

**COUNTIES OF WARREN AND WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY**

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
INDUSTRIAL DEVELOPMENT AGENCY

FROM: Bud Taylor, Chairman

DATE: December 16, 2015

The Counties of Warren and Washington Industrial Development Agency will hold its regular monthly Board meeting as follows:

Date: Monday, December 21, 2015

Location: Warren County Municipal Center, Lake George, NY

The purpose of the meeting will be to discuss new, unfinished and Park business.

Enclosed please find:

- Meeting Agenda and supporting data
- Monthly Financial Statements

Remember to call or email Debbie at the Agency Office at least 24 hours beforehand if possible if you are unable to attend the meeting.

cc: Robert 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

**COUNTIES OF WARREN AND WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY**

5 Warren Street, Su 210, Glens Falls, NY 12801

Phone (518) 792-1312

**Board Meeting Agenda
December 21, 2015**

- 1.1 Attendance taken
- 1.2 Approval of Board Meeting Minutes of November 16, 2015

3.0 Accounts Payable

<u>FitzGerald Morris Baker Firth PC</u>	\$	1,682.63
<i>M0001 General Legal Services November 2015</i>		
<u>FitzGerald Morris Baker Firth PC</u>	\$	270.00
<i>M3955 Industrial Park Legal Services November 2015</i>		
<u>P. Hoffman Realty</u>	\$	370.00
<i>Rent - January 2016</i>		
<u>The Archives</u>	\$	30.00
<i>Monthly File Storage</i>		
<u>Associates of Glens Falls</u>	\$	50.00
<i>Worker's Comp Broker Fee</i>		
<u>State Insurance Fund</u>	\$	331.69
<i>Workers' Comp Annual Premium</i>		
<u>Time Warner</u>	\$	123.57
<i>Monthly Phone & Internet Service</i>		
<u>NYS Economic Development Council</u>	\$	750.00
<i>Annual Membership Dues 2016</i>		
<u>Jarrett Engineers PLLC</u>	\$	415.00
<i>Sept and Oct Engineering Services</i>		
<u>Wade Sherman</u>	\$	95.00
<i>Removal of malware from office computer</i>		
<u>ARCC</u>	\$	308.00
<i>Annual Membership Dues 2016</i>		
<u>Deborah Mineconzo</u>	\$	36.68
<i>Mileage Reimbursement to White Creek Public Hearing</i>		
** <u>EFTPS</u>	\$	695.77
<i>Federal/FICA/MCR Payroll Taxes November 2015</i>		
** <u>Promptax</u>	\$	88.70
<i>NYS Payroll Taxes November 2015</i>		
** <u>Deborah Mineconzo</u>	\$	<u>1,957.92</u>
<i>Net Payroll - November 2015</i>		
Current Accts Payable	\$	<u>7,204.96</u>

4. Old/Unfinished Business

- a. TFC Enterprises (Tree Paad) - Update
- b. Innovative Concepts - Inducement resolution
- c. Final Budget 2016 Approval
- d. YE accounting and auditors proposals

5. New Business

- a. Annual Board Evaluation Forms

6. Adjournment

COUNTIES OF WARREN & WASHINGTON INDUSTRIAL DEVELOPMENT AGENCY

BUDGET FOR YE 2016

INCOME	BUDGET 2015	ACTUAL YTD Jan - Nov 30, 2015	BUDGET 2016
Nonoperating Revenue:			
Investment Earnings			
Interest Income	\$ 1,000.00	\$ 446.10	\$ 500.00
Total Investment Earnings	\$ 1,000.00	\$ 446.10	\$ 500.00
Other Nonoperating Revenue:			
Funds from WWCDC per Grant Agreement	\$ -	\$ 40,000.00	\$ 10,000.00
Miscellaneous Income - Nonoperating	\$ -	\$ 1.00	\$ 100.00
Lot Sales			
Legal Reimbursement 3.4 - Lot Sales	\$ 3,000.00	\$ -	\$ 5,000.00
Sale of Land	52,750.00	-	44,250.00
Total Lot Sales	\$ 55,750.00	\$ -	\$ 49,250.00
Total Nonoperating Revenue:	\$ 56,750.00	\$ 40,447.10	\$ 59,750.00
Operating Revenue:			
Charges for Services			
Application Fees	\$ 1,000.00	\$ 2,500.00	\$ 1,000.00
Project Fees - Existing	600.00	600.00	600.00
Project Fees - New	45,000.00	146,983.03	50,000.00
Total Charges for Services	\$ 46,600.00	\$ 150,083.03	\$ 51,600.00
Project - Legal Reimbursement 3.4	\$ 25,000.00	\$ 55,438.25	\$ 25,000.00
Miscellaneous Other Oper Revenue	\$ 250.00	\$ 157.79	\$ 100.00
Total Operating Revenue	\$ 71,850.00	\$ 205,679.07	\$ 76,700.00
TOTAL INCOME:	\$ 128,600.00	\$ 246,126.17	\$ 136,450.00

EXPENSES

Nonoperating Expenses

Other Nonoperating Expenses		\$	5,000.00		
Airport Industrial Park:					
Forestry Maintenance Income Phase IIC					
Real Property Taxes - Vacant Lots	17,000.00		15,224.16	17,000.00	
	<u>17,000.00</u>		<u>15,224.16</u>	<u>17,000.00</u>	
Total Airport Industrial Park Expenses	\$ 17,000.00		\$ 15,224.16	\$ 17,000.00	
	<u>17,000.00</u>		<u>15,224.16</u>	<u>17,000.00</u>	
Total Nonoperating Expenses:	\$ 17,000.00		\$ 20,224.16	\$ 17,000.00	
	<u>17,000.00</u>		<u>20,224.16</u>	<u>17,000.00</u>	

Operating Expenses:

Other Operating Expenses

Miscellaneous	\$ 200.00		\$ 87.97	\$ 200.00	
Insurance					
Disability Insurance	\$ 125.00		\$ 125.00	\$ 125.00	
Liability Insurance	1,200.00		1,266.49	1,500.00	
Public Officials Liability	1,550.00		1,644.72	1,500.00	
Employee Dishonesty Bond (3 yrs)	1,150.00		-	-	
Workers' Compensation Insurance	375.00		-	400.00	
	<u>4,400.00</u>		<u>3,036.21</u>	<u>3,525.00</u>	
Total Insurance	\$ 4,400.00		\$ 3,036.21	\$ 3,525.00	
	<u>4,400.00</u>		<u>3,036.21</u>	<u>3,525.00</u>	
Lot Sales - Legal Expenses Reimb. 3.4	\$ 3,000.00		\$ -	\$ 5,000.00	
	<u>3,000.00</u>		<u>-</u>	<u>5,000.00</u>	
Contractual Services					
Advertising	\$ 1,000.00		\$ 486.00	\$ 1,000.00	
AIP - Misc Contractual Services	1,500.00		1,574.70	1,700.00	
Computer & Website Related	750.00		3,671.25	1,000.00	
Dues	1,200.00		750.00	1,200.00	
Rent	4,800.00		4,070.00	4,800.00	
Subscriptions	175.00		326.00	275.00	
Telephone and Internet	1,500.00		1,358.99	1,500.00	
	<u>10,925.00</u>		<u>12,236.94</u>	<u>11,475.00</u>	
Total Contractual Services	\$ 10,925.00		\$ 12,236.94	\$ 11,475.00	
	<u>10,925.00</u>		<u>12,236.94</u>	<u>11,475.00</u>	
Total Other Operating Expenses:	\$ 18,525.00		\$ 15,361.12	\$ 20,200.00	
	<u>18,525.00</u>		<u>15,361.12</u>	<u>20,200.00</u>	
Professional Service Contracts:					
Accounting	\$ 13,000.00		\$ 12,870.00	\$ 15,000.00	
Engineering - Phase II & Wetlands	4,000.00		1,953.59	3,000.00	
Engineering - Phase I & General	150.00		23.75	100.00	
Legal					
Dev. Projects Reimb. 3.4	25,000.00		55,438.15	25,000.00	
General	15,000.00		17,542.68	17,000.00	
	<u>40,000.00</u>		<u>72,980.83</u>	<u>42,000.00</u>	
Total Legal:	\$ 40,000.00		\$ 72,980.83	\$ 42,000.00	
	<u>40,000.00</u>		<u>72,980.83</u>	<u>42,000.00</u>	

Total Professional Service Contracts	\$	<u>57,150.00</u>	\$	<u>87,828.17</u>	\$	<u>60,100.00</u>
Staff Payroll for WWIDA	\$	26,500.00	\$	23,806.00	\$	27,000.00
Supplies & Materials:						
File Storage	\$	445.00	\$	369.60	\$	425.00
Misc Office Expenses		125.00		85.08		100.00
Office Supplies		750.00		555.58		600.00
Postage		525.00		480.54		625.00
Total Supplies and Materials	\$	<u>1,845.00</u>	\$	<u>1,490.80</u>	\$	<u>1,750.00</u>
Employee Benefits						
Medicare - Company Expense	\$	385.00	\$	345.20	\$	391.50
FICA - Company Expense		1,643.00		1,475.97		1,674.00
Unemployment Insurance		700.00		451.50		475.00
Total Employee Benefits	\$	<u>2,728.00</u>	\$	<u>2,272.67</u>	\$	<u>2,540.50</u>
Contingency Expenses	\$	1,000.00	\$	-	\$	1,000.00
Total Operating Expenses	\$	<u>107,748.00</u>	\$	<u>130,758.76</u>	\$	<u>112,590.50</u>
TOTAL EXPENSES:	\$	<u>124,748.00</u>	\$	<u>150,982.92</u>	\$	<u>129,590.50</u>
NET INCOME:	\$	<u>3,852.00</u>	\$	<u>95,143.25</u>	\$	<u>6,859.50</u>

12/04/15

WWIDA
Balance Sheet
As of November 30, 2015

	<u>Nov 30, 15</u>	<u>Nov 30, 14</u>
ASSETS		
Current Assets		
Checking/Savings		
200 · Cash	519,184.90	424,200.67
Total Checking/Savings	519,184.90	424,200.67
Other Current Assets		
210 · Petty Cash	100.60	100.60
380D · Due from attorney-escrow deposi	22,500.00	0.00
380F · Installment Sale-GF Labels	29,750.00	0.00
480 · Prepaid Insurance	2,741.22	2,056.22
Total Other Current Assets	55,091.82	2,156.82
Total Current Assets	574,276.72	426,357.49
Fixed Assets		
101 · Land	519,262.59	589,466.16
104 · Machinery and Equipment	10,434.48	10,434.48
114 · Accumulated Depreciation	-9,484.11	-9,121.81
Total Fixed Assets	520,212.96	590,778.83
TOTAL ASSETS	<u><u>1,094,489.68</u></u>	<u><u>1,017,136.32</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
602 · Payroll Liabilities	0.00	0.01
615 · Customers' Deposit	22,500.00	0.00
Total Other Current Liabilities	22,500.00	0.01
Total Current Liabilities	22,500.00	0.01
Total Liabilities	22,500.00	0.01
Equity		
924 · Net Assets - Unrestricted	976,846.43	1,019,992.31
Net Income	95,143.25	-2,856.00
Total Equity	1,071,989.68	1,017,136.31
TOTAL LIABILITIES & EQUITY	<u><u>1,094,489.68</u></u>	<u><u>1,017,136.32</u></u>

12/04/15
Accrual Basis

WWIDA

Profit & Loss 2015

November 2015

	Nov 15
Ordinary Income/Expense	
Income	
Nonoperating revenue	
Investment Earnings	
2401 · Interest Income	43.07
Total Investment Earnings	43.07
Total Nonoperating revenue	43.07
Total Income	43.07
Gross Profit	43.07
Expense	
Operating Expenses	
Other operating expenses	
1910.4 · Insurance	
Disability Insurance	125.00
Liability/Commercial Insurance	701.49
Total 1910.4 · Insurance	826.49
6460.4 · Contractual Services	
Rent	370.00
Subscriptions	158.00
Telephone and Internet	123.57
Total 6460.4 · Contractual Services	651.57
Total Other operating expenses	1,478.06
Professional service contracts	
Legal	
General	2,279.50
Total Legal	2,279.50
Total Professional service contracts	2,279.50
6460.45 · Staff Payroll - WWIDA	2,547.50
6460.5 · Supplies and Materials	
File Storage	30.00
Total 6460.5 · Supplies and Materials	30.00
9000 · Employee Benefits	
Medicare - Company	36.95
Social Security - Company	157.94
Total 9000 · Employee Benefits	194.89
Total Operating Expenses	6,529.95
Total Expense	6,529.95
Net Ordinary Income	-6,486.88
Net Income	-6,486.88

12/04/15

WWIDA

Profit & Loss Budget vs. Actual

Year to Date

	Jan - Nov 15	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Nonoperating revenue			
Investment Earnings			
2401 · Interest Income	446.10	1,000.00	(553.90)
Total Investment Earnings	446.10	1,000.00	(553.90)
Other nonoperating revenue			
Grant Funds from CDC	40,000.00	0.00	40,000.00
Misc Income - Nonoperating	1.00	0.00	1.00
Total Other nonoperating revenue	40,001.00	0.00	40,001.00
2675 · Lot Sales			
Legal Reimbursement-Lot Sales	0.00	3,000.00	(3,000.00)
Sale of Land	0.00	52,750.00	(52,750.00)
Total 2675 · Lot Sales	0.00	55,750.00	(55,750.00)
Total Nonoperating revenue	40,447.10	56,750.00	(16,302.90)
Operating Revenue			
Charges for Services			
2116 · Application Fees	2,500.00	1,000.00	1,500.00
2116.1 · Project Fees - Existing	600.00	600.00	0.00
2116.2 · Project Fees - New	146,983.03	45,000.00	101,983.03
Total Charges for Services	150,083.03	46,600.00	103,483.03
Other Operating Revenue			
2770 · Project - Legal Reimb 3.4	55,438.25	25,000.00	30,438.25
2770.2 · Misc Income - operating	157.79	250.00	(92.21)
Total Other Operating Revenue	55,596.04	25,250.00	30,346.04
Total Operating Revenue	205,679.07	71,850.00	133,829.07
Total Income	246,126.17	128,600.00	117,526.17
Gross Profit	246,126.17	128,600.00	117,526.17
Expense			
Nonoperating Expenses			
Other Nonoperating expenses	5,000.00		
107 · Airport Industrial Park			
Property/Sewer/Water Taxes AIP	15,224.16	17,000.00	(1,775.84)
Total 107 · Airport Industrial Park	15,224.16	17,000.00	(1,775.84)
Total Nonoperating Expenses	20,224.16	17,000.00	3,224.16
Operating Expenses			
Other operating expenses			
Miscellaneous	87.97	200.00	(112.03)
1910.4 · Insurance			
Disability Insurance	125.00	125.00	0.00
Employee Dishonesty Bond	0.00	1,150.00	(1,150.00)
Liability/Commercial Insurance	1,266.49	1,200.00	66.49
Public Officials Liability	1,644.72	1,550.00	94.72
Workers' Comp Insurance	0.00	375.00	(375.00)
Total 1910.4 · Insurance	3,036.21	4,400.00	(1,363.79)
2675.1 · Sale of Lots			
Legal Exp. for Lot Sales 3.4	0.00	3,000.00	(3,000.00)
Total 2675.1 · Sale of Lots	0.00	3,000.00	(3,000.00)
6460.4 · Contractual Services			
Advertising	486.00	1,000.00	(514.00)
Airport Park - Misc Services	1,574.70	1,500.00	74.70

12/04/15

WWIDA
Profit & Loss Budget vs. Actual
Year to Date

	Jan - Nov 15	Budget	\$ Over Budget
Computer & Website Related Exp	3,671.25	750.00	2,921.25
Dues	750.00	1,200.00	(450.00)
Rent	4,070.00	4,800.00	(730.00)
Subscriptions	326.00	175.00	151.00
Telephone and Internet	1,358.99	1,500.00	(141.01)
Total 6460.4 · Contractual Services	12,236.94	10,925.00	1,311.94
Total Other operating expenses	15,361.12	18,525.00	(3,163.88)
Professional service contracts			
Accounting	12,870.00	13,000.00	(130.00)
Engineering-Phase II & Wetids	1,953.59	4,000.00	(2,046.41)
Engineering - Phase I & General	23.75	150.00	(126.25)
Legal			
Fees for Project 3.4 billing	55,438.15	25,000.00	30,438.15
General	17,542.68	15,000.00	2,542.68
Total Legal	72,980.83	40,000.00	32,980.83
Total Professional service contracts	87,828.17	57,150.00	30,678.17
6460.45 · Staff Payroll - WWIDA	23,806.00	26,500.00	(2,694.00)
6460.5 · Supplies and Materials			
Copying costs	0.00	5.00	(5.00)
File Storage	369.60	445.00	(75.40)
Misc Office Expenses	85.08	125.00	(39.92)
Office Supplies	555.58	750.00	(194.42)
Postage	480.54	525.00	(44.46)
Total 6460.5 · Supplies and Materials	1,490.80	1,850.00	(359.20)
9000 · Employee Benefits			
Medicare - Company	345.20	385.00	(39.80)
Social Security - Company	1,475.97	1,643.00	(167.03)
Unemployment Insurance	451.50	700.00	(248.50)
Total 9000 · Employee Benefits	2,272.67	2,728.00	(455.33)
Total Operating Expenses	130,758.76	106,753.00	24,005.76
Total Expense	150,982.92	123,753.00	27,229.92
Net Ordinary Income	95,143.25	4,847.00	90,296.25
Other Income/Expense			
Other Expense			
9100 · Contingency	0.00	1,000.00	(1,000.00)
Total Other Expense	0.00	1,000.00	(1,000.00)
Net Other Income	0.00	(1,000.00)	1,000.00
Net Income	95,143.25	3,847.00	91,296.25

Debbie Mineconzo

From: Defayette Dennis [ddefayette@sefcollp.com]
Sent: Monday, December 14, 2015 12:09 PM
To: Debbie Mineconzo
Subject: RE: Fee breakdown

Debbie:

Breakdown of billing is as follows:

	<u>2014</u>	<u>Proposed</u> <u>2015</u>
PILOT review	300	1,800
PARIS review	1,300	1,500
Y/E accounting	<u>2,820</u>	<u>2,700</u>
Totals	4,420	6,000

Dennis G. Defayette, CPA
Partner

Snow, Eicher, Farrar, LLP
16 Pine Street
Glens Falls, NY 12801-3444
Tel: 518-793-5619 ext.#24
Fax: 518-793-2324

CIRCULAR 230 DISCLOSURE:

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From: Debbie Mineconzo [mailto:dmineconzo@warren-washingtonida.com]
Sent: Monday, December 14, 2015 10:55 AM
To: Defayette Dennis <ddefayette@sefcollp.com>
Subject: Fee breakdown

Dennis:

Joe would like a \$\$ breakdown of the YE work by three categories:

PARIS work

Spreadsheet checklist (advised him \$1500) YE Accounting

Partner Billing Worksheet
DENNIS G. DEFAYETTE
April 15, 2015

Client: 0012

COUNTIES OF WARREN-WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY
5 WARREN STREET-SUITE 210
GLENS FALLS, NY 12801

Office: 100 SNOW, EICHER, FARRAR, LLP
Partner: 7 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	5,750.00	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?
DENNIS G. DEFAYETTE								
5/31/2014	7	505 GENERAL BUSINESS CONSULTA	1 P/C W/DM, 990 & GENESSE IDA	130.00	0.40	52.00		
9/30/2014	7	505 GENERAL BUSINESS CONSULTA	1 PRE ENG LTR; RESEARCH CFO	130.00	0.80	104.00		
10/31/2014	7	505 GENERAL BUSINESS CONSULTA	1 P/C'S W/O SC; 2013 CHGS	130.00	1.40	182.00		
10/31/2014	7	505 GENERAL BUSINESS CONSULTA	1 CERTIFY 2015 BUDGET REPORTS	130.00	0.80	104.00		
1/15/2015	7	505 GENERAL BUSINESS CONSULTA	1 PLANNING	130.00	0.20	26.00		
1/15/2015	7	505 GENERAL BUSINESS CONSULTA	1 UPDATE PARIS PW	130.00	0.20	26.00		
1/31/2015	7	505 GENERAL BUSINESS CONSULTA	1 Y/E WORK	130.00	8.20	1,066.00		
1/31/2015	7	505 GENERAL BUSINESS CONSULTA	1 Y/E WORK; P/C W/COLIN	130.00	12.00	1,560.00		
3/31/2015	7	505 GENERAL BUSINESS CONSULTA	1 REVIEW PARIS REPORTS	130.00	2.50	325.00		
3/31/2015	7	505 GENERAL BUSINESS CONSULTA	1 PARIS REVIEW	130.00	7.20	936.00		
4/15/2015	7	505 GENERAL BUSINESS CONSULTA	1 P/C W/DEBBIE - PARIS	130.00	0.30	39.00		

Totals for DENNIS G. DEFAYETTE

Time totals for client 0012

Employee Cost: \$1,042.11

34.00	4,420.00	<u>4420.00</u>
34.00	\$4,420.00	<u>4420.00</u>

Client Totals

Cost: \$1,042.11

\$4,420.00

WIP Aging	Current	Mar	Feb	Jan	Before Jan	Total
Time	39.00	1,261.00	0.00	2,678.00	442.00	\$4,420.00
Expenses	0.00	0.00	0.00	0.00	0.00	\$0.00

AR Aging	Current	Mar	Feb	Jan	Before Jan	Total
	0.00	0.00	0.00	0.00	0.00	\$0.00

Last Receipt: 6/18/2014 \$5,750.00

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

Jenn

**WWIDA
Pilot Calculations
2013**

Procedures:

Traced tax rates to 2013 Warren & Washington County school, town & county tax rate tables prepared by Washington County & Warren County real property tax services.

Traced PILOT paid to amounts recorded as paid in QuickBooks per wp# K.

Traced assessed values to 12/31/12 WP to agree.

Traced assessed values to PILOT agreement to agree.

Sighted 2013 tax bill for assessed value.

Verified that 485b % is reduced 5% from P/Y, and that no land is receiving 485(b) exemption.

Recalculated per PILOT agreement.

Footed/x-footed.

Traced company to listing of active PILOT companies per wp# FF-1(f) to agree. Reviewed list of active PILOT companies per wp# FF-1(f) to determine if any companies are not on spreadsheet.

FINDINGS:

Jenn's checklist

adds *1500

Counties of WWIDA					
PARIS Review Checklist					
Year Ended December 31, 2013					
				Reviewed	
				By	Date
Authority Home Page				DGD	3/27/2014
Procurement Reports:					
Information				DGD	3/27/2014
Transactions				DGD	3/27/2014
Investment Report				DGD	3/27/2014
Annual Report:					
Governance Information:					
Authority Related				DGD	3/27/2014
Board Related				DGD	3/27/2014
Board of Directors				DGD	3/27/2014
Staff				DGD	3/27/2014
Benefit Info				DGD	3/27/2014
Subsidiary Affiliate				DGD	3/27/2014
Summary Financial Information				DGD	3/27/2014
Current Debt-Schedule of Debt				DGD	3/27/2014
Real Property Acquisition/Disposal				DGD	3/27/2014
Personal Property Disposal				DGD	3/27/2014
Property Documents				DGD	3/27/2014
IDA Projects				DGD	3/27/2014
Certified Financial Audit				DGD	3/27/2014

HUDIT

BILLING WORKSHEETS

IDA

Whittemore, Dowen

SORTED BY Client CODE
BILL THRU DATE: 03/16/15

Client CODE: 0023405 Warren & Washington Industr
Engagement CODE: 0000

PARTNER: 0117 Combs, C
PARTNER: 0117 Combs, C

EMPLY: 0117 Combs, C
EMPLY: 0117 Combs, C

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

FEE ARRNGMT:	P PROGRESS	AMOUNT:	0.00
WIP BALANCE:	9763.69	DATE	02/11/15
PROG BILL BAL:	5000.00	LAST PMT:	04/30/14
		LAST STMT:	07/31/14
		AMOUNT	5000.00
		AMOUNT	3400.00

Client A/R AGING:	CURRENT	30 DAYS	60 DAYS	90 DAYS	120 DAYS	BALANCE
	0.00	5000.00	0.00	0.00	0.00	5000.00

PRODUCTION:	PERIOD TO DATE	YEAR TO DATE	LAST YEAR	BILLING:	PERIOD TO DATE	YEAR TO DATE	LAST YEAR
BILLABLE HRS	7.00	63.05	51.85	BILLED FEES	0.00	0.00	8347.01
BILLABLE AMT	1062.56	8983.69	7852.98	BILLED EXP	0.00	0.00	52.99
NON-BILL HRS	0.00	0.00	0.00	WRITE UP/DN	0.00	0.00	490.10
NON-BILL AMT	0.00	0.00	0.00	RECEIPTS	0.00	0.00	8400.00
				WRITE OFFS	0.00	0.00	0.00

CATEG/ DATE	EMPLY	W.C.	DESCRIPTION/COMMENTS	B T	TRANS NUMBER	HOURS/ UNITS	RATE	WIP AMOUNT	WRITE UP/DOWN	BILL AMOUNT
ACC	Accounting & Auditing Services									
01/26/15	0117	ABW	Audit Basic Work	B	NT 0089241	2.80	160.000	448.00		
01/27/15	0117	ABW	Audit Basic Work	B	NT 0089274	3.20	160.000	512.00		
01/28/15	0117	ABW	Audit Basic Work	B	NT 0089304	0.80	160.000	128.00		
01/29/15	0117	ABW	Audit Basic Work	B	NT 0089335	2.50	160.000	400.00		
02/03/15	0117	ABW	Audit Basic Work	B	NT 0089434	0.50	160.000	80.00		
02/03/15	0117	ABW	Audit Basic Work	B	NT 0089574	7.10	160.000	1136.00		
02/04/15	0117	ABW	Audit Basic Work	B	NT 0089463	6.60	160.000	1056.00		
02/06/15	0117	ABW	Audit Basic Work	B	NT 0089545	5.90	160.000	896.00		
02/16/15	0117	ABW	Audit Basic Work	B	NT 0089774	1.80	160.000	288.00		
02/25/15	0132	ABW	Audit Basic Work	B	NT 0090073	2.50	120.000	300.00		
			Audit Basic Work - REVIEW							
02/26/15	0117	ABW	Audit Basic Work	B	NT 0090093	0.30	160.000	48.00		
02/26/15	0132	ABW	Audit Basic Work	B	NT 0090107	4.00	120.000	480.00		
			Audit Basic Work - REVIEW							
02/27/15	0117	ABW	Audit Basic Work	B	NT 0090128	2.50	160.000	400.00		
02/27/15	0132	ABW	Audit Basic Work	B	NT 0090143	1.00	120.000	120.00		
			Audit Basic Work - REVIEW							
02/28/15	0117	ABW	Audit Basic Work	B	NT 0090159	0.80	160.000	128.00		
02/28/15	0132	ABW	Audit Basic Work	B	NT 0090170	0.25	120.000	30.00		
			Audit Basic Work - REVIEW							
03/02/15	0117	ABW	Audit Basic Work	B	NT 0090195	0.40	160.000	64.00		
03/05/15	0117	ABW	Audit Basic Work	B	NT 0090427	1.20	160.000	192.00		
05/19/14	0117	CAC	Client Accounting Conference	B	NT 0083938	0.30	160.000	80.00		
11/14/14	0117	EPL	Engagement Planning	B	NT 0087824	0.60	160.000	96.00		
11/14/14	0185	EPL	Engagement Planning	B	NT 0087812	0.70	140.000	98.00		
11/17/14	0117	EPL	Engagement Planning	B	NT 0087844	0.20	160.000	32.00		
11/17/14	0185	EPL	Engagement Planning	B	NT 0087854	0.30	140.000	42.00		
11/18/14	0020	EPL	Engagement Planning	B	NT 0087868	0.10	200.000	20.00		
			S/R ENG LTR							
12/08/14	0117	EPL	Engagement Planning	B	NT 0088193	0.40	160.000	64.00		
12/31/14	0117	EPL	Engagement Planning	B	NT 0088689	2.10	160.000	336.00		
01/29/15	0020	EPL	Engagement Planning	B	NT 0090427	0.05	200.000	10.00		
			Engagement Planning - M/W COLIN							
03/04/15	0060	TBR	Trial Balance Review	B	NT 0090470	0.60	160.000	96.00		
03/05/15	0060	TBR	Trial Balance Review	B	NT 0090294	0.40	160.000	64.00		
			Trial Balance Review - QUALITY REVIEW							
03/13/15	0060	TBR	Trial Balance Review	B	NT 0090551	0.20	160.000	32.00		
			QUALITY REVIEW							

CATEGORY ACC Accounting & Auditing Services TOTALS:

50.00 7676.00

FST	DATE	EMPLY	W.C.	DESCRIPTION/COMMENTS	B T	TRANS NUMBER	HOURS/ UNITS	RATE	WIP AMOUNT	WRITE UP/DOWN	BILL AMOUNT
FST	Financial Statements										
03/14/15	0300	FSA	Financial Statement Assembly	B	NT 0090598	0.60	60.000	36.00			
			Financial Statement Assembly - 16 BOUND, 1 STAPLED								
02/06/15	0145	FSP	Financial Statement Preparatio	B	NT 0089538	0.75	100.000	75.00			
02/07/15	0145	FSP	Financial Statement Preparatio	B	NT 0089562	1.95	100.000	195.00			
02/07/15	0145	FSP	Financial Statement Preparatio	B	NT 0089562	0.70	100.000	70.00			
02/09/15	0145	FSP	Financial Statement Preparatio	B	NT 0089595	1.00	100.000	100.00			
			CASH FLOW								
02/09/15	0145	FSP	Financial Statement Preparatio	B	NT 0089595	1.95	100.000	195.00			
			CASH FLOW AND FOOTNOTES								

BILLING WORKSHEETS

Whittemore, Downen

SORTED BY Client CODE
BILL THRU DATE: 03/16/15

Client CODE: 0023405 Warren & Washington Industr
Engagement CODE: 0000

PARTNER: 0117 Combs, C
PARTNER: 0117 Combs, C

EMPLY: 0117 Combs, C
EMPLY: 0117 Combs, C

CATEG/ DATE	EMPLY	W.C.	DESCRIPTION/COMMENTS	B T T X	TRANS NUMBER	HOURS/ UNITS	RATE	W/P AMOUNT	WRJTE UP/DOWN	BILL AMOUNT
FST Financial Statements										
(CONTINUED)										
02/16/15	0117	FSP	Financial Statement Preparatio	B NT	0089774	2.90	160.000	464.00		
02/28/15	0110	FSR	Financial Statement Review	B NT	0090163	0.85	115.000	97.75		
02/28/15	0110	FSR	Financial Statement Review	B NT	0090163	0.15	115.000	17.25		
03/03/15	0110	FSR	Financial Statement Review - REVIEW CHANGES							
03/04/15	0060	FSR	Financial Statement Review - AFTER MDNA	B NT	0090230	0.20	115.000	23.00		
03/13/15	0020	FSR	Financial Statement Review	B NT	0090470	0.40	160.000	64.00		
03/13/15	0117	FSR	Financial Statement Review	B NT	0090549	0.50	200.000	100.00		
03/14/15	0020	FSR	Financial Statement Review	B NT	0090548	0.50	200.000	100.00		
03/14/15	0117	FSR	Financial Statement Review - WITH COLIN	B NT	0090589	0.20	200.000	40.00		
03/15/15	0117	FSR	Financial Statement Review	B NT	0090591	0.60	160.000	96.00		
03/02/15	0300	FST	Financial Statement Typing	B NT	0090617	0.10	160.000	16.00		
03/03/15	0300	FST	Financial Statement Typing - CREATING DRAFT PDF	B NT	0090203	0.25	60.000	15.00		
03/03/15	0300	FST	Financial Statement Typing	B NT	0090232	0.20	60.000	12.00		
03/03/15	0300	FST	Financial Statement Typing - ADDING IN MDA	B NT	0090232	0.20	60.000	12.00		
03/14/15	0300	FST	Financial Statement Typing - ADDING CORRECTED MDA	B NT	0090232	0.20	60.000	12.00		
03/14/15	0300	FST	Financial Statement Typing	B NT	0090598	0.30	60.000	18.00		
03/14/15	0300	FST	Financial Statement Typing - CREATING FINAL PDF	B NT	0090598	0.30	60.000	18.00		
CATEGORY FST Financial Statements TOTALS:						14.20		1710.00		
MAS Management Advisory Services										
01/27/15	0140	RQB	Restore QuickBooks File	B NT	0089292	0.50	75.000	37.50		
01/27/15	0140	RQB	Restore QuickBooks File - IDA AND IDA BURN PLANT	B NT	0089292	0.50	75.000	37.50		
MSC Miscellaneous Services										
11/18/14	0300	GSE	General Secretarial	B NT	0087876	0.20	60.000	12.00		
02/06/15	0300	GSE	General Secretarial	B NT	0089529	0.15	60.000	9.00		
02/27/15	0300	GSE	ATTORNEY LETTER	B NT	0090136	1.50	60.000	90.00		
03/02/15	0300	GSE	General Secretarial - MDA CHANGES AND TABLES	B NT	0090136	1.50	60.000	90.00		
02/03/15	0117	TRV	General Secretarial - REP LETTER	B NT	0090203	0.20	60.000	12.00		
02/03/15	0117	TRV	Travel	B NT	0089434	0.70	80.000	56.00		
02/04/15	0117	TRV	Travel	B NT	0089463	0.70	80.000	56.00		
CATEGORY MSC Miscellaneous Services TOTALS:						3.45		235.00		
FEE RECAP BY Employee:										
						HOURS	RATE	AMOUNT		
0020	Downen, Paul L.					0.85	200.000	170.00		
0060	Farrar, Dozma J.					1.60	160.000	256.00		
0110	Bombard, Karen					1.20	115.000	138.00		
0117	Combs, Colin D.					45.30	157.530	7136.00		
0132	Harman, Michael M.					7.75	120.000	930.00		
0140	Tessino, Stephen K.					0.50	75.000	37.50		
0145	Palmer, Lydia R.					6.35	100.000	635.00		
0185	Jones, Kathleen					1.00	140.000	140.00		
0300	Ceruzons, Robin K.					3.60	60.000	216.00		
Engagement 0000 FEE TOTALS:						68.15		9658.50		
EXP Billable Expenses										
03/14/15	9999	FSC	Financial Statements Charges	E NT	0090598			85.00		
02/25/15	9999	MSC	Miscellaneous Expenses	E NT	0090062			8.63		
03/16/15	9999	POS	Miscellaneous Expenses - CDC TRV (15mi.x.575)	E NT	0090642			11.56		
03/16/15	9999	POS	Postage	E NT	0090642			11.56		
CATEGORY EXP Billable Expenses TOTALS:								105.19		
Engagement 0000 EXPENSE TOTALS:								105.19		
Engagement 0000 TOTALS:						68.15		9763.69		
Client 0023405 TOTALS:						68.15		9763.69		