

Suffolk County Landbank Corporation Audit and Finance Committee  
Suffolk County Department of Economic Development and Planning  
H. Lee Dennison Building, 11<sup>th</sup> Floor  
Hauppauge, NY 11788

## ZOOM MEETING VIDEO CONFERENCE

March 24, 2021 at 11:30 a.m.

### Verbatim Meeting Minutes

**Dorian Dale:** Okay, we will now call to order the March 24, 2021 scheduled meeting of the **Suffolk County Landbank Corporation Audit and Finance Committee** and for the record, and I will have to profess, because it's not clear to me, do we have a quorum present, which would include myself, Natalie Wright and/or Sidney Joyner?

**Sarah Lansdale:** Yes, you do. Sidney Joyner has just joined and you, so 2 out of 3. So, you have a quorum.

**Dorian Dale:** Good.

**Sidney Joyner:** Good morning, good morning.

**Dorian Dale:** Good morning, Mr. Joyner. We're about to commence the Audit and Finance Committee Presentation, so let it be known that the Notice of Meeting followed the Open Meetings Law as amended by Executive Order 202.1, allowing meetings to take place telephonically or through similar services. In this instance, we are using Zoom and will be recording the entirety of the meeting. At this point, I will call upon Stephanie Handel, of Sheehan & Company, as well as Brian Petersen, of PKF O'Connor to make the presentation.

**Brian Petersen:** Good morning everybody. This is Brian Petersen from PKF O'Connor Davies. I am going to end up going over the Financial Statements first and some of the numbers, and then hand it off to Stephanie Handel to go over the Audit Opinions.

In your packets, you had received the Basic Financial Statements for the Suffolk County Landbank, the draft. In there, we're going to start on Page 3, which is the Financial Highlights. In the Corporation's financial highlights, the Corporation's assets exceeded its liabilities by \$3.6 million total net position for the current year. The Corporation's total net position increased by over \$535,000. The Corporation's governmental funds reported total ending fund balance of just over \$2.5 million. Okay, reporting on the Corporation as a whole and the overview of the financial statements, the Corporation's Annual Report is presented in two parts. You have the Management's Discussion and Analysis, this section that we are in right now, and the Basic Financial Statements.

The Basic Financial Statements include the Government-Wide Financial Statements, the Fund Financial Statements and the Notes that provide more detailed information to supplement the Basic Financial Statements. The Government-Wide Financial Statements are designed to present an overall picture of the financial position of the Corporation. These statements consist of the Statement of Net Position and the Statement of Activities, which are prepared using the economic resources measurement focus and the accrual basis of accounting. This means that all current year revenues and expenses are included, regardless of when cash is received or paid. Okay, moving on, the Fund Financial Statements that begin on Page 9 of the Financial Statements, provide a more detailed information about the most significant fund of the Corporation.

On Page 4, at the top, you'll see these funds are reported using a different accounting method, called the modified accrual accounting, which measures cash and all of its financial assets, as they can readily be converted into cash. We also describe the relationships between the governmental funds and the government-wide reports and the reconciliations as well, following the fund statements. So, on that Page 4, you'll see at the bottom, we have a condensed Statement of Net Position. So, total assets, as of December 31, 2020, were just over \$4.5 million. An increase of over \$913,000 from the prior year. This increase is due to the increase in cash from the land and building sales, as well as the increase in the land and buildings held for resale, offset by a small decrease in the amount due from other governments. So, total liabilities at December 31, 2020 was \$916,000, and increase of over \$378,000 from the prior year. This increase is primarily due to the increase in deposits and amounts due to the primary government, offset by a small decrease in accounts payable. Again, the overall net position over the prior year, increased by over \$535,000.

Moving on to the next page, Page 5, you'll see our condensed Statement of Activities. There you'll see where revenues, we had a small decrease of just under \$150,000 from the prior year. That decrease was just due to a decrease in grant reimbursable expenditures, which resulted in a decrease in the operating grant revenue. Okay, which was partially offset by an increase in the charges of services for the year, as well. So, General Revenues were only \$9,400, a decrease of over \$30,000 from the prior year. The main reason for this decrease was the decrease in the interest rates that we were able to get from the banks compared to last year. So, for the year ending December 31, 2020, expenses totaled \$204,000, a decrease of \$45,000. This decrease is primarily due to the decrease in program activity, which resulted in a decrease in expenses as compared to the prior year. The Corporation recorded transfers of \$428,000 to Suffolk County during 2020, as per the agreement from the proceeds from the tax lien sales. As a result of revenue exceeding expenses, the net position of the Corporation, again, increased by \$535,000.

