

LAKE CHAMPLAIN – LAKE GEORGE REGIONAL DEVELOPMENT CORPORATION

AUDIT COMMITTEE MEETING

October 10, 2023

Immediately following the LCLGRDC Finance Committee

Westport Town Hall
22 Champlain Avenue, Westport, NY 12993

Town of Queensbury Supervisor's Meeting Room
742 Bay Road, Queensbury, NY 12804

Hamilton Co. Bd. Of Supervisors Conference Room
102 County View Drive, Lake Pleasant, Ny 12108

AGENDA

1. Approval of March 30, 2023 meeting minutes
2. Audit Committee Charter review (any proposed changes to forward to the Board?)
3. Self-evaluation
4. Other

Chairwoman Hunt called the meeting to order at 2:26 pm.

MEMBERS PRESENT

Beth Hunt
John Strough
Shannon Thayer

ALSO PRESENT

Al Nolette
Beth Gilles
Dave O'Brien
Sam Blake
Jessica Leerkes
Ian Danforth
Christy Wilt
Bill Farber
Bob Henke

APPROVAL OF MARCH 30, 2023, MEETING MINUTES

Chairwoman Hunt asked for a motion to approve the March 30, 2023, Audit Committee minutes.

Motion made by Ms. Thayer.

Seconded by Mr. Strough.

Hearing no additions or corrections and no opposed, motion carried.

AUDIT COMMITTEE CHARTER REVIEW

Chairwoman Hunt asked if there were any changes or comments to the audit committee charter review.

No comments were made. No changes.

SELF-EVALUATION

Chairwoman Hunt stated to complete the self-evaluation and submit to Ms. Gilles by the end of this year. Ms. Gilles asked for any comments on the self-evaluation. No comments.

Hearing no other business, Chairwoman Hunt moved to adjourn the meeting.

Meeting adjourned at 2:28pm.

Respectfully submitted by Lisa Bessette, Administrative Assistant, LCLGRPB.

LAKE CHAMPLAIN – LAKE GEORGE REGIONAL DEVELOPMENT CORPORATION

ASSESSMENT OF INTERNAL CONTROLS

Objective: The importance of an adequate system of internal control is to: (a) promote effective and efficient operations so as to help the authority carry out its mission; (b) provide reasonable, but not absolute, assurance that assets are safeguarded against inappropriate or unauthorized use; (c) promote the accuracy and reliability of accounting data and financial reporting to ensure transactions are executed in accordance with management's authorization and recorded properly in accounting records; (d) encourage adherence to management's policies and procedures for conducting programs and operations; and (e) ensure compliance with applicable laws and regulations. Furthermore, a successful system of internal control includes performing an annual assessment to identify potential weaknesses in policies or procedures and to implement corrective actions.

The Lake Champlain – Lake George Regional Development Corporation's Audit Committee conducts the Assessment of Internal Controls through interviews and document review.

Assigned Risk Levels

RISK FACTOR	High	Medium	Low	Notes
Processing of vouchers	<input type="checkbox"/>	<input type="checkbox"/>	X	
Recommendations for payments of vouchers	<input type="checkbox"/>	<input type="checkbox"/>	X	
Vendor payment	<input type="checkbox"/>	<input type="checkbox"/>	X	
Documentation of expenses	<input type="checkbox"/>	<input type="checkbox"/>	X	
Deposits	<input type="checkbox"/>	<input type="checkbox"/>	X	
Account reconciliation	<input type="checkbox"/>	<input type="checkbox"/>	X	
Records of cash receipt and cash disbursements	<input type="checkbox"/>	<input type="checkbox"/>	X	RDC does not accept or disperse cash
Treasurer's Report	<input type="checkbox"/>	<input type="checkbox"/>	X	
LCLGRDC check storage	<input type="checkbox"/>	<input type="checkbox"/>	X	
Loan Receivables	<input type="checkbox"/>	<input type="checkbox"/>	X	

All high-risk factors will be evaluated quarterly

All medium risk factors will be evaluated every six months

All low risk factors will be evaluated annually

Assessment of Internal Controls

This statement certifies that the Lake Champlain – Lake George Regional Development Corporation followed a process that assessed and documented the adequacy of its internal control structure and policies for the year ending December 31, 2022. To the extent that deficiencies were identified, the authority has developed corrective action plans to reduce any corresponding risk.

Audit Committee Chair: Beth Hunt

Date: 3/30/2023

LAKE CHAMPLAIN – LAKE GEORGE REGIONAL DEVELOPMENT CORPORATION

ASSESSMENT OF INTERNAL CONTROLS

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Vendor payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Documentation of expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Deposits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Account reconciliation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Records of cash receipt and cash disbursements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Treasurer's Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LCLGRDC check storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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This statement certifies that the Lake Champlain – Lake George Regional Development Corporation followed a process that assessed and documented the adequacy of its internal control structure and policies for the year ending December 31, 2023. To the extent that deficiencies were identified, the authority has developed corrective action plans to reduce any corresponding risk.

Audit Committee Chair: _____

Date: _____

LAKE CHAMPLAIN-LAKE GEORGE
REGIONAL DEVELOPMENT CORPORATION

Financial Statements

December 31, 2023 and 2022

(With Independent Auditors' Report Thereon)

LAKE CHAMPLAIN-LAKE GEORGE
REGIONAL DEVELOPMENT CORPORATION

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INDEPENDENT AUDITORS' REPORT

The Board of Directors
Lake Champlain-Lake George Regional
Development Corporation:

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Lake Champlain-Lake George Regional Development Corporation (the Corporation) (a nonprofit organization) which comprise the statements of financial position as of December 31, 2023 and 2022, and the related statements of activities and cash flows for the years then ended, and the related notes to financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Corporation as of December 31, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Corporation and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Corporation's ability to continue as a going concern within one year after the date of the financial statements are available to be issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and Government Auditing Standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and Government Auditing Standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audits.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audits in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Corporation's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audits.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated , 2024 on our consideration of the Corporation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Corporation's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Corporation's internal control over financial reporting and compliance.

Williamsville, New York
, 2024

LAKE CHAMPLAIN-LAKE GEORGE
REGIONAL DEVELOPMENT CORPORATION
Statements of Financial Position
December 31, 2023 and 2022

<u>Assets</u>	<u>2023</u>	<u>2022</u>
Current assets:		
Cash and equivalents	\$ 51,244	60,724
Accrued interest receivable	18	130
Current portion of loans receivable	2,836	35,597
Less allowance for credit losses	-	(19,361)
Total current assets	<u>54,098</u>	<u>77,090</u>
Loans receivable, net of current portion	-	31,145
Less allowance for credit losses	-	(30,639)
Net loans receivable, net of current portion	<u>-</u>	<u>506</u>
Total assets	<u><u>\$ 54,098</u></u>	<u><u>77,596</u></u>
<u>Liabilities and Net Assets</u>		
Current liabilities:		
Accrued interest payable	20	45
Current portion of loan payable	<u>29,985</u>	<u>30,247</u>
Total current liabilities	30,005	30,292
Long-term liabilities - loan payable, net of current portion	<u>-</u>	<u>30,027</u>
Total liabilities	30,005	60,319
Net assets without donor restrictions	<u>24,093</u>	<u>17,277</u>
Total liabilities and net assets	<u><u>\$ 54,098</u></u>	<u><u>77,596</u></u>

See accompanying notes to financial statements.

LAKE CHAMPLAIN-LAKE GEORGE
REGIONAL DEVELOPMENT CORPORATION
Statements of Activities
Years ended December 31, 2023 and 2022

	<u>2023</u>	<u>2022</u>
Revenue:		
Interest income from loans to businesses	\$ 637	2,206
Interest income from financial instruments	19	24
Prior year refund of expenditures	-	433
Bad debt recovery	11,873	-
Program late fees	-	53
Total revenue	<u>12,529</u>	<u>2,716</u>
Expenses:		
Administrative and operating expenses	5,179	4,946
Interest expense	534	956
Total expenses	<u>5,713</u>	<u>5,902</u>
Change in net assets without donor restrictions	6,816	(3,186)
Net assets without donor restrictions at beginning of year	<u>17,277</u>	<u>20,463</u>
Net assets without donor restrictions at end of year	<u><u>\$ 24,093</u></u>	<u><u>17,277</u></u>

See accompanying notes to financial statements.

LAKE CHAMPLAIN-LAKE GEORGE
REGIONAL DEVELOPMENT CORPORATION

Statements of Cash Flows
Years ended December 31, 2023 and 2022

	<u>2023</u>	<u>2022</u>
Cash flows from operating activities:		
Change in net assets without donor restrictions	\$ 6,816	(3,186)
Adjustments to reconcile change in net assets without donor restrictions to net cash used in operating activities:		
Bad debt recovery	(11,873)	-
Changes in:		
Accrued interest receivable	112	(33)
Accounts payable	-	(195)
Accrued interest payable	(25)	5
Net cash used in operating activities	(4,970)	(3,409)
Cash flows from investing activities - collections on loans receivable	25,779	37,902
Cash flows from financing activities - repayments on loan payable	(30,289)	(29,953)
Net change in cash and equivalents	(9,480)	4,540
Cash and equivalents at beginning of year	60,724	56,184
Cash and equivalents at end of year	<u>\$ 51,244</u>	<u>60,724</u>
Supplemental schedule of cash flow information - cash paid for interest	<u>\$ 559</u>	<u>951</u>

See accompanying notes to financial statements.

LAKE CHAMPLAIN-LAKE GEORGE
REGIONAL DEVELOPMENT CORPORATION

Notes to Financial Statements

December 31, 2023 and 2022

(1) Summary of Significant Accounting Policies

(a) Nature of Activities

The Lake Champlain-Lake George Regional Development Corporation (the Corporation) was incorporated under Sections 402 and 1411 of the Not-For-Profit Corporation Law of New York State. The Corporation's objectives are to promote commercial development within Warren, Washington, Clinton, Essex and Hamilton Counties. These objectives are primarily accomplished by the relending of Farmers Home Administration (FmHA) loans to new or existing businesses located within these five counties.

(b) Basis of Accounting

The financial statements of the Corporation have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP).

(c) Basis of Presentation

The Corporation reports information regarding its financial position and activities according to two classifications of net assets: net assets without donor restrictions and net assets with donor restrictions. Net asset without donor restrictions represents resources available for the general support of the Corporation's activities. Net assets with donor restrictions are those whose use has been limited by donor imposed stipulations that either expire by the passage of time or can be fulfilled by actions of the Corporation. The Corporation had only net assets without donor restrictions in 2023 and 2022.

(d) Estimates

The preparation of financial statements in accordance with GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

(e) Cash and Equivalents

For purposes of reporting cash flows, cash includes money market accounts and any highly liquid debt instruments purchased with a maturity of three months or less.

(f) Concentration of Credit Risk

Financial instruments that potentially subject the Corporation to concentration of credit risk consist principally of cash accounts in financial institutions. The Corporation maintains financial instruments at financial institutions which periodically may exceed federally insured limits. At December 31, 2023 and 2022, the Corporation had no amounts in excess of the federally insured limits.

LAKE CHAMPLAIN-LAKE GEORGE
REGIONAL DEVELOPMENT CORPORATION
Notes to Financial Statements, Continued

(1) Summary of Significant Accounting Policies, Continued

(g) Income Taxes

The Corporation is exempt from Federal income taxes under Section 501(c)(6) of the Internal Revenue Code (the Code). Under Accounting Standards Codification (ASC) Section 740, the tax status of tax-exempt entities is an uncertain tax position, since events could potentially occur that jeopardize tax-exempt status. GAAP requires management to evaluate tax positions taken by the Corporation and recognize a tax liability if the Corporation has taken an uncertain tax position that more than likely would not be sustained upon examination by the IRS. Management has analyzed the tax positions taken by the Corporation and is not aware of any events that could jeopardize its tax exempt status. Therefore, no liability or provision for income tax has been reflected in the financial statements.

(h) Subsequent Events

The Corporation has evaluated subsequent events through the date of the report which is the date the financial statements were available to be issued.

(i) Change in Accounting Principle

At the beginning of 2023, the Corporation adopted Accounting Standards Codification 326, Financial Instruments - Credit Losses (Topic 326) Measurement of Credit Losses on Financial Instruments, as amended which modifies the measurement of expected credit losses on certain financial instruments, including loans receivable, and requires the organizations to measure all expected credit losses for financial instruments based on historical experience, current conditions, and reasonable and supportable forecasts for collectability. The Corporation adopted this new standard utilizing the modified retrospective transition method. The adoption of this Standard did not have a material impact on the Corporation's financial statements.

(2) Liquidity

The Corporation has approximately \$51,262 of financial assets available within one year of the statement of financial position date to meet cash needs for general expenditures, consisting of \$51,244 of cash and equivalents and \$18 of accrued interest receivable.

LAKE CHAMPLAIN-LAKE GEORGE
REGIONAL DEVELOPMENT CORPORATION

Notes to Financial Statements, Continued

(3) Loans Receivable

(a) Program Description

Loans receivable represents the balance on loans made available through the FmHA Intermediary Relending Program (IRP). These loans are made available through the Community Economic Development Act as assistance to eligible IRP intermediaries. Under the IRP, interest and fee income earned on the loans to ultimate recipients may be used for operating expenditures of the Corporation. To qualify for a loan through this program, applicants must have applied for and been denied credit at a financial institution. In addition, all loans are required to be secured by some form of collateral.

(b) Allowance for Credit Losses

The allowance method is derived from a review of Corporation's historical losses based on an aging of receivables and a loan is considered past due (principal and/or interest are 90 days delinquent). Historical losses have been consistent. This estimate is adjusted for management's assessment of current conditions, forecasts of future events, and other factors deemed relevant risk factors. As a result, management has determined that the allowance for credit losses is adequate.

The Corporation writes off receivables when there is information that indicates that there is no possibility of collection. If any recoveries are made from loans receivable previously allowed for, they will be recognized in revenue in the year they are collected. For the year December 31, 2023, the Corporation wrote-off \$38,127 of loans receivable previously recorded in their allowance for credit losses. There were no write-offs during the year ended December 31, 2022.

The allowance for credit losses for loans receivable and the related activity for the years ended December 31, 2023 and 2022, is as follows:

	<u>2023</u>	<u>2022</u>
Balance at beginning of year	\$ 50,000	50,000
Change in provision for credit losses	(11,873)	-
Loan write-offs	<u>(38,127)</u>	<u>-</u>
Balance at end of year	\$ <u>-</u>	<u>50,000</u>

LAKE CHAMPLAIN-LAKE GEORGE
REGIONAL DEVELOPMENT CORPORATION

Notes to Financial Statements, Continued

(3) Loans Receivable, Continued

(c) Loans Receivable

The table sets forth a summary of loans receivable for the years ended December 31, 2023 and 2022:

	<u>2023</u>	<u>2022</u>
Balance at beginning of year	\$ 66,742	104,644
Less amounts collected	<u>(25,779)</u>	<u>(37,902)</u>
Balance at end of year	40,963	66,742
Less write-offs	<u>(38,127)</u>	-
Less current portion	<u>(2,836)</u>	<u>(35,597)</u>
Loans receivable, net of current portion	\$ <u>-</u>	<u>31,145</u>

(d) Nonaccrual Status

The Corporation places loans receivable on nonaccrual status using factors similar to those described for loans receivables with an allowance for credit losses. When loans receivable are placed on nonaccrual status, any accrued interest is reversed against interest income from loans to businesses and interest is only recognized to the extent of cash received, or if a loan is taken off nonaccrual status. There were no loans receivable placed on nonaccrual status as of December 31, 2023. Loans receivable placed on nonaccrual status as of December 31, 2022 amounted to \$47,659.

No interest income on loans to businesses has been recognized on loans receivable placed on nonaccrual status during the year ended December 31, 2023.

(e) Loan Interest

Interest on loans is recognized over the term of the loan and is calculated using the simple-interest method on principal amounts outstanding. Interest accrues on loans receivable at 5.0% - 6.5% per annum as detailed in the terms of each loan agreement. Interest income on nonaccrual loans is recognized only to the extent cash payments are received.

(4) Loan Payable

The Corporation is the intermediary recipient of a United States Department of Agriculture Rural Development FmHA loan with interest of 1% annually. The Corporation, upon FmHA approval, may draw funds from FmHA for the purpose of relending to businesses and individuals who meet the criteria of the IRP. Principal and interest on the loan are due in annual installments of \$30,848. The loan matures in December 2024. The loan is secured by the Corporation's loans receivable. A summary of the outstanding loan payable as of December 31, 2023 and 2022 is as follows:

LAKE CHAMPLAIN-LAKE GEORGE
REGIONAL DEVELOPMENT CORPORATION

Notes to Financial Statements, Continued

(4) Loan Payable, Continued

	<u>2023</u>	<u>2022</u>
FmHA loan	\$ 29,985	60,274
Less current portion	<u>(29,985)</u>	<u>(30,247)</u>
Loan payable, net of current portion	\$ <u>-</u>	<u>30,027</u>

Interest expense was \$534 and \$956 for the years ended December 31, 2023 and 2022, respectively.

(5) Related Party Transactions

The Lake Champlain-Lake George Regional Planning Board (the Board) shares certain members of its Board of Directors and is, therefore, considered a related party to the Corporation. In addition, the Corporation shares office space and personnel with the Board and has contracted with them to administer the IRP and to provide other services. The Corporation may be charged a fee for these items. No fees were charged during the years ended December 31, 2023 and 2022.

(6) Concentration of Credit Risk - Loans Receivable

Financial instruments that potentially subject the Corporation to credit risk are loans receivable from various businesses within the Corporation's service area. These loans are secured by various types of collateral to minimize the risk to the Corporation. Loans are considered past due when a payment as detailed in the loan agreement, is not paid timely. Loans receivable, which are considered collectable and are still accruing finance charges, amounted to \$2,836 and \$19,083 at December 31, 2023 and 2022, respectively. Loans not accruing interest because management has determined that collection is doubtful amounted to \$47,659 at December 31, 2022. At December 31, 2023, the Corporation had one loan that represented 100% of the total outstanding loans receivable. At December 31, 2022, the Corporation had two loans that represented 98% of the total outstanding loans receivable.

(7) Functional Expenses

The Corporation's expenses for the years ended December 31, 2023 and 2022, are allocated as follows:

	<u>2023</u>	<u>2022</u>
Program services	\$ 1,718	2,111
Supporting services	<u>3,995</u>	<u>3,791</u>
	\$ <u>5,713</u>	<u>5,902</u>

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

The Board of Directors
Lake Champlain-Lake George Regional
Development Corporation:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of Lake Champlain-Lake George Regional Development Corporation (the Corporation) (a nonprofit organization), which comprise the statement of financial position as of December 31, 2023, and the related statements of activities and cash flows for the year then ended, and the related notes to financial statements, and have issued our report thereon dated , 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Corporation's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Corporation's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Corporation's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Corporation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Corporation's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Corporation's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Williamsville, New York
, 2024

REPORT TO THE BOARD

, 2024

The Board of Directors
Lake Champlain-Lake George Regional
Development Corporation

Dear Board Members:

We have audited the financial statements of Lake Champlain-Lake George Regional Development Corporation (the Corporation) for the year ended December 31, 2023, and have issued our report thereon dated , 2024. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America and Government Auditing Standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

Significant Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Corporation are described in note 1 to the financial statements. For the year ended December 31, 2023, the Corporation adopted Accounting Standards Codification 326, Financial Instruments - Credit Losses (Topic 326) Measurement of Credit Losses on Financial Instruments, as amended which modifies the measurement of expected credit losses on certain financial instruments, including accounts receivable, and requires the Corporation to measure all expected credit losses for financial instruments based on historical experience, current conditions, and reasonable and supportable forecasts for collectability. The Corporation adopted this new standard utilizing the modified retrospective transition method.

We noted no transactions entered into by the Corporation during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

For the year ended December 31, 2023, we evaluated the key factors and assumptions used by management in determining that accounting estimates were reasonable in relation to the financial statements taken as a whole.

Significant Disclosures

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no material uncorrected misstatements detected as a result of our audit procedures.

Disagreements with Management

For purposes of this report, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to Corporation’s financial statements or a determination of the type of auditors’ opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Corporation’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

* * * * *

This information is intended solely for the use of the Board of Directors and management of Lake Champlain-Lake George Regional Development Corporation and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

EFPR GROUP, CPAs, PLLC

LAKE CHAMPLAIN – LAKE GEORGE REGIONAL DEVELOPMENT CORPORATION

March 19, 2024

EFPR Group, CPAs, PLLC
6390 Main Street, Suite 200
Williamsville, New York 14221

This representation letter is provided in connection with your audit of the financial statements of Lake Champlain-Lake George Regional Development Corporation, which comprise the statements of financial position as of December 31, 2023 and 2022, and the related statements of activities and cash flows for the years then ended, and the disclosures (collectively, the “financial statements”), for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered to be material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of March 19, 2024, the following representations made to you during your audit.

Financial Statements

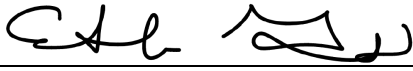
- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated October 13, 2023, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in accordance with U.S. GAAP.
- 6) Related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.

- 8) The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to the representation letter.
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 10) Material concentrations have been appropriately disclosed in accordance with U.S. GAAP.
- 11) Guarantees, whether written or oral, under which the Organization is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.
- 12) We have implemented ASU 2016-13, *Financial Instruments—Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments*, during the audit period. We have implemented the new accounting standard in accordance with the transition guidance prescribed in the ASU. We have sufficient and appropriate documentation supporting all estimates and judgments underlying the amounts recorded and disclosed in the financial statements.
- 13) We have analyzed all financial instruments and appropriately recorded and/or disclosed expected credit losses in accordance with *FASB ASC 326, Financial Instruments—Credit Losses*.

Information Provided

- 14) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the Organization from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the governing board or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 15) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 16) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 17) We have no knowledge of any fraud or suspected fraud that affects the Organization and involves:
 - 1) Management,
 - 2) Employees who have significant roles in internal control, or
 - 3) Others where the fraud could have a material effect on the financial statements.
- 18) We have no knowledge of any allegations of fraud or suspected fraud affecting the Organization's financial statements communicated by employees, former employees, grantors, regulators, or others.
- 19) We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
- 20) We have disclosed to you all known actual or possible litigation, claims, and assessment whose effects should be considered when preparing the financial statements.
- 21) We have disclosed to you the names of all of the Organization's related parties and all the related-party relationships and transactions, including any side agreements.

- 22) The Organization has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 23) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us.
- 24) Lake Champlain-Lake George Regional Development Corporation is an exempt organization under Section 501(c)(3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the Organization's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up-to-date.
- 25) In regard to the financial statement preparation services performed by you, we have:
- a) Assumed all management responsibilities.
 - b) Designated Al Nolette (Treasurer) who has suitable skill, knowledge, or experience to oversee the services.
 - c) Evaluated the adequacy and results of the services performed.
 - d) Accepted responsibility for the results of the services.
 - e) Ensured that the data and records are complete and we have sufficient information to oversee the services.

Signature: _____

Title: Director