Fiscal Year Ending: 12/31/2018

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**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	https://wycoida.org/ArchiveCenter/ViewFile/Item/133
2.	As required by section 2800(9) of PAL, did the Authority prepare an assessment of the effectiveness of its internal controls?	Yes	https://wycoida.org/ArchiveCenter/ViewFile/Item/122
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?	Yes	https://wycoida.org/DocumentCenter/View/105/WCBC- Organizational-Chart-PDF
6.	Are any Authority staff also employed by another government agency?	No	
7.	Has the Authority posted their mission statement to their website?	Yes	https://wycoida.org/171/Wyoming-County-Business-Center-Inc
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.		https://wycoida.org/ArchiveCenter/ViewFile/Item/123

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#### **Governance Information (Board-Related)**

Question	<u> Se information (Board-Relateu)</u>	Pagnance	LIDI (If Applicable)
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):		https://wycoida.org/180/Who-We-Are
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://wycoida.org/AgendaCenter/Wyoming-County-Business- Center-4
7.	Has the Board adopted bylaws and made them available to Board members and staff?	Yes	https://wycoida.org/DocumentCenter/View/104/WCBC-BY-Laws-PDF
8.	Has the Board adopted a code of ethics for Board members and staff?	Yes	https://wycoida.org/DocumentCenter/View/99/WCBC-CodeofEthics-PDF
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?	No	

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# **Board of Directors Listing**

Name	Fish, Richard	Nominated By	Other
Chair of the Board	No	Appointed By	Other
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	5/10/2009	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	05/09/2021	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	Gullo, Sam	Nominated By	Other
Chair of the Board	No	Appointed By	Other
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	5/10/2016	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	05/09/2019	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	No

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Name	Jim, Brick	Nominated By	Other
Chair of the Board	No	Appointed By	Other
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	5/10/2016	Has the Board Member/Designee	Yes
		Signed the Acknowledgement of	
		Fiduciary Duty?	
Term Expiration Date	05/09/2019	Complied with Training	Yes
		Requirement of Section 2824?	
Title		Does the Board Member/Designee	No
		also Hold an Elected or Appointed	
		State Government Position?	
Has the Board Member Appointed		Does the Board Member/Designee	Yes
a Designee?		also Hold an Elected or Appointed	
		Municipal Government Position?	
Designee Name		Ex-Officio	No

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Name	Leuer, Daniel	Nominated By	Other
Chair of the Board	No	Appointed By	Other
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	5/9/2017	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	05/08/2020	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?	Yes
Designee Name		Ex-Officio	

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Name	Satchell, Jeremy	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	9/8/2015	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	05/09/2021	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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# Staff Listing

Name	Title	Group	Department/	Union	Bargaining	Full Time/	Exempt	Base	Actual	Overtime	Performance	Extra Pay	Other	Total	Individual	If yes, Is
			Subsidiary	Name	Unit	Part Time		Annualized	salary paid	paid by	Bonus		Compensati	Compensat	also paid by	the
								Salary	to the	Authority			on/Allowanc	ion paid	another	payment
									Individual				es/Adjustme	by	entity to	made by a
													nts	Authority	perform the	State or
															work of the	local
															Authority	governme
																nt

This Authority has indicated that it has no staff during the reporting period.

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# **Benefit Information**

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

Name	Title	Severance Package	Payment for Unused Leave	Club Member- ships	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
Fish,	Board of												Х	
Richard	Directors													
Gullo, Sam	Board of Directors												X	
Jim, Brick	Board of Directors												Х	
Leuer, Daniel	Board of Directors												Х	
Satchell, Jeremy	Board of Directors												X	

# <u>Staff</u>

Name	Title	Severance	Payment	Club	Use of	Personal	Auto	Transportation	Housing	Spousal /	Tuition	Multi-Year	None of	Other
		Package	for	Member-	Corporate	Loans			Allowance	Dependent	Assistance	Employment	these	
		_	Unused	ships	Credit					Life			Benefits	
			Leