

SCHUYLER COUNTY HUMAN SERVICES DEVELOPMENT CORPORATION

2019 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, 2019. 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 \$4,500.00

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:

Annual Report for Schuylers County Human Services Development Corporation

Fiscal Year Ending: 12/31/2019

Run Date: 03/26/2020

Status: CERTIFIED

Certified Date: 03/26/2020

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/8454/2019-Annual-Report-
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/8404/2019-Financial-Audit
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/DocumentCenter/View/1507/Mission-Statement
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/8454/2019-Annual-Report-

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Governance Information (Board-Related)

Question	Response	URL (If Applicable)
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 a 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):		http://schuylerscounty.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		http://schuylerscounty.us/973/Meeting-Minutes
7. Has the Board adopted bylaws and made them available to Board members and staff?	Yes	http://schuylerscounty.us/DocumentCenter/View/861/By-laws?bidId=
8. Has the Board adopted a code of ethics for Board members and staff?	Yes	http://schuylerscounty.us/DocumentCenter/View/1502/Code-of-Ethics
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?	Yes	N/A
16. Has the board adopted a conditional/additional compensation policy governing all employees?	Yes	http://schuylerscounty.us/DocumentCenter/View/1405/Compensation-Reimbursement-and-Attendance-Policy

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Board of Directors Listing

Name	Ken, Wilson	Nominated By	Other
Chair of the Board	No	Appointed By	Other
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	3/21/2019	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	Pleasure of Authority	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Name	Murphy, Kevin	Nominated By	Other
Chair of the Board	No	Appointed By	Other
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	3/15/2017	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	Pleasure of Authority	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

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Name	O'Hearn, Tim	Nominated By	Ex-Officio
Chair of the Board	No	Appointed By	Ex-Officio
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	1/1/2018	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	Ex-Officio	Complied with Training Requirement of Section 2824?	Yes
Title	County Administrator	Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?	No	Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	Yes
Designee Name		Ex-Officio	Yes

Name	Sokolowski, Holley	Nominated By	Ex-Officio
Chair of the Board	No	Appointed By	Ex-Officio
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	1/1/2019	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	Ex-Officio	Complied with Training Requirement of Section 2824?	Yes
Title	County Treasurer	Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?	No	Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	Yes
Designee Name		Ex-Officio	Yes

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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	Overtime paid by Authority	Performance Bonus	Extra Pay	Other Compensati on/Allowanc es/Adjustme nts	Total Compensati on paid by Authority	Individual also paid by another entity to perform the work of the Authority	If yes, Is the payment made by a State or local governme nt
This Authority has indicated that it has no staff during the reporting period.																

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Benefit Information

During the fiscal year, did the Authority continue to pay for any of the above mentioned benefits for former staff or individuals affiliated With the Authority after those individuals left the Authority?	No
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Board Members

Name	Title	Severance Package	Payment for Unused Leave	Club Memberships	Use of Corporate Credit Cards	Personal Loans	Auto	Transportation	Housing Allowance	Spousal / Dependent Life Insurance	Tuition Assistance	Multi-Year Employment	None of these Benefits	Other
Ken, Wilson	Board of Directors												X	
Murphy, Kevin	Board of Directors												X	
O'Hearn, Tim	Board of Directors												X	
Sokolowski, Holley	Board of Directors												X	

Staff

Name	Title	Severance Package	Payment for Unused Leave	Club Memberships	Use of Corporate Credit Cards	Personal Loans	Auto	Transportation	Housing Allowance	Spousal / Dependent Life Insurance	Tuition Assistance	Multi-Year Employment	None of these Benefits	Other
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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 Authority and not independently filing reports in PARIS?	No

Name of Subsidiary/Component Unit	Status
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Request Subsidiary/Component Unit Change

Name of Subsidiary/Component Unit	Status	Requested Changes
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Request Add Subsidiaries/Component Units

Name of Subsidiary/Component Unit	Establishment Date	Purpose of Subsidiary/Component Unit
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Request Delete Subsidiaries/Component Units

Name of Subsidiary/Component Unit	Termination Date	Reason for Termination	Proof of Termination Document Name
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Summary Financial Information
SUMMARY STATEMENT OF NET ASSETS

			Amount
Assets			
Current Assets			
	Cash and cash equivalents		\$25,010.00
	Investments		\$0.00
	Receivables, net		\$160.00
	Other assets		\$0.00
	Total Current Assets		\$25,170.00
Noncurrent Assets			
	Restricted cash and investments		\$413,000.00
	Long-term receivables, net		\$0.00
	Other assets		\$0.00
	Capital Assets		
		Land and other nondepreciable property	\$0.00
		Buildings and equipment	\$3,433,299.00
		Infrastructure	\$0.00
		Accumulated depreciation	\$0.00
		Net Capital Assets	\$3,433,299.00
	Total Noncurrent Assets		\$3,846,299.00
Total Assets			\$3,871,469.00
Liabilities			
Current Liabilities			
	Accounts payable		\$0.00
	Pension contribution payable		\$0.00
	Other post-employment benefits		\$0.00
	Accrued liabilities		\$32,125.00
	Deferred revenues		\$0.00
	Bonds and notes payable		\$220,000.00
	Other long-term obligations due within one year		\$8,483.00
	Total Current Liabilities		\$260,608.00
Noncurrent Liabilities			

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	Pension contribution payable		\$0.00
	Other post-employment benefits		\$0.00
	Bonds and notes payable		\$3,635,000.00
	Long Term Leases		\$0.00
	Other long-term obligations		\$96,147.00
	Total Noncurrent Liabilities		\$3,731,147.00
Total Liabilities			\$3,991,755.00
Net Asset (Deficit)			
Net Assets			
	Invested in capital assets, net of related debt		(\$526,331.00)
	Restricted		\$413,000.00
	Unrestricted		(\$6,955.00)
	Total Net Assets		(\$120,286.00)

SUMMARY STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET ASSETS

			Amount
Operating Revenues			
	Charges for services		\$0.00
	Rental & financing income		\$413,149.00
	Other operating revenues		\$3,029.00
	Total Operating Revenue		\$416,178.00
Operating Expenses			
	Salaries and wages		\$0.00
	Other employee benefits		\$0.00
	Professional services contracts		\$8,212.00
	Supplies and materials		\$0.00
	Depreciation & amortization		\$130,277.00
	Other operating expenses		\$3,029.00
	Total Operating Expenses		\$141,518.00
Operating Income (Loss)			\$274,660.00
Nonoperating Revenues			
	Investment earnings		\$0.00
	State subsidies/grants		\$0.00
	Federal subsidies/grants		\$0.00
	Municipal subsidies/grants		\$0.00
	Public authority subsidies		\$0.00

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	Other nonoperating revenues		\$8,501.00
	Total Nonoperating Revenue		\$8,501.00
Nonoperating Expenses			
	Interest and other financing charges		\$196,167.00
	Subsidies to other public authorities		\$0.00
	Grants and donations		\$0.00
	Other nonoperating expenses		\$0.00
	Total Nonoperating Expenses		\$196,167.00
	Income (Loss) Before Contributions		\$86,994.00
Capital Contributions			\$0.00
Change in net assets			\$86,994.00
Net assets (deficit) beginning of year			(\$207,280.00)
Other net assets changes			\$0.00
Net assets (deficit) at end of year			(\$120,286.00)

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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

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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 Obligation	State Supported						
State Obligation	State Contingent Obligation						
State Obligation	State Moral Obligation						
Other State-Funded	Other State-Funded						
Authority Debt - General Obligation	Authority Debt - General Obligation						
Authority Debt - Revenue	Authority Debt - Revenue						
Authority Debt - Other	Authority Debt - Other		0.00	4,060,000.00	0.00	205,000.00	3,855,000.00
Conduit		Conduit Debt					
Conduit		Conduit Debt - Pilot Increment Financing					
TOTALS			0.00	4,060,000.00	0.00	205,000.00	3,855,000.00

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Real Property Acquisition/Disposal List

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

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Personal Property

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

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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/View/8454/2019-Annual-Report-
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	https://www.schuylercounty.us/DocumentCenter/View/1505/Disposition-of-Property-Guidelines
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	N/A

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Grant Information

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

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Loan Information

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

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Bond Information

Name of Recipient of Bond Proceeds	Schuyler County Human Services Development Corporation	Bond Interest Rate	4
Address Line1	105 Ninth St., Unit 6	Last Year Bonds Expected to be Retired	2032
Address Line2		Amount of Bond Principal Retired during the Reporting Year	205000
City	WATKINS GLEN	Amount of Bond Principal Retired Prior to Reporting Year	1665000
State	NY	Current Amount of Bonds Outstanding	\$3,855,000.00
Postal Code	14891	Purpose of Project Requiring the Bond Issuance	Commercial Property Construction/Acquisition/Revitalization/Improvement
Plus4		Was the Bond Issuance Expected to Result in New Jobs Being Created?	No
Province/Region		If yes, How Many Jobs Were Planned to be Created?	
Country	United States	If yes, How Many Jobs Have Been Created to Date?	
Amount of Bonds Issued	\$5,725,000.00	Have the Bonds Been Fully Retired?	No
Date Bonds Issued	4/1/2007		

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Additional Comments

Budget Report for Schuyler County Human Services Development Corporation

Fiscal Year Ending: 12/31/2021

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Budget & Financial Plan

Budgeted Revenues, Expenditures, And Changes in Current Net Assets.

	Last Year (Actual) 2019	Current Year (Estimated) 2020	Next Year (Adopted) 2021	Proposed 2022	Proposed 2023	Proposed 2024
REVENUE & FINANCIAL SOURCES						
Operating Revenues						
Charges For Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rentals & Financing Income	\$413,166.87	\$417,250.00	\$416,000.00	\$414,250.00	\$412,000.00	\$414,125.00
Other Operating Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non-Operating Revenues						
Investment Earnings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Subsidies / Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Federal Subsidies / Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Municipal Subsidies / Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Public Authority Subsidies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Non-Operating Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Proceeds From The Issuance Of Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenues & Financing Sources	\$413,166.87	\$417,250.00	\$416,000.00	\$414,250.00	\$412,000.00	\$414,125.00
EXPENDITURES						
Operating Expenditures						
Salaries And Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Employee Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional Services Contracts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies And Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Operating Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non-Operating Expenditures						
Payment Of Principal On Bonds And Financing Arrangements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest And Other Financing Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subsidies To Other Public Authorities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Capital Asset Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grants And Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Non-Operating Expenditures	\$411,086.90	\$417,250.00	\$416,000.00	\$414,250.00	\$412,000.00	\$414,125.00
Total Expenditures	\$411,086.90	\$417,250.00	\$416,000.00	\$414,250.00	\$412,000.00	\$414,125.00
Capital Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Excess (Deficiency) Of Revenues And Capital Contributions Over Expenditures	\$2,079.97	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Budget Report for Schuyler County Human Services Development Corporation

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The authority's budget, as presented to the Board of Directors, is posted on the following website: <http://schuylercounty.us/DocumentCenter/View/8531/SCHSDC-BUDGETS-2020-2024>

Additional Comments

Certified Financial Audit for Schuyler County Human Services Development Corporation
 Fiscal Year Ending: 12/31/2020

Run Date: 03/26/2020
 Status: CERTIFIED
 Certified Date : 03/26/2020

Financial Documents

Question	Response
1. Attach the independent audit of the Authority's financial statements.	N/A

URL (If Applicable)	Attachments
http://schuylercounty.us/DocumentCenter/View/8404/2019-Financial-Audit	Attachment Included

Question	Response
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

URL (If Applicable)	Attachments
http://schuylercounty.us/DocumentCenter/View/8404/2019-Financial-Audit	Attachment Included

Question	Response
3. Has the Authority's independent auditor issued a Report on Internal Controls Over Financial Reporting to the Authority?	Yes

URL (If Applicable)	Attachments
http://schuylercounty.us/DocumentCenter/View/8404/2019-Financial-Audit	Attachment Included

Question	Response
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.	

URL (If Applicable)	Attachments

Additional Comments

Investment Report for Schuylers County Human Services Development Corporation

Fiscal Year Ending: 12/31/2019

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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	https://www.schuylerscounty.us/DocumentCenter/View/8454/2019-Annual-Report-
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	https://www.schuylerscounty.us/DocumentCenter/View/8454/2019-Annual-Report-
4. Has the Authority's independent auditor issued a management letter to the Authority in connection with its annual audit of investments?	Yes	https://www.schuylerscounty.us/DocumentCenter/View/8454/2019-Annual-Report-

Additional Comments

Procurement Report for Schuylers County Human Services Development Corporation

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Procurement Information:

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	https://www.schuylerscounty.us/DocumentCenter/View/1508/Procurement-Policy
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 Report for Schuyler County Human Services Development Corporation

Fiscal Year Ending: 12/31/2019

Run Date: 03/26/2020

Status: CERTIFIED

Certified Date : 03/26/2020

Procurement Transactions Listing:

1. Vendor Name	Insero & Co. CPAs, LLP	Address Line1	401 East State Street, Suite 500
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	ITHACA
Award Date		State	NY
End Date		Postal Code	14850
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$4,500.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Financial Auditing Services

Additional Comments