

SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION

2017 Annual Report

Operations and Accomplishments

Successful audit.
Debt payments remain current

Compensation Schedule

The Board Member & Officers of the corporation are not compensated.

Projects undertaken during the past fiscal year

There were no projects undertaken during the past fiscal year.

Listing of real property owned

Schuyler County Human Services Complex
323 Owego Street
Montour Falls, NY 14865

Authority's code of ethics

Policy continues to be in force. There have been no known violations of the code of ethics policy.

An assessment of the effectiveness of internal controls

This statement certifies that management has assessed the internal control structure and procedures of the Schuyler County Human Services Development Corporation for the year ending December 31st, 2017. The audit statement did not find any deficiencies in internal control that they considered being material weaknesses.

Assets and Liabilities

See financial statements.

Schedule of Bond and Notes Outstanding

See financial statements.

Procurement Report

Insero & Co. CPAs, LLP – Auditing services \$4,000.00

Mission Statement

“Relieve and reduce unemployment, promote and provide for additional and maximum employment, better and maintain job opportunities, and lessen the burden of government and act in the public interest.”
The Corporations Mission Statement was reviewed by the Board of Directors.

Investment Report

No investments to report & the Investment Policy has been reviewed by the Board of Directors.

Disposition of Property

No property was disposed of & Disposition of Property was reviewed by the Board of Directors.

Mission Statement and Performance Goals

Authority Mission Statement and Performance Measurements

Name of Public Authority: SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION

Public Authority's Mission Statement: *To relieve and reduce unemployment, promote and provide for additional and maximum employment, better and maintain job opportunities, and lessen the burden of government and act in the public interest.*

SCHSDC Performance Goals:

1. **Performance Measure:** *To provide increased access for human services agencies.*
2. **Performance Measure:** *To promote and provide for additional and maximum employment to maintain job opportunities.*
3. **Performance Measure:** *To lessen the burden of government and act in the public interest.*

Approved: 3/21/2018

Governance Information (Authority-Related)

Question	Response	URL (if applicable)
1. Has the Authority prepared its annual report on operations and accomplishments for the reporting period as required by section 2800 of PAL?	Yes	http://schuylerscounty.us/DocumentCenter/View/6194
2. As required by section 2800(9) of PAL, did the Authority prepare an assessment of the effectiveness of its internal controls?	Yes	http://schuylerscounty.us/DocumentCenter/View/6192
3. Has the lead audit partner for the independent audit firm changed in the last five years in accordance with section 2802(4) of PAL?	Yes	N/A
4. Does the independent auditor provide non-audit services to the Authority?	No	N/A
5. Does the Authority have an organization chart?	No	
6. Are any Authority staff also employed by another government agency?	No	
7. Has the Authority posted their mission statement to their website?	Yes	http://schuylerscounty.us/425/Human-Services-Development-Corporation
8. Has the Authority's mission statement been revised and adopted during the reporting period?	No	N/A
9. Attach the Authority's measurement report, as required by section 2824-a of PAL and provide the URL.		http://schuylerscounty.us/DocumentCenter/View/6194

Governance Information (Board-Related)

Question	Response	URL
1. Has the Board established a Governance Committee in accordance with Section 2824(7) of PAL?	Yes	N/A
2. Has the Board established an Audit Committee in accordance with Section 2824(4) of PAL?	Yes	N/A
3. Has the Board established Finance Committee in accordance with Section 2824(8) of PAL?	Yes	N/A
4. Provide a URL link where a list of Board committees can be found (including the name of the committee and the date established):		https://www.schuylercounty.us/531/Board-of-Directors
5. Does the majority of the Board meet the independence requirements of Section 2825(2) of PAL?	Yes	N/A
6. Provide a URL link to the minutes of the Board and committee meetings held during the covered fiscal year		https://www.schuylercounty.us/DocumentCenter/Index/137
7. Has the Board adopted bylaws and made them available to Board members and staff?	Yes	https://www.schuylercounty.us/DocumentCenter/View/861
8. Has the Board adopted a code of ethics for Board members and staff?	Yes	https://www.schuylercounty.us/DocumentCenter/View/1502
9. Does the Board review and monitor the Authority's implementation of financial and management controls?	Yes	N/A
10. Does the Board execute direct oversight of the CEO and management in accordance with Section 2824(1) of PAL?	Yes	N/A
11. Has the Board adopted policies for the following in accordance with Section 2824(1) of PAL?		
Salary and Compensation	Yes	N/A
Time and Attendance	Yes	N/A
Whistleblower Protection	Yes	N/A
Defense and Indemnification of Board Members	Yes	N/A
12. Has the Board adopted a policy prohibiting the extension of credit to Board members and staff in accordance with Section 2824(5) of PAL?	Yes	N/A
13. Are the Authority's Board members, officers, and staff required to submit financial disclosure forms in accordance with Section 2825(3) of PAL?	Yes	N/A
14. Was a performance evaluation of the board completed?	Yes	N/A
15. Was compensation paid by the Authority made in accordance with employee or union contracts?	No	N/A
16. Has the board adopted a conditional/additional compensation policy governing all employees?	No	

Board of Directors Listing

Name	Vickio, Harriett	Name	Murphy, Kevin
Chair of Board	No	Chair of Board	No
If yes, Chair designated By.		If yes, Chair designated By.	
Term Start Date	01/01/2015	Term Start Date	03/15/2017
Term Expiration Date	Ex-Officio	Term Expiration Date	Pleasure of Authority
Title	County Treasurer	Title	
Has the Board member appointed a designee?	No	Has the Board member appointed a designee?	
Designee Name		Designee Name	
Ex-officio	Yes	Ex-officio	No
Nominated By	Ex-Officio	Nominated By	Other
Appointed By	Ex-Officio	Appointed By	Other
Confirmed by Senate?		Confirmed by Senate?	
Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes	Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes
Complied with training requirement of Section 2824?	No	Complied with training requirement of Section 2824?	Yes
Does the Board member/designee also hold an elected or appointed State gove	No	Does the Board member/designee also hold an elected or appointed State gove	No
Does the Board member/designee also hold an elected or appointed municipal government position?	Yes	Does the Board member/designee also hold an elected or appointed municipal government position?	No

Board of Directors Listing

Name	O'Hearn, Tim	Name	Blowers, Carl H
Chair of Board	No	Chair of Board	No
If yes, Chair designated By.		If yes, Chair designated By.	
Term Start Date	01/01/2016	Term Start Date	03/05/2017
Term Expiration Date	Ex-Officio	Term Expiration Date	Ex-Officio
Title	County Administrator	Title	Legislator
Has the Board member appointed a designee?	No	Has the Board member appointed a designee?	No
Designee Name		Designee Name	
Ex-officio	Yes	Ex-officio	Yes
Nominated By	Ex-Officio	Nominated By	Ex-Officio
Appointed By	Ex-Officio	Appointed By	Ex-Officio
Confirmed by Senate?		Confirmed by Senate?	
Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes	Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes
Complied with training requirement of Section 2824?	No	Complied with training requirement of Section 2824?	Yes
Does the Board member/designee also hold an elected or appointed State gove	No	Does the Board member/designee also hold an elected or appointed State gove	No
Does the Board member/designee also hold an elected or appointed municipal government position?	Yes	Does the Board member/designee also hold an elected or appointed municipal government position?	No

Board of Directors Listing

Name	Gifford, Tom
Chair of Board	No
If yes, Chair designated By.	
Term Start Date	01/01/2017
Term Expiration Date	12/31/2018
Title	
Has the Board member appointed a designee?	
Designee Name	
Ex-officio	
Nominated By	Other
Appointed By	Other
Confirmed by Senate?	No
Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes
Complied with training requirement of Section 2824?	Yes
Does the Board member/designee also hold an elected or appointed State gove	No
Does the Board member/designee also hold an elected or appointed municipal government position?	Yes

Staff Listing

Name	Title	Group	Department / Subsidiary	Union Name	Bargaining Unit	Full Time/ Part Time	Exempt	Base Annualized Salary	Actual salary paid to the Individual	Over time paid by Authority	Performance Bonus	Extra Pay	Other Compensation/Allowances/Adjustments	Total Compensation	Individual also paid by another entity to perform the work of the Authority	If yes, Is the payment made by a State or local government
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This authority has indicated that it has no staff during the reporting period.

Benefit Information

During the fiscal year, did the Authority continue to pay for any of the above mentioned benefits for

No

Board Members

Name	Title	Severance Package	Payment for Unused Leave	Club Member-ships	Use of Corporate Credit Cards	Personal Loans	Auto	Transportation	Housing Allow-ance	Spousal / Dependent Life Insurance	Tuition Assist-ance	Multi-Year Employ-ment	None of These Benefits	Other
Blowers, Carl H	Board of Directors												X	
O'Hearn, Tim	Board of Directors												X	
Vickio, Harriett	Board of Directors												X	
Murphy, Kevin	Board of Directors												X	
Gifford, Tom	Board of Directors												X	

Staff

Name	Title	Severance Package	Payment for Unused Leave	Club Member-ships	Use of Corporate Credit Cards	Personal Loans	Auto	Transportation	Housing Allow-ance	Spousal / Dependent Life Insurance	Tuition Assist-ance	Multi-Year Employ-ment	None of These Benefits	Other
No Data has been entered by the Authority for this section in PARIS														

Subsidiary/Component Unit Verification

Is the list of subsidiaries, as assembled by the Office of the State Comptroller, correct? Yes
 Are there other subsidiaries or component units of the Authority that are active, not included in the PARIS reports submitted by this Aut No

Name of Subsidiary/Component Unit	Status	Requested Changes
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Subsidiary/Component Unit Creation

Name of Subsidiary/Component Unit	Establishment Date	Entity Purpose
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Subsidiary/Component Unit Termination

Name of Subsidiary/Component Unit	Termination Date	Termination Reason	Proof of Termination
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No Data has been entered by the Authority for this section in PARIS

Summary Financial Information

SUMMARY STATEMENT OF NET ASSETS

<u>Assets</u>	
Current Assets	
Cash and cash equivalents	\$22,521
Investments	\$0
Receivables, net	\$0
Other assets	\$537
Total Current Assets	\$23,058
Noncurrent Assets	
Restricted cash and investments	\$413,000
Long-term receivables, net	\$0
Other assets	\$0
Capital Assets	
Land and other nondepreciable property	\$3,693,853
Buildings and equipment	\$0
Infrastructure	\$0
Accumulated depreciation	\$0
Net Capital Assets	\$3,693,853
Total Noncurrent Assets	\$4,106,853
Total Assets	\$4,129,911

Summary Financial Information

SUMMARY STATEMENT OF NET ASSETS

Liabilities

Current Liabilities

Accounts payable	\$0
Pension contribution payable	\$0
Other post-employment benefits	\$0
Accrued liabilities	\$35,500
Deferred revenues	\$0
Bonds and notes payable	\$208,483
Other long-term obligations due within one year	\$0
Total Current Liabilities	\$243,983

Noncurrent Liabilities

Pension contribution payable	\$0
Other post-employment benefits	\$0
Bonds and notes payable	\$4,060,000
Long Term Leases	\$0
Other long-term obligations	\$113,113
Total Noncurrent Liabilities	\$4,173,113

Total Liabilities

\$4,417,096

Net Asset (Deficit)

Net Asset

Invested in capital assets, net of related debt	(\$687,743)
Restricted	\$413,000
Unrestricted	(\$12,442)
Total Net Assets	(\$287,185)

Summary Financial InformationSUMMARY STATEMENT OF REVENUE, EXPENSES AND CHANGE IN NET ASSETSOperating Revenues

Charges for services	\$0
Rental & financing income	\$415,493
Other operating revenues	\$2,437
Total Operating Revenue	\$417,930

Operating Expenses

Salaries and wages	\$0
Other employee benefits	\$0
Professional services contracts	\$8,320
Supplies and materials	\$0
Depreciation & amortization	\$130,277
Other operating expenses	\$2,437
Total Operating Expenses	\$141,034

Operating Income (Loss) **\$276,896**

Nonoperating Revenues

Investment earnings	\$0
State subsidies/grants	\$0
Federal subsidies/grants	\$0
Municipal subsidies/grants	\$0
Public authority subsidies	\$0
Other nonoperating revenues	\$9,680
Total Nonoperating Revenue	\$9,680

Summary Financial Information

SUMMARY STATEMENT OF REVENUE, EXPENSES AND CHANGE IN NET ASSETS

Nonoperating Expenses

Interest and other financing charges	\$217,260
Subsidies to other public authorities	\$0
Grants and donations	\$0
Other nonoperating expenses	\$0
Total Nonoperating Expenses	\$217,260
Income (Loss) Before Contributions	\$69,316
Capital Contributions	\$0
Change in net assets	\$69,316
Net assets (deficit) beginning of year	(\$356,501)
Other net assets changes	\$0
Net assets (deficit) at end of year	(\$287,185)

Current Debt

Question	Response
1. Did the Authority have any outstanding debt, including conduit debt, at any point during the reporting period?	Yes
2. If yes, has the Authority issued any debt during the reporting period?	No

New Debt Issuances List by Type of Debt and Program

No Data has been entered by the Authority for this section in PARIS

Schedule of Authority Debt

Type of Debt	Statutory Authorization (\$)	Outstanding Start of Fiscal Year (\$)	New Debt Issuances (\$)	Debt Retired (\$)	Outstanding End of Fiscal Year (\$)
State Obligation					
State Guaranteed					
State Supported					
State Contingent Obligation					
State Moral Obligation					
Authority Debt - General Obligation					
Authority Debt - General Obligation					
Authority Debt - Other					
Authority Debt - Other	0.00	4,450,000.00	0.00	190,000.00	4,260,000.00
Authority Debt - Revenue					
Authority Debt - Revenue					
Conduit					
Conduit Debt					
Conduit Debt - Pilot Increment Financing					
Other State-Funded					
Other State-Funded					

Real Property Acquisition/Disposal List

This Authority has indicated that it had no real property acquisitions or disposals during the reporting period.

Personal Property

This Authority has indicated that it had no personal property disposals during the reporting period.

Property Documents

Question	Response	URL (if applicable)
1. In accordance with Section 2896(3) of PAL, the Authority is required to prepare a report at least annually of all real property of the Authority. Has this report been prepared?	Yes	http://schuylercounty.us/DocumentCenter/Index/158
2. Has the Authority prepared policies, procedures, or guidelines regarding the use, awarding, monitoring, and reporting of contracts for the acquisition and disposal of property?	Yes	http://schuylercounty.us/DocumentCenter/View/1505
3. In accordance with Section 2896(1) of PAL, has the Authority named a contracting officer who shall be responsible for the Authority's compliance with and enforcement of such guidelines?	Yes	

Grant Information

This Authority has indicated that it did not award any grants during the reporting period.

Loan Information

This Authority has indicated that it did not award any loans during the reporting period.

Bond Information

1. Name of Recipient of Bond
Proceeds: Schuyler County Human Services Development
Address Line1: 105 Ninth St., Unit 6
Address Line2:
City: WATKINS GLEN
State: NY
Zip - Plus4: 14891
Province/Region:
Country: USA
Amount of Bonds Issued: \$5,725,000.00
Date Bonds Issued: 04/01/2007
Bond Interest Rate: 4
Last Year Bonds Expected to be Retired: 2032
Amount of Bond Principal retired during the reporting year: \$190,000
Amt of Bond Principal retired prior to reporting year: \$1,275,000
Current Amount of Bonds Outstanding: \$4,260,000
Purpose of project requiring the Bond Issuance: Commercial Property Construction/Acquisition/Revitalization/Improvement
Was the bond issuance expected to result in new jobs being created? No
If yes, how many jobs were planned to be created?
If yes, how many jobs have been created to date?
Have the bonds been fully retired? No

Additional Comments:

Budget Report for Schuylers County Human Services Development Corporation

Run Date: 03/15/2018

Fiscal Year Ending 12/31/2018

Status: CERTIFIED

<u>Budget & Financial Plan:</u>	<u>Budgeted Revenues, Expenditures, And Changes In Current Net Assets</u>					
	Last Year (Actual) 2016	Current Year (Estimated) 2017	Next Year (Adopted) 2018	Proposed 2019	Proposed 2020	Proposed 2021
<u>REVENUE & FINANCIAL SOURCES</u>						
Operating Revenues						
Charges for services	\$0	\$0	\$0	\$0	\$0	\$0
Rentals & Financing Income	\$410,095.81	\$417,730	\$417,980	\$412,855	\$417,230	\$415,980
Other Operating Revenues	\$18.18	\$20	\$20	\$20	\$20	\$20
Nonoperating Revenues						
Investment earnings	\$0	\$0	\$0	\$0	\$0	\$0
State subsidies / grants	\$0	\$0	\$0	\$0	\$0	\$0
Federal subsidies / grants	\$0	\$0	\$0	\$0	\$0	\$0
Municipal subsidies / grants	\$0	\$0	\$0	\$0	\$0	\$0
Public authority subsidies	\$0	\$0	\$0	\$0	\$0	\$0
Other Non-Operating Revenues	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from the issuance of debt	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenues & Financing Sources	\$410,113.99	\$417,750	\$418,000	\$412,875	\$417,250	\$416,000
<u>EXPENDITURES</u>						
Operating Expenditures						
Salaries and Wages	\$0	\$0	\$0	\$0	\$0	\$0
Other Employee Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services Contracts	\$0	\$0	\$0	\$0	\$0	\$0
Supplies and Materials	\$0	\$0	\$0	\$0	\$0	\$0
Other Operating Expenditures	\$13,060	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Nonoperating Expenditures						
Payment of principal on bonds and financing arrangements	\$180,000	\$190,000	\$200,000	\$205,000	\$220,000	\$230,000
Interest and other financing charges	\$226,100	\$217,750	\$208,000	\$197,875	\$187,250	\$176,000
Subsidies to other public authorities	\$0	\$0	\$0	\$0	\$0	\$0
Capital asset outlay	\$0	\$0	\$0	\$0	\$0	\$0
Grants and Donations	\$0	\$0	\$0	\$0	\$0	\$0
Other Non-Operating Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$419,160	\$417,750	\$418,000	\$412,875	\$417,250	\$416,000
Capital Contributions	\$0	\$0	\$0	\$0	\$0	\$0
Excess (deficiency) of revenues and capital contributions over expenditures	(\$9,046.01)	\$0	\$0	\$0	\$0	\$0

The authority's budget, as presented to the Board of Directors, is posted on the following website: <http://www.schuylerscounty.us/DocumentCenter/View/5167>

Additional Comments:

2018 Budget has been preapproved. The Board will approve the final 2018 budget in November 2017.

Financial Documents:

Question	Response	URL (if applicable)	Attachments
1. Attach the independent audit of the Authority's financial statements.	N/A	http://schuylerscounty.us/DocumentCenter/View/6192	Attachment Included
2. Has the Authority's independent auditor issued a management letter to the Authority in connection with its audit of the Authority's financial statements?	Yes	http://schuylerscounty.us/DocumentCenter/View/6192	Attachment Included
3. Has the Authority's independent auditor issued a Report on Internal Controls Over Financial Reporting to the Authority?	Yes	http://schuylerscounty.us/DocumentCenter/View/6192	Attachment Included
4. Attach any other communication required or allowed by government auditing standards issued by the Comptroller General of the United States to be issued by the Authority's independent auditor in connection with its annual audit of the Authority's financial statements.			

Additional Comments:

Investment Information:

Question	Response	URL (if applicable)
1. Has the Authority prepared an Annual Investment Report for the reporting period as required by Section 2925(6) of PAL?	Yes	/DocumentCenter/View/6194
2. Are the Authority's investment guidelines reviewed and approved annually?	Yes	
3. Did the Authority have an independent audit of investments as required by Section 2925(3)(f) of PAL?	Yes	/DocumentCenter/View/6192
4. Has the Authority's independent auditor issued a management letter to the Authority in connection with its annual audit of investments?	Yes	/DocumentCenter/View/6192

Additional Comments:

Procurement-Information:

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	http://schuylercounty.us/DocumentCenter/View/1508
2. Are the procurement guidelines reviewed annually, amended if needed, and approved by the Board?	Yes	
3. Does the Authority allow for exceptions to the procurement guidelines?	No	
4. Does the Authority assign credit cards to employees for travel and/or business purchases?	No	
5. Does the Authority require prospective bidders to sign a non-collusion agreement?	Yes	
6. Does the Authority incorporate a summary of its procurement policies and prohibitions in its solicitation of proposals, bid documents or specifications for procurement contracts?.	Yes	
7. Did the Authority designate a person or persons to serve as the authorized contact on a specific procurement, in accordance with Section 139-j(2)(a) of the State Finance Law, "The Procurement Lobbying Act"?	Yes	
8. Did the Authority determine that a vendor had impermissible contact during a procurement or attempted to influence the procurement during the reporting period, in accordance with Section 139-j(10) of the State Finance Law?	No	
8a If Yes, was a record made of this impermissible contact?		
9. Does the Authority have a process to review and investigate allegations of impermissible contact during a procurement, and to impose sanctions in instances where violations have occurred, in accordance with Section 139-j(9) of the State Finance Law?	No	

Procurement Transactions Listing:

1. Vendor Name: Inero & Co. CPAs, LLP

Type of Procurement: Other Professional Services
Award Process: Non Contract Procurement/Purchase Order

Award Date:

End Date:

Amount:

Amount Expended for Fiscal Year: \$4,000

Year:

Fair market value:

Explain why the fair market value is less than the amount:

Address Line1: 401 East State Street, Suite 500

Address Line2:

City: ITHACA

State: NY

Postal Code: 14850

Plus 4:

Province Region:

Country: USA

Procurement Description: Financial Auditing Services

Procurement Transactions Listing:

Additional Comments: