

**COUNTIES OF WARREN AND WASHINGTON
CIVIC DEVELOPMENT CORPORATION**

5 Warren Street, Suite 210
Glens Falls, New York 12801

Tel. (518) 792-1312
website: www.warren-washingtonida.com

TO: ALL BOARD MEMBERS
COUNTIES OF WARREN AND WASHINGTON
CIVIC DEVELOPMENT CORPORATION

FROM: Bud Taylor, Chairman

DATE: December 16, 2015

The Counties of Warren and Washington Civic Development Corporation will hold a Board meeting as follows:

Date: Monday, December 21, 2015 (immediately after the IDA Board Meeting at 4 pm)

Location: Warren County Municipal Center, Lake George, NY

The purpose of the meeting will be to address new matters.

Enclosed please find:

- Meeting Agenda
- Internal Financial Reports

cc: Robert C. Morris, Esq. w/ all enclosures
Amanda Allen, Warren Co. Board Clerk w/ agenda
Debra Prehoda, Washington Co. Board Clerk w/agenda
Scott Donnelly, The Post Star, with agenda

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**BOARD MEETING AGENDA
December 21, 2015**

1. Call to Order & Confirm Attendance
2. Approval of minutes of last Board Meeting of October 19, 2015
3. **New Business**
 - a. Finalize Budget 2016
 - b. YE Accounting and Auditing Proposals 2015
4. Adjournment

COUNTIES OF WARREN & WASHINGTON CIVIC DEVELOPMENT CORPORATION

BUDGET FOR 2016

		Budget for 2015	Actual YTD through 30-Nov-15	Budget for 2016
INCOME				
Operating Revenue				
Charges for Services				
	Project Fees - New	\$ 22,500.00	\$ -	\$ 22,500.00
	Application Fees	500.00	-	500.00
	Total Charges for Services	\$ 23,000.00	\$ -	\$ 23,000.00
Other Operating Revenue				
	Reimbursable Legal from Projects 3.4	\$ 15,000.00	\$ -	\$ 15,000.00
	Total Operating Revenue	\$ 38,000.00	\$ -	\$ 38,000.00
	TOTAL INCOME	\$ 38,000.00	\$ -	\$ 38,000.00
EXPENSES				
Operating Expenses				
	Insurance - Liability Public Officials	\$ 250.00	\$ 157.79	\$ 200.00
	Miscellaneous	\$ 200.00	\$ -	\$ 100.00
Contractual Services				
	Accounting	\$ 3,350.00	\$ 1,900.00	\$ 2,500.00
	Legal			
	Reimbursable from projects 3.4	15,000.00	-	15,000.00
	General Legal	2,000.00	-	1,500.00
	Total Contractual Services	\$ 20,350.00	\$ 1,900.00	\$ 19,000.00
	Funds to IDA per Grant Agreement	\$ -	\$ 40,000.00	\$ 10,000.00
	TOTAL EXPENSES	\$ 20,800.00	\$ 42,057.79	\$ 29,300.00
	Net Income (Loss)	\$ 17,200.00	\$ (42,057.79)	\$ 8,700.00

3/19/2015
14:08:15

DTM
COC Page 15 of 16

Partner Billing Worksheet
DENNIS G. DEFAYETTE
May 15, 2015

Client: 1946
COUNTIES OF WARREN & WASHINGTON
CIVIC DEVELOPMENT CORPORATION
5 WARREN ST., SUITE 210
GLENS FALLS, NY 12801

Office: 100
Partner: 7

SNOW, EICHER, FARRAR, LLP
DENNIS G. DEFAYETTE

Invoice Recap	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Last Year:	0.00	0.00	0.00	0.00	1,210.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
This Year:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Time	Date	Employee	Service	Description	Rate	Hours	Std Amount	Bill Amount	Std?
TIANYU FENG									
	2/15/2015	10	130 NON-PROFIT RETURNS & REPOR	PREP 990-EZ	85.00	2.30	195.50		
							2.30	195.50	
Totals for TIANYU FENG									
EXPENSES									
	5/15/2015	28	130 NON-PROFIT RETURNS & REPOR	UT	0.00	0.00	21.93		
							0.00	21.93	
Totals for EXPENSES									
DENNIS G. DEFAYETTE									
	5/15/2014	7	130 NON-PROFIT RETURNS & REPOR	CK BOARD MEMBER LISTING	130.00	0.20	26.00		
	1/31/2015	7	130 NON-PROFIT RETURNS & REPOR	Y/E WORK	130.00	3.00	390.00		
	5/15/2015	7	130 NON-PROFIT RETURNS & REPOR	CK W/CHANGES	130.00	1.20	156.00		
	10/31/2014	7	505 GENERAL BUSINESS CONSULTA	1 CERTIFY 2015 BUDGET REPORTS	130.00	0.30	39.00		
	3/31/2015	7	505 GENERAL BUSINESS CONSULTA	1 PARIS REVIEW	130.00	4.00	520.00		
							8.70	1,131.00	
Totals for DENNIS G. DEFAYETTE									
					Employee Cost:	\$266.66			
					Cost:	\$266.66			
							11.00	\$1,348.43	1,200.00
								\$1,348.43	
Client Totals									

	Current	Apr	Mar	Feb	Before Feb	Total
WIP Aging						
Time	177.93	0.00	520.00	195.50	455.00	\$1,348.43
Expenses	0.00	0.00	0.00	0.00	0.00	\$0.00
AR Aging						
Current	0.00	0.00	0.00	0.00	0.00	\$0.00

Last Receipt: 6/18/2014 \$1,210.00

YTD Recap: Standard Amt:	0.00
Write-Ups:	0.00
Write-Downs:	0.00
YTD Billed:	\$0.00

- All ATTACHED
- PREP VOUCHER; JD TO SIGN

Counties of WWCDC			
PARIS Review Checklist			
Year Ended December 31, 2012			
		Reviewed	
		By	Date
Authority Home Page		DGD	3/25/2013
Procurement Reports:			
Information		DGD	3/25/2013
Transactions		DGD	3/25/2013
Investment Report		DGD	3/25/2013
Annual Report:			
Governance Information:			
Authority Related		DGD	3/25/2013
Board Related		DGD	3/25/2013
Board of Directors		DGD	3/25/2013
Staff		DGD	3/25/2013
Benefit Info		DGD	3/25/2013
Subsidiary Affiliate		DGD	3/25/2013
Summary Financial Information		DGD	3/25/2013
Current Debt:			
New Debt Issuances		DGD	3/25/2013
Schedule of Debt		DGD	3/25/2013
Real Property Acquisition/Disposal		DGD	3/25/2013
Personal Property Disposal		DGD	3/25/2013
Property Documents		DGD	3/25/2013
Grant Information		DGD	3/25/2013
Loan Information		DGD	3/25/2013
Bond Information		DGD	3/25/2013
Certified Financial Audit		DGD	3/25/2013

CDC

Whittemore, Downen

BILLING WORKSHEETS

SORTED BY Client CODE
BILL THRU DATE: 03/17/15

Client CODE: 0022414 Counties of Warren and Wash PARTNER: 0117 Combs, C EMPLOY: 0117 Combs, C
Engagement CODE: 0000 PARTNER: 0117 Combs, C EMPLOY: 0117 Combs, C

ADDRESS: Civic Development Corp.
5 Warren Street, Suite 210
Glens Falls, NY 12801 USA
PHONE: (518) 792-1312
CONTACT:

FEE ARRNGMT: P PROGRESS AMOUNT: 0.00
WIP BALANCE: 1035.50 LAST BILL: 03/15/14 AMOUNT 1000.00
PROG BILL BAL: 0.00 LAST PMT: 04/30/14 AMOUNT 1000.00
LAST STMT: 07/31/14

Client	CURRENT	30 DAYS	60 DAYS	90 DAYS	120 DAYS	BALANCE
A/R AGING:	0.00	0.00	0.00	0.00	0.00	0.00

PRODUCTION:	PERIOD TO DATE	YEAR TO DATE	LAST YEAR	BILLING:	PERIOD TO DATE	YEAR TO DATE	LAST YEAR
BILLABLE HRS	0.20	5.20	21.85	BILLED FEES	0.00	0.00	2076.20
BILLABLE AMT	12.00	786.50	3284.00	BILLED EXP	0.00	0.00	23.80
NON-BILL HRS	0.00	0.00	0.00	WRITE UP/DN	0.00	0.00	1430.00
NON-BILL AMT	0.00	0.00	0.00	RECEIPTS	0.00	0.00	2100.00
				WRITE OFFS	0.00	0.00	0.00

CATEG/ DATE	EMPLY	W.C.	DESCRIPTION/COMMENTS	B T T X	TRANS NUMBER	HOURS/ UNITS	RATE	WIP AMOUNT	WRITE UP/DOWN	BILL AMOUNT
ACC Accounting & Auditing Services										
01/15/15	0117	ABW	Audit Basic Work	B	NT 0088976	0.70	160.000	112.00		
01/26/15	0117	ABW	Audit Basic Work	B	NT 0089241	0.30	160.000	48.00		
01/27/15	0117	ABW	Audit Basic Work	B	NT 0089274	0.10	160.000	16.00		
01/28/15	0117	ABW	Audit Basic Work	B	NT 0089304	0.40	160.000	64.00		
01/29/15	0117	ABW	Audit Basic Work	B	NT 0089355	2.10	160.000	336.00		
11/14/14	0117	EPL	Engagement Planning	B	NT 0087824	0.20	160.000	32.00		
11/17/14	0117	EPL	Engagement Planning	B	NT 0087844	0.10	160.000	16.00		
11/17/14	0185	EPL	Engagement Planning	B	NT 0087854	1.10	140.000	154.00		
11/18/14	0020	EPL	Engagement Planning	B	NT 0087868	0.10	200.000	20.00		
01/05/15	0117	EPL	Engagement Planning	B	NT 0088746	1.10	160.000	176.00		
CATEGORY ACC Accounting & Auditing Services TOTALS:						6.20		974.00		
MAS Management Advisory Services										
01/27/15	0140	RQB	Restore QuickBooks File	B	NT 0089292	0.30	75.000	22.50		
MSC Miscellaneous Services										
11/18/14	0300	GSE	General Secretarial	B	NT 0087876	0.20	60.000	12.00		
12/09/14	0300	GSE	General Secretarial	B	NT 0088229	0.25	60.000	15.00		
03/02/15	0300	GSE	BANK CONFIRMS CDC/IDA	B	NT 0090203	0.20	60.000	12.00		
			General Secretarial - REP LETTER							
CATEGORY MSC Miscellaneous Services TOTALS:						0.65		39.00		
FEE RECAP BY Employee:										
				HOURS	RATE	AMOUNT				
0020	Downen, Paul L.	0.10	200.000	20.00						
0117	Combs, Colin D.	5.00	160.000	800.00						
0140	Tessino, Stephen K.	0.30	75.000	22.50						
0185	Jones, Kathleen	1.10	140.000	154.00						
0300	Carusone, Robin K.	0.65	60.000	39.00						
Engagement 0000 FEE TOTALS:						7.15		1035.50		
Engagement 0000 TOTALS:						7.15		1035.50		
Client 0022414 TOTALS:						7.15		1035.50		