her spare time, Erica volunteers at the Monroe County Seneca Park Zoo.

Spenser Iodice, CPA — Audit Manager (siodice@bonadio.com)



Spenser is a Manager in Bonadio's Public Sector and Not-for-Profit practice. He has specialized in providing auditing and accounting services to various municipalities and government agencies, such as counties, towns, villages, school districts, and fire districts. Through this, he has experience with the requirements of Governmental Accounting Standards Board (GASB) standards and Uniform Guidance.

Spenser received his Master's Degree in Accounting from the State University of New York at Oswego. He is a member of the American Institute of Certified Public Accountants.

Appendix			
Peer Review	Professional Biographies	Independence	Non-Collusion Certification

Murphy Smyth, CPA —*Audit Manager* (msmyth@bonadio.com)



Murphy is a Manager in Bonadio’s Public Sector and Not-for-Profit practice. She has specialized in providing auditing and accounting services to various municipalities and government agencies, such as counties, towns, school districts, and public authorities. Through this, she has experience with the requirements of Governmental Accounting Standards Board (GASB) standards and the Uniform Guidance.

She received her B.S. in Accounting from the State University of New York at Geneseo. She is a member of the American Institute of Certified Public Accountants.

Appendix			
Peer Review	Professional Biographies	Independence	Non-Collusion Certification

We assure you that our relationship current Bonadio clients will not affect our ability to serve the Entities with the type of dedication, commitment, and professionalism you expect. We will provide a secure, discreet, and confidential environment and would like the Entities to note the following:

- Team members will maintain the strictest confidentiality related to information obtained during the audit process.
- We currently work with other Entities and have maintained our commitment to discretion and confidentiality.
- We have a wealth of experience in providing confidential and discreet services to multiple clients.

Bonadio is independent with respect to the Entities in accordance with Rule 101 of the AICPA's Code of Professional Conduct, and its interpretations and rulings. Bonadio is independent of the Entities as defined by auditing standards generally accepted in the United States of America, the U.S. GAO's *Government Auditing Standards* and no conflicts of interest exist.

In order to ensure that we are independent with all existing and new attest clients, we have an annual process of surveying all employees and obtaining a response in writing as to any potential conflicts, which are then reviewed in detail and resolved. This process involves an individual, detail review of our full firm client list and answering a questionnaire with specific independence-related issues. In addition, on an ongoing basis, we inform our people of proposal opportunities to identify any potential conflicts that arise throughout the year.

Conflict of Interest

Bonadio affirms that our engagement with the Entities will not create any potential conflict of interest or appearance of impropriety relating to other clients/customers of Bonadio or former officers and employees of the Entities.

License and Affirmation

Bonadio & Co., LLP along with all professionals assigned to this engagement are properly registered to practice in New York State. We do not intend to utilize any subcontractors in performing this engagement.

Bonadio meets all of the general standards concerning qualifications, independence, due professional care, and quality control standards as required under *Government Auditing Standards* (Yellow Book), including all amendments.

CPE Requirements

Please note that each member of the staff assigned to this engagement has met or exceeded all of the continuing education requirements necessary to satisfy the Single Audit Act and the United States GAO standards for the last 3 years.

Each of our government team members have exceeded the minimum 24 hours of biennial CPE required by *Government Auditing Standards*; in fact many of our team members receive 30 or more governmental hours on an annual basis. Our commitment and dedication to continuing professional education is second to none among our competitors.

Appendix			
Peer Review	Professional Biographies	Independence	Non-Collusion Certification

By submission of this proposal, the Offeror Randall Shepard certifies,
Name of Offeror

that (s)he is Partner of Bonadio & Co., LLP and,
Title Name of Firm

under penalty of perjury, affirms:

1. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Offeror or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening, directly or indirectly, to any other Offeror or to any competitor; and
3. No attempt has been made or will be made by the Offeror to induce any other person, partnership or corporation to submit or not submit a proposal for the purpose of restricting competition.
4. The proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, organization or corporation.
5. Each person signing the proposal certifies that:

[a] He is the person in the Consultant's organization responsible within that organization for the decision as to prices being offered in the proposal and that he has not participated and will not participate in any action contrary to (1-4) above; **Or**

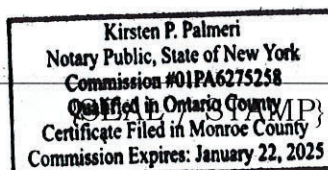
[b] He is not the person in the Consultant's organization responsible within that organization for the decision as to prices being offered in the proposal but that he has been authorized in writing to act as agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate, in any action contrary to (1-4) above, and that as their agent, does hereby so certify; and that he has not participated, and will not participate in any action contrary to (1-4) above.

Sworn to before me this 15th

Randall P. Shepard
Offeror Signature

Day of May, 2023

Kirsten P. Palmeri
Notary Public





BUSINESS
ADVISORS
AND CPAS

Proposal to
Geneva Industrial Development Agency
For Years Ended September 30, 2023, 2024, and 2025

Geneva Local Development Corporation
For Years Ended December 31, 2023, 2024, and 2025

For Independent Auditing Services

Proposer:	MMB + CO
Address:	100 Chestnut Street, Suite 1200 Rochester, NY 14604
Contact:	Michael DeBadts, CPA
Email:	mdebadts@mmb-co.com
Phone:	(585) 423-1860
Fax:	(585) 423-5966
Date:	May 30, 2023

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Transmittal Letter/Project Statement

Ms. Tracy Verrier
Executive Director
Geneva IDA / LDC
47 Castle Street
Geneva, NY 14456

Dear Ms. Verrier:

As the independent auditors for approximately one hundred New York State municipal clients, which includes Public Authorities, Town's, Counties, School Districts and Cities, MMB + CO currently maintains a commitment and dedication to providing the highest quality auditing and advisory services to its clients.

We will audit the basic financial statements of the Geneva Industrial Development Agency as of and for the year ended September 30, 2023, 2024 and 2025 and the Geneva Local Development Corporation as of and for years ended December 31, 2023, 2024 and 2025. The procedures performed during the course of our audits are based on auditing standards generally accepted in the United States of America, the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, the Single Audit Act Amendments of 1996 and the provisions of Uniform Guidance.

Our Government team members share your commitment to supporting Public Authorities and Municipalities. Our Partners and Senior Managers are frequent presenters for the New York State Association of School Business Officials and the New York State School Boards. Our proactive versus reactive philosophy is intended to assist our clients in implementing the ever changing rules and regulations for NYS Municipalities and Public Authorities in an efficient and effective manner.

MMB values equal opportunities for all individuals within our Firm, regardless of gender, race, or religion. As a Firm, we are substantially ahead of industry average as it relates to the number of female partners. Our female partners total 50% of our ownership group. Overall, the MMB team is comprised of approximately 53% individuals who are female and/or of color.

In servicing our current client base, the exposure we have to various accounting systems, internal control environments, client expectations and timetables, provides valuable information and insight to complete the requirements and meet the needs of each engagement.

It is through this experience and commitment to service which demonstrates that MMB + CO can efficiently provide the services required by Geneva Industrial Development Agency and Geneva Local Development Corporation (the Entities) in order to meet the state filing requirements.

Please accept this proposal and other requested information as a firm and irrevocable offer for a period of ninety-days (90) from the proposal opening date.

Sincerely,

MMB + CO



Michael DeBadts, CPA

Audit Approach

Audit Scope and Understanding

In response to your request, we are pleased to confirm the scope of our proposal to perform the independent audit of the financial statements.

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Town's financial statements. Our report will be addressed to the governing board of the Town. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Reporting Requirements

The following reports will be submitted to the Entities as part of the overall reporting package for each Audit:

- Independent Audit Report
- Management Discussion and Analysis
- Basic Financial Statements
- Required Supplementary Information
- Report on Internal Control over Financial Reporting and compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards
- Schedule of Findings and Questioned Cost (or responses if applicable)
- Communication of Internal Control related matters identified in the Audit
- Investment Compliance report, or similar as required under the Public Authority Law

Approach and Methodology

Our audit methodology is based on a comprehensive audit program developed utilizing industry audit guides and professional reference material primarily from CCH. Our work plan includes a detailed study of your internal controls, testing of transactions, analytical analysis and substantive procedures as required. In planning and assessing risk, the audit will require that we review and understand such things as your budget, organizational charts, financial reporting and your computer system.

Our audit plan encompasses a risk-based approach which places great emphasis on looking not only at the accounting transactions but the underlying operation and substance of the Entities and those transactions. In order to properly design our audit approach we will communicate with various personnel to ensure a truly effective approach is designed for the Entities. We are extremely sensitive to not only the needs of your audit but also to the individuals we will be working directly with to ensure we will provide an effective and efficient audit with minimum disruption to the Entities and staff.

Audit Approach, Cont'd

We will establish an entrance conference with Management to review and discuss the nature, approach and timing of our audit process. We will provide a summary worksheet of the type of information we will be requesting for the internal control review and year end phases of our audit.

Our audit will be conducted in a preliminary, substantive testing, and compliance stage. Our audit plan and approach will be as follows:

- Entrance conference with management
 - ◊ Discuss the audit process
 - ◊ Establish an understanding of the flow of information
 - ◊ Discuss various operational and administrative items
- Review prior auditor workpapers
- Meet with Financial Management Committee to discuss audit process
 - ◊ Management responsibilities
 - ◊ Needs and expectations of the Board and Management
 - ◊ Audit procedures and approach
 - ◊ Scope of services
 - ◊ Compliance requirements and internal controls
 - ◊ Recent auditing statements and standards
- Planning and brainstorming session with audit staff
 - ◊ Fraud risk (throughout audit)
 - ◊ Audit approach
 - ◊ Supervision
- Begin the preliminary fieldwork phase of the audit
 - ◊ Risk assessment process
 - ◊ Evaluate and understand internal controls
 - ◊ Test internal controls
- Review with management any internal control related items identified in preliminary fieldwork phase
- Begin year-end field work phase of audit
 - ◊ Substantive testing of balances
- Draft financial statements prepared together with internal control communications and review with management
- Exit conference with audit committee
 - ◊ Review audit executive summary
 - ◊ Review draft financial statements
 - ◊ Review internal control communications
- Presentation to Board
- Preparation and submission of tax returns

Audit Approach, Cont'd

Audit Timeline

We would meet the following general timeline based on the information contained in your RFP letter. We will work with you to determine specific dates that will be most suitable for management and the staff of your organization.

Computer Application

The firm has made a commitment and investment to computerize our audit workpapers which is tailored to each client's needs. This has greatly reduced the redundant workpaper preparation and enhanced our efficiency on each audit.

Sampling

The samples we select will be representative of the population in which all items in the population will have an opportunity to be selected. Our methods will include statistical sampling such as random number sampling, systematic sampling and haphazard sampling. Once our review of your internal accounting control procedures is complete, we may elect to expand our samples accordingly. We will also provide test transactions to be entered into your accounting system to provide assurance that your accounting software processes transactions appropriately.

Analytical Procedures

Analytical procedures will be used in the planning stage, as a substantive procedure and in the final review stage of the audit.

Internal Controls

Our approach to gain an understanding of your internal control structure will include questionnaires, flow charts, interviews with employees and testing of transactions. Our audit program has a series of procedures required to be completed that specifically address laws and regulations that will be subject to audit testing. Our audit sample includes target testing which is for the purpose of compliance.

Audit Approach, Cont'd

Audit Administration

We will provide an Executive Summary showing year over year comparisons for the Entities' audit committees. In addition, we are available throughout the year to provide management advisory services to the extent which does not impair our independence and we are available for phone consultation through-out the year at no charge.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

Many banks have engaged a third party to electronically process cash or debt audit confirmation requests, and a few of those banks have mandated the use of this service. To the extent applicable, the Entities hereby authorizes us to participate in this electronic confirmation process through the third party's Web site (e.g. by entering the Entities' bank account information to initiate the process and then accessing the bank's confirmation response) and agrees that we shall have no liability in connection therewith.

We appreciate the opportunity to be of service to the Entities and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please free to contact our office.

Sincerely,

MMB + CO



Michael DeBadts, CPA

Firm Profile & Qualifications

On behalf of our colleagues at MMB + CO we are pleased to confirm the terms and scope of our proposal for the services we are to provide for Addison Central School District. Our Firm was founded in Rochester and includes over 200 professionals comprised of 30 partners and over 100 CPA's, working in offices in **Canandaigua, Elmira, Latham, Queensbury, and Rochester, New York**. Our Firm has earned a reputation for high-quality service and delivering results that distinguish us in the marketplace. Our governmental, not-for-profit, and education client base comprises a very significant portion of our audit practice and we look forward to continuing our dedication to these industries in the future.

The MMB + CO Government Division

Effective January 1, 2018, MMB + CO merged with the Firm of **Raymond F. Wager CPA P.C.** forming one unified team, the MMB Government Division. This combined the expertise of a team with significant experience in serving Governments, Public Authorities and Industrial Development Agencies with the vast resources available at MMB. With more than forty years of Municipal Experience, the governmental team has a vast knowledge of accounting and reporting requirements for New York State Public School districts, BOCES, Municipalities and Public Authorities.

Our partners are frequent presenters for NYS School Boards Association, NYS Association of School Business Officials, as well as NYS Government Officers Finance Association, on accounting and reporting, internal controls, and GASB Statements. Our partners are also members of the New York State Society of Certified Public Accounts (NYSSCPA) – Public Schools Committee (Mr. Zuber is the past chair), and NYSSSPA – Government Accounting and Auditing Committee, which allows for networking with the NYS Office of the State Comptroller and NYS State Education Department.

Because of our expertise in municipal accounting and auditing, we are able to provide you with valuable ideas for and assistance in improving the use of your resources, approach toward budgeting and our evaluation of your internal accounting controls. Our recommendations are made on an informal basis during the course of the audit and also in a letter after completion of the audit. Our professional culture, distinctive style, and values set us apart and enable us to retain client relationships that have spanned decades. Our emphasis is to complete our audit objectives with the least inconveniences on your people.

The Government Division has four partners with specific experience in school district and municipal auditing; **Thomas C. Zuber, CPA** (28 years of experience), **Heather R. Lewis, CPA** (20 years of experience), **Michael J. DeBadts, CPA** (17 years of experience), and **Christopher J. Healy, CPA** (9 years of experience); along with directors, senior managers, managers, seniors, and staff that work exclusively on governmental clients. In addition, the firm has two consulting partners with specific experience in School Districts and Municipal Audits, **Raymond F. Wager, CPA** (47 years of experience) and **Thomas J. Lauffer, CPA** (39 years of experience).

We are a member of the AICPA's Governmental Audit Quality Center. As a requirement of membership all members of our professional staff are required to attain continuing professional education requirements of Government Audit Standards. As a result all staff members of the Firm are required to attend forty hours of continuing professional education of which twenty-four hours must relate to the Uniform Guidance and Yellow Book Audits.

As mentioned above, our Government Division Partners are members of the New York State Society of CPAs, Public School Accounting Committee, which meets regularly with representatives of the State Education Department, the New York State Comptroller's Office and the Association of School Business Officials (ASBO). As Committee members we have been in an advisory position with the New Legislation for School Districts concerning the property tax report card changes, GASB Statement No. 84, and GASB Statement No. 87, and SED Audit Services Portal Submissions.

Firm Profile & Qualifications, Cont'd

Major Areas of Practice

MMB is a regional professional accounting firm that has provided not-for-profit, government and corporate audit, tax and consulting services to many successful organizations for over 40 years. Our Firm was founded in Rochester and remains headquartered in the City of Rochester. Our practice is comprised of over 200 professionals, including 30 partners, working in offices in Canandaigua, Elmira, Latham, Queensbury, and Rochester, New York. Our Firm has earned a reputation for high-quality service and delivering results that distinguish us in the marketplace. Our government client base comprises a very significant portion of our audit practice and we look forward to continuing our dedication to this industry in the future.

Internal Audit Experience

Beyond providing external audit services, the team proposed to provide services to you is well rounded with specific expertise related to providing internal audit services. With nearly a dozen internal audit clients, we are well versed in understanding the internal controls and best practices within the industry.

Geographic Area

Currently our Governmental clients are located throughout New York State.

Conflict of Interest

We affirm that no conflict of interest exist between the Firm and the Entities, their Board of Directors or management.

Independence

Our Firm regards independence as one of the most important aspects of audit engagement. In order to be sure all our staff maintains independence in fact and appearance our firm policy does not allow for staff to be members of audit and /or other committees of a municipality or school district. This action would be a clear violation of our professional standards should we audit or bid on an audit where this situation occurs.

To the best of our knowledge, there has been no affiliation by the firm or any of the staff which would affect independence as defined by Generally Accepted Auditing Standards with regard to this engagement. There has been no regulatory action taken by an oversight body such as the Internal Revenue Service, against the firm or any staff member. Our firm has not had any professional relationships or contact with the Entities in the past five years.

Peer Review

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any subsequent peer review received during the period of the contract. We are extremely pleased to include our 2021 peer review letter (Attachment I) from Henderson Hutcherson & McCullough, PLLC, which states "... the system of quality control for the accounting and auditing practice of Mengel Metzger Barr & Co., LLP applicable to engagements not subject to PCAOB permanent inspection in effect for year ended April 30, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects."

Firm Profile & Qualifications, Cont'd

Accounting Services

As a result of our specialization in municipal work, we provide full scale accounting and financial services to our clients as requested. We routinely meet with clients to provide training and consulting in areas which include:

- Budgets and Forecasting
- Reserve Fund Development and Analysis
- Long Range Planning
- Performance Audits
- Documentation of Financial Procedures

All additional services are monitored closely to ensure independence is not impaired.

Working Paper Retention

The audit documentation for this engagement is the property of MMB + CO, and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the New York State Department of Education or its designee, a Federal Agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities.

We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of MMB + CO personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release or for any additional period requested by the Federal Cognizant Agency, Oversight Agency for Audit, Pass-through Entity, U.S. General Accounting Office, Parties designated by the federal or state governments or by the Entities as part of an audit quality review process, Auditors of entities of which the Authority is a sub-recipient of grant funds, or the reasonable inquiries of successor auditors. If we are aware that a Federal Awarding Agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Client References

Similar Engagements with Other Public Authorities

Our Governmental clients have budgets ranging from under one million dollars to over \$190 million. We are proud of the professional services we provide for our clients and encourage you to make inquiries about their satisfaction with our services and the quality of our staff. We have specific experience with Industrial Development Corporations, Local Development Corporations, and other Public Authorities who are subject to the Authority Budget Office oversight.

Clients	Contact Person	Phone Number	Address	Partner
City of Hornell Industrial Development Agency	Mr. James Griffin	(607) 324-0310	40 Main Street Hornell, NY 14843	Mr. Thomas Zuber
Hornell Area Industrial Development Corporation	Mr. James Griffin	(607) 324-0310	40 Main Street Hornell, NY 14843	Mr. Thomas Zuber
Monroe County IDA	Ms. Robin Finnerty	(585) 753-2000	50 West Main Street Rochester, NY 14614	Mr. Thomas Zuber
Monroe County IDC	Ms. Robin Finnerty	(585) 753-2000	50 West Main Street Rochester, NY 14614	Mr. Thomas Zuber
Ontario County Tobacco Asset Securitization Corporation	Ms. Lorrie Scarrott	(585) 396-4428	3019 County Complex Dr. Canandaigua, NY 14424	Mr. Michael DeBadts
Ontario IDA/EDC/LDC	Mr. Michael Wojcik	(585) 396-4460	20 Ontario Street Canandaigua, NY 14424	Mr. Michael DeBadts
Victor Local Development Corporation	Ms. Kathy Rayburn	(585) 742-5073	85 E Main Street Victor, NY 14564	Mr. Thomas Zuber
Wayne County Water and Sewer Authority	Mr. Marty Aman	(315) 986-1929	3377 Daansen Road Walworth, NY 14568	Mr. Thomas Zuber
Wayne County Soil and Water Conservation District	Ms. Lindsey Gerstenslager	(315) 946-7200	7312 NY-31 Lyons, NY 14489	Mr. Michael DeBadts

Project Budget- Dollar Cost Bid

Ms. Tracy Verrier
Executive Director
Geneva IDA / LDC
47 Castle Street
Geneva, NY 14456

Dear Ms. Verrier:

Please accept the enclosed proposal and other requested information as a firm and irrevocable offer in response to your request.

A. MMB + CO

B. The individual signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the Entities.

C. **Audit Fees for Geneva Local Development Corporation**

1. The estimated fees to complete our audit services, as described in the Technical Proposal, for the Geneva Local Development Corporation for the years ended December 31, 2023, 2024 and 2025:

	December 31		
	2023	2024	2025
Audit of the Basic Financial Statements of Geneva Local Development Corporation	\$7,700	\$8,500	\$9,100

D. **Audit Fees for Geneva Industrial Development Agency**

1. The estimated fees to complete our audit services, as described in the Technical Proposal, for the Geneva Industrial Development Agency for the year ended September 30, 2023, 2024 and 2025:

	September 30		
	2023	2024	2025
Audit of the Basic Financial Statements of Geneva Industrial Development Agency	\$13,150	\$13,800	\$14,475

Project Budget- Dollar Cost Bid, cont'd

2. Other Services

If requested, we can maintain and update your depreciation records for GASB reporting and assist you with the preparation of your Management's Discussion and Analysis (MD&A) for the Entities Basic Financial Statements.

We do not charge for any phone consultation throughout the year. If you require accounting assistance which necessitates travel to your location, we will charge an hourly rate and mileage.

My staff and I can provide various other additional financial and accounting services.

Our hourly assistance rates are as follows:

	Rate
Partner	\$325
Director	\$235
Senior Manager/Manager	\$180-\$220
Senior	\$165
Staff	\$100-\$140

3. Billing

We will submit an interim bill once our preliminary work is completed, not to exceed 50% of the bid cost, and the final bill for the audit will be submitted for payment after the audit is completed, processed and sent to the Entities.

We appreciate the opportunity to be of service to the Entities and believe this letter accurately summarizes the significant terms of our engagement

Sincerely,

MMB + CO



Michael DeBadts, CPA

Governmental Engagement Team

Below is the significant experience by level, of our Governmental team:

Position	Years of Experience
4 Partners	9-28 years
2 Consulting Partners	39-47 years
2 Directors/Principals	21-46 years
7 Senior Managers & Managers	7-19 years
Seniors & other Staff	2-7 years

Diversity, Equity, and Inclusion

MMB actively embraces and encourages diversity, equity, and inclusion. We feel embracing individual diversity brings a sense of creativity to our workplace. Effectively serving clients from all backgrounds allows MMB to gain additional knowledge and encourages all employees to celebrate cultural differences. Our Diversity and Inclusion Committee strongly believes in spreading awareness surrounding diversity and is committed to nurturing an environment of fairness and equal treatment to all, regardless of religion or race. More notably, they recently developed an Accounting Diversity Scholarship Program (contact us for additional information). This aims to provide financial assistance to minority students seeking to pursue a career in accounting, as this field has been historically under-represented by the minority community. Through this program, our firm is helping to change the statistics and help a community of students work towards their dreams. As a Firm, we are substantially ahead of the industry average as it relates to the number of females and/or individuals of color, comprised of approximately 53% of our staff members.

License to Practice in New York State

Our Partners are licensed by the New York State Department of Education as Certified Public Accountants. In addition, the firm is fully qualified to perform accounting and auditing work for any New York Municipality and have not been subject to a desk review during the past three years.

Partners, Supervisory, and Staff Qualification

Our Government Partners and managers have a direct involvement in all aspects of the audit. The staff who will be assigned to your job has experience with conducting external audits of NYS Public Authorities. Mr. Michael DeBadts will be the Partner responsible for the job and the primary contacts. The staff assigned to your job would include but, will not be limited to the staff listed in the Government Engagement Team section.

Continuing Professional Education

All partners and professionals are required to complete at least 40 hours of continuing professional education in which twenty-four hours must be related to the Uniform Guidance and Yellow Book Audits each year. Qualified in-house technicians and professionals provide staff training consisting of topics of general appeal to all CPAs and specialized programs geared to the needs of our clients (i.e. State Aid, Budgeting, Reserve Funds, and Financial Planning.)

Governmental Engagement Team, cont'd

Michael J. DeBadts, CPA, Partner (NYS License 122566)



Educational Background:

State University of New York, College at Geneseo, NY

- M.S. in Accounting May 2006
- B.S. in Accounting May 2005

Certified Public Accountant - New York State, 2016

Career Experience:

MMB + CO - Partner

Raymond F. Wager, CPA, P.C. Division of MMB + CO - (2019) Principal

Raymond F. Wager, CPA, P.C. Division of MMB + CO - (2018) Sr. Manager

Raymond F. Wager, CPA, P.C. (August 2006 - 2017)

Professional Associations and Activities:

- New York State Association of School Business Officials (Rochester Chapter)
- New York State Society of Certified Public Accountants (NYSSCPA)
- American Institute of Certified Public Accountants
- NYSSCPA - Public School Committee

Significant Accomplishments:

Has lead and assisted with the annual audit of several of the firm's clients which include school districts, BOCES, villages, towns, counties, health plans, and not-for-profit agencies. Provides assistance and training services for several of the firm's clients, and has been a presenter at regional professional organization training workshops on several occasions.

Governmental Engagement Team, cont'd

Thomas Zuber, CPA, Partner (NYS License 080393)



Educational Background:

Certified Public Accountant - New York State, 1998
State University of New York College at Fredonia - B.S. Degree in Accounting, 1994

Career Experience:

MMB + CO, Raymond F. Wager, CPA, P.C. Division -Partner
Raymond F. Wager, CPA, P.C. (October 2005) Shareholder
Raymond F. Wager, CPA, P.C. (June 1994 - 2005) Audit Supervisor / Manager

Professional Associations and Activities:

- New York State Society of Certified Public Accountants
- American Institute of Certified Public Accountants
- Government Finance Officer Association
- NYSSCPA – Public Schools Accounting Committee (Past Chair)
- NYSSCPA – Government Accounting and Auditing Committee
- NYSSCPA – Rochester Chapter – Board of Directors
- NYSSCPA – Rochester Chapter Past President
- NYSSCPA – Nominating Committee 2010
- NYSSCPA – Fire District TASC Force
- NYSSCPA – Deferred Compensation TASC Force

Work Specialties:

- Supervision and planning of municipal, public authority, and school district audits
- Developed firm work plans for deferred compensation plan audits
- Researched and developed procedures relating to employment preparation education, special parks grants, New York State DOT audits, and the uniform guidance
- Provided technical and advisory services for fund balance and reserve planning
- Developed work programs for risk assessment, compliance auditing, and financial statement preparation

Other Activities:

- Tom is an active presenter at the New York State spring and summer workshops sponsored by the New York School Boards Association, New York State Association of School Business Officials, and New York State Government Finance Officers Association, on topics relating to internal accounting controls, general purpose accounting guidance, fraud, and GASB statements.
- Tom has spoken to high school accounting classes discussing the certified public accountant's profession and the various opportunities available to students upon completion of college.

Governmental Engagement Team, cont'd

Raymond F. Wager, CPA, Consulting Partner (NYS License 038842)



Educational Background:

Rochester Institute of Technology - B.S. Degree in Accounting.
Certified Public Accountant - 1978

Career Experience:

MMB + CO - Partner
Raymond F. Wager, CPA, P.C. (March 1988 - 2017) Owner
Naramore, Niles & Co. (1978 - 1988) Partner
Naramore, Niles & Co. (1973 - 1978) Staff Accountant

Work Specialties

- Currently the auditor for approximately one hundred municipal clients in New York State.
- Also provides a variety of technical and advisory services as well as normal accounting and auditing services for all municipal clients.
- Conduct various audits for not-for-profit and commercial clients including a variety of management advisory services.

Professional Memberships:

-The American Institute of Certified Public Accountants
-The New York State Society of Certified Public Accountants
-NYSSCPA Public School Committee
-New York State Association of School Business Officials
-Government Finance Officers Association
-Advent House - Finance Committee Chairperson and Treasurer

Other Information:

- A frequent speaker at the Rochester Chapter of the Association of School Business Officials (ASBO).
- Active participant in the New York State Summer Workshop in Albany sponsored by the State Education Department and ASBO.
- Currently serving on the NYS Public School Accounting Committee.

Governmental Engagement Team, cont'd

Thomas J. Lauffer, CPA, Consulting Partner (NYS License 059214)



Educational Background:

Certified Public Accountant - New York State
St. Bonaventure University - B.S. Degree in Accounting

Career Experience:

MMB + CO - Partner
Raymond F. Wager, CPA, P.C. (January 1997 - 2017) Shareholder
Raymond F. Wager, CPA, P.C. (March 1988 - December 1996)
Naramore, Niles and Co. (September 1982 - March 1988) Senior Accountant/Manager

Professional Associations and Activities:

- New York State Association of School Business Officials (Rochester Chapter)
- NYS Government Finance Officers Association
- NYSSCPA - Public School Committee
- New York State Society of Certified Public Accountants
- American Institute of Certified Public Accountants

Significant Accomplishments:

- Currently, serves on the NYS Public School Accounting Committee. This committee provides the opportunity to work closely with representatives of the NYS Comptroller's Office and the NYS Education Department. Also served on the subcommittee to develop and research the topics and agenda for the State wide Public School Accounting Seminar and served as a presenter at four of the six locations.
- Responsible for the implementation of monitoring requirements relating to the NYS Affordable Housing Corp. grants for small towns. Also, responsible for the Firm's implementation of changes to the Single Audit Act and OMB Compliance Supplement.
- Responsible for managing several internal audits.

Governmental Engagement Team, cont'd

David A. Rizzari, Director

Educational Background:

Rochester Institute of Technology - B.S. Degree in Accounting

Career Experience:

MMB+CO - Director

Raymond F. Wager, CPA, P.C. (March 1988 - 2017) Senior Manager

Naramore, Niles and Co. (May 1977 - March 1988) Senior Accountant/Manager

Naramore, Niles and Co. (May 1975 - May 1977) Internship/Staff Accountant

Professional Associations and Activities:

-New York State Association of School Business Officials (Rochester Chapter)

-Accounting and Auditing Committee - NYSGFOA

-NYSGFOA - Board of Governors/Treasurer

-ARC of Monroe County - Board of Directors

-ARC of Monroe County - Finance Committee

Significant Accomplishments:

-Interacted in the peer review of Raymond F. Wager, CPA, P.C. conducted in 2015 by Marvin and Co., P.C. This review resulted in an unqualified opinion regarding the accounting and auditing practice of the firm.

-Responsible for the quality control of the practice which involves an annual review of selected financial statement clients and the implementation of many new procedures and policies to improve quality controls within the firm.

-Successfully assisted a school district and a BOCES (first in NYS) with the preparation of the Comprehensive Annual Financial Report (CAFR) to achieve the Certificate of Excellence in Financial Reporting awarded by both ASBO and GFOA.

John Rynkiewicz, Jr., CPA, Principal

Educational Background:

Certified Public Accountant - New York State

Rochester Institute of Technology - B.S. Degree in Accounting, 1997.

Career Experience:

MMB+CO - Principal

Raymond F. Wager, CPA, P.C. Division of Mengel Metzger Barr & Co. LLP (2018) Senior Manager

Raymond F. Wager, CPA, P.C. (May 2010 – 2017)

Freed Maxick & Battaglia, CPA's (May 2008 – April 2010)

Ernst & Young, LLP (April 2005 – May 2008)

Governmental Engagement Team, cont'd

Significant Accomplishments:

- Audit services for clients in municipal, not-for-profit, manufacturing, and health care in industries. Responsible for planning and coordination of all aspects of audit including development of testing, procedures and day to day management of engagements.
- Has served as manager of four internal audit engagements. Also, has planned and coordinated audit procedures for engagements for our governmental audit clients. Currently, manages day to day activities of engagements to ensure meeting deadlines, and the timely delivery of client requests.

Melissa Duerr, CPA, Principal

Educational Background:

St. John Fisher College of New York, B.S. Accounting, May, 2003
Certified Public Accountant - New York State, 2014

Career Experience:

MMB+CO - Principal
Mengel Metzger Barr & Co. LLP - Senior Manager (2018 - 2021)
Raymond F. Wager, CPA, P.C. Division of Mengel Metzger Barr & Co. LLP (2018) Manager
Raymond F. Wager, CPA, P.C. (June 2011 to 2017)

Professional Associations and Activities:

- New York State Society of Certified Public Accountants
- American Institute of Certified Public Accountants

Significant Accomplishments:

Melissa has supervised the annual audit of several of the firm's clients which include IDA's, school districts, BOCES, towns, counties, villages, and not-for-profit agencies. She has also, provided various types of client assistance to several towns, villages, and school district's including general accounting, bookkeeping, reconciliations, and preparation of Annual Update Documents filed with New York State.

Erik Lunger, CPA, Senior Manager

Educational Background:

Certified Public Accountant – New York State
St. John Fisher College, Accounting Certificate Program - 2012
State University of New York at Geneseo - B.S. Business Administration - 2005

Career Experience:

MMB+CO - Senior Manager
Raymond F. Wager, CPA, P.C. Division of Mengel Metzger Barr & Co. LLP - (2019) Manager
Raymond F. Wager, CPA, P.C. Division of Mengel Metzger Barr & Co. LLP (2018) Senior
Raymond F. Wager, CPA, P.C. (June 2012 - 2017)

Governmental Engagement Team, cont'd

Significant Accomplishments:

He has served as in-charge auditor for many of the Firm's clients including school districts, BOCES, towns, counties, villages and not-for-profit agencies. Has provided accounting assistance to school districts including assistance with required state filing documents. Erik has also helped in managing the Firm's tax department for several tax seasons. Has completed over 1,000 tax returns including personal, partnership, corporate, estate, trust, and not-for-profit tax filings.

Ryan McGlynn, CPA, Senior Manager

Educational Background:

The College at Brockport, B.S. Accounting, December 2015
Certified Public Accountant – New York State, 2020

Career Experience:

MMB+CO - Manager
Mengel Metzger Barr & Co. LLP, Raymond F. Wager, CPA, P.C. Division (2019)- Senior Accountant
Raymond F. Wager, CPA, P.C., Division of Mengel Metzger Barr & Co. LLP (2019) - In-Charge Accountant
Raymond F. Wager, CPA, P.C. (February 2016 to December 2017)

Tiffany Raskopf, Senior Accountant

Educational Background:

St. Bonaventure University, BBA Accounting, December 2013

Career Experience:

MMB+CO - Senior Accountant (2018 - Present)
Raymond F. Wager, CPA, P.C. - Staff Accountant (2013- 2018)

Jennifer Austin, CPA, Senior Accountant

Educational Background:

Successfully completed CPA exams in May 2021
Roberts Wesleyan College, B.S. Accounting – 2019

Career Experience:

MMB+CO – Senior Accountant (October 2021 – Present)
Mengel Metzger Barr & Co. LLP – Staff Accountant (May 2019 – September 2021)

Rochester Presence/MWBE Statement

Strong Local Presence

Founded in the City of Rochester over 40 years ago, MMB is strongly rooted in the Rochester community. Volunteering, serving on boards, participating in local events- we value the relationships we have formed throughout the communities in which we work, live, and raise our families. MMB strives to provide the highest possible level of service while maintaining our sense of community responsibility.

Each year we enjoy supporting the fund raising activities of our not-for-profit clients in a variety of ways. In addition, our Partners are committed to closing down one day each year to allow all staff members to volunteer with a variety of our not-for-profit clients. Such a simple exercise has become a much anticipated event each year and provides a great level of satisfaction to our employees and clients.

MWBE/Subcontracting

MMB has not been certified as a bona fide MWBE firm. However, as previously noted, our ownership group is comprised of 50% women and partners, and our overall workforce is 53% individuals who are female and/or of color. Specifically within our Rochester office, our overall workforce is 59% individuals who are female and/or of color.

All work done on this contract will be performed by our Rochester office without the use of subcontractors. At least 70% of the workforce utilized on this engagement will be either minority or women.

Peer Review Report



CERTIFIED PUBLIC ACCOUNTANTS
CHATTANOOGA | MEMPHIS

Report on the Firm's System of Quality Control

September 17, 2021

To The Partners of Mengel, Metzger, Barr & Co., LLP and the National Peer Review Committee of the AICPA.

We have reviewed the system of quality control for the accounting and auditing practice of Mengel, Metzger, Barr & Co., LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards). A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System review as described in the standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act, and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Mengel, Metzger, Barr & Co., LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency* or *fail*. Mengel, Metzger, Barr & Co., LLP has received a peer review rating of *pass*.

*Henderson Hutcherson
& McCullough, PLLC*

1200 Market Street, Chattanooga, TN 37402 | T 423.756.7771 | F 423.265.8125

AN INDEPENDENT MEMBER OF THE BDO ALLIANCE USA

NON-COLUSION CERTIFICATION

By submission of this proposal, the Offeror Michael DeBadts, CPA certifies,
Name of Offeror

that (s)he is Partner of Mengel Metzger Barr & Co. LLP and,
Title Name of Firm

under penalty of perjury, affirms:

1. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Offeror or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening, directly or indirectly, to any other Offeror or to any competitor; and
3. No attempt has been made or will be made by the Offeror to induce any other person, partnership or corporation to submit or not submit a proposal for the purpose of restricting competition.
4. The proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, organization or corporation.
5. Each person signing the proposal certifies that:
 - [a] He is the person in the Consultant's organization responsible within that organization for the decision as to prices being offered in the proposal and that he has not participated and will not participate in any action contrary to (1-4) above; **Or**
 - [b] He is not the person in the Consultant's organization responsible within that organization for the decision as to prices being offered in the proposal but that he has been authorized in writing to act as agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate, in any action contrary to (1-4) above, and that as their agent, does hereby so certify; and that he has not participated, and will not participate in any action contrary to (1-4) above.

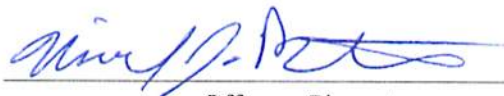
Sworn to before me this

29th

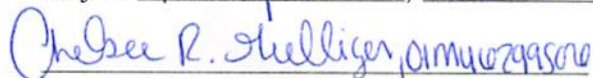
Day of

May

2023



Offeror Signature



Notary Public

{SEAL / STAMP}

CHELSEA R MULLIGAN

NOTARY PUBLIC-STATE OF NEW YORK

No. 01MU6299506

Qualified in Monroe County

My Commission Expires 03-24-2026



Geneva BID Maintenance Report Q1 2023

General: The first Quarter was quiet. We did not have a lot of snow so we worked on organization and cut back hours.

Payroll – First Quarter Maintenance payroll was \$16,637.68
LDC / IDA reimbursement due: \$376.30

Purchased Equipment

Earth Planter, 5 new large planters purchased: Invoice Paid
Garbage Bags \$300 (normal BID purchase)

Services:

Graphic artist to render map with locations of the flower beds and infographic guide to the new landscape beds: invoice paid

Attached are copies of the first draft of the maps. There are some flower beds missing and I am having a few of the layout details changed.

We have been working with Anne Hoyt to put together Weeding Guides and volunteer plans. Please see the April report for more detail on this project.

Thank you,
Catherine Price
Executive Director
Geneva BID