Moving on, I'm going to bring you to Page 7. It gives you a little bit more detailed breakdown of the Assets. You'll see, we have cash and cash equivalents of \$3.4 million. Amounts due from other governments of \$35,000, and land and buildings held for resale of over \$1.1. Just underneath that, you'll see our current Liabilities. We have our accounts payable and accrued liabilities, amounts due to the government, meaning Suffolk County, and we have our deposits and our unearned revenue. In our deposits, those are environmental deposits that we've maintained to ensure the clean-up of the brownfields properties. And, for unearned revenue, these are advance deposits that we receive for the purchase of properties or tax liens in the upcoming year. So, just below that, you'll see our Net Position. Restricted working capital was set at \$500,000, and that is fully funded, per the agreement. There we have \$3.1 million of unrestricted funds, which is available to continue the program requirements.

Okay. Page 8, just has our Statement of Activities. We've already gone through a little summary of that. Page 9 is another breakdown of the governmental fund balance sheet, which is pretty consistent, again, with the full accrual statement. Then, just at the bottom of that, you'll see the reconciliation between the two statements. The only difference being the land and buildings held for resale.

Page 10, gives a little bit more of a breakdown as far as the revenues and expenses at the fund level. So, there you'll see we have the State Aid-NYS Grant of over \$722,000, interest of \$9,000, the sale of the tax lien of \$525,000. So, out of the sale of the tax lien for \$525,000, \$428,986 of that is, in essence, going to the County. The rest went to closing costs for the lien sales and to NYS DEC per the MOU Agreement with them. So, there you see our expenses of over \$996,000 and our transfer of \$428,000 resulting in a positive net change of fund balance of over \$256,000. And again, below that, is our little reconciliation to reconcile the Statement of Revenues, Expenses and Changes in Fund Balance to the Statement of Activities.

Moving forward, I'm just going to highlight a couple of the bigger notes. On Page 16, there you'll see the change from the beginning of the year to the end of the year related to the Land and Building Held for Resale. So we started off the year at \$851,000, we had additions of \$696,000, reductions of \$418,000 resulting in an ending fund balance of \$1.1 million. So in there, we sold two properties and donated one property, and we had obviously, purchases and improvements of over \$696,000. So just underneath that

you'll see a related party transaction. It's just related to the fact that we owe the County at December 31, 2020 of \$349,000, which represents the payroll reimbursement as well as a small tax lien reimbursement. Just below that, you'll see, underneath Commitments, you'll see that the Corporation has the Memorandum of Understanding with the County in that. So during 2020, according to the MOU, the County, the Corporation recorded transfers of \$428,000 to the County, which represented \$422,000 of staff time and \$6,522 for excess proceeds from the sale of the tax liens. So, that payroll and staff time was all through December 31<sup>st</sup> of 2020, so I'm happy to report that the Corporation is fully caught up-to-date on the money that they owe the County.

And, that pretty much concludes my presentation. I'm going to hand it over to Stephanie Handel of Sheehan and Company, so she can go over the Opinions and the other audit documentation.

**Stephanie Handel:** So, I'll just kind of keep flowing through the pages here. I'll have you keep looking at the next page, Page # 18, is the Independent Auditor's Report on Internal Control and Compliance of the organization. So, we're pleased to report that there were no material weaknesses identified during our audit. This report essentially says that in a couple of pages that we noted no deficiencies that we would have to deem a material weakness in the organization's internal control. If we scroll back up to page, actually Page 1 of the document, is the Independent Auditor's Report on these financial statements. So, this report is our opinion on these financial statements. And we're also pleased to report that we're issuing what we call an unmodified opinion on the organization's financial statements, meaning that nothing came to our attention, that there would be any material misstatements with these financial statements. So, it's the cleanest opinion we could be giving, the best opinion we could be giving. Certainly, a testament to all the work that all the folks, Sarah, Mike, Matt, Brian and his team are doing in terms of running the organization. So, two pages right here, just again the cleanest opinion that we could be giving your organization. If we jump now to some of the other attachments that were in your packet. There were two other files from the audit. One is called the *Schedule of Investments*. We'll look at that one first, and the other is called the *Communication With Those Charged With Governance*. We'll look at that one second, but for now, the Schedule of Investments. So this is a report, the Schedule of Investments, that is required as part of the Public Authorities Law. The organization has no investments other than cash and cash equivalents, which is considered an investment for this purpose. It's a couple of pages of reports. If we continue on to Page 1 and Page 2. Very similar to the report on the audit of the financial statements, but this just deals with the investments, which, like I said, is cash and cash equivalents for the organization. So, a clean report on this. If we keep going through, Page 3 and Page 4 walk through the report on internal control over the cash and cash equivalents. Again, the cleanest report we could be giving here. No material weaknesses identified. If we scroll ahead on to Page 5, we'll see that again, the only item listed is cash and cash equivalents of the organization, just over \$3 million, which is the same number that's on the audited financial statements that Brian went over earlier. And then, similar to the financial statements that Brian went through, there's also a few footnotes to this schedule, talking about the organization's policy over cash and cash equivalents. So, pretty much verbatim from what's in the financial statements, but again, we're required to have a separate report here, as part of the Public Authorities Law.

And then, if we look ahead to the very last document that was in your packet as part of the audit. The *Communication with Those Charged with Governance*. This is our letter, Sheehan & Company's letter to you, the Board, to those charged with governance of the Landbank organization. We use this letter as a way to communicate directly to you about how the audit went. Basically, it walks through saying that there were no new accounting pronouncements adopted during the year. There were no difficulties encountered as we performed the audit, certainly, the opposite on that front. We can't thank everyone enough for all of the help and assistance that they've provided to us. It walks through whether or not we noted any corrected or uncorrected misstatements, which we did not. We had no disagreements with management. It also mentions that we're going to be obtaining what we call a management representation letter. This is a letter that Sarah will provide to us after the Board formally approves the Financial Statements, basically, certifying to us that everything told to us during the audit was truthful to the best of her knowledge and belief. So, as soon as the Board does approve, that's a letter that we will be receiving from Sarah, as part of standard, it's part of every audit. I mean, that's pretty much it as far as the audit. This letter tries to spell out exactly our requirements as part of the audit and how everything

went, and you can see, it's very thin. So, not too much to report there. But, again, we just want to thank everyone for all of their help and assistance as part of the audit. It went extremely smoothly, as it typically does.

**Brian Petersen:** Thank you, Stephanie. If I can ask the Board Members at this point, if anybody has any questions on the financial statements and the numbers, or for Stephanie, the auditor, they can ask them, you know, as they please.

**Sidney Joyner:** I don't have any at this time. I'll just take a little time to review the Audit and I'll come back to you if there's any questions upon my further review.

**Brian Petersen:** Yes, absolutely. You know, myself and Stephanie is always available to any members.

**Sidney Joyner:** Thank you.

**Leg. Thomas Cilmi:** No questions here.

**Dorian Dale:** So, I think I have a question whether it obviates a vote on accepting the financial statements at this time since only myself and Mr. Joyner are voting on this matter?

**Robert Braun:** Yeah Dorian, the Audit Committee should first vote to recommend the approval of both the Financial Statement and the Auditor's Report to the Landbank and then, if the Landbank agrees then, it should vote to accept the recommendation and adopt them both. And, one other thing I want to say. Although she has the same name as my ex-wife, Laura and I are not related.

**Dorian Dale:** Well then, I will then call a vote of the Audit Committee, which means there are two members voting. Matt would you take that roll for us?

***(Roll Call by Matt Kapell)***

**Peter Scully:** Take a motion and a second.

**Matt Kapell:** Yeah.

**Dorian Dale:** Okay, well I'll make the motion and ... a second at this point.

**Sidney Joyner:** I will second.

**Dorian Dale:** Very good. Well then, Matt you can do the roll call I guess?

**Matt Kapell:** Dale?

**Dorian Dale:** Approve.

**Matt Kapell:** Joyner?

**Sidney Joyner:** Approved. I'm sorry.

**Matt Kapell:** Two.

**Dorian Dale:** So, seeing no Old Business in front of the Audit and Finance Committee, I will call a motion to, I guess, close the proceedings. Making that motion. Do I have a second?

**Sidney Joyner:** I second it.

**Matt Kapell:** Dale?

**Dorian Dale:** Yes

**Matt Kapell:** Joyner?

**Sidney Joyner:** Second, yes.

**Matt Kapell:** Two.

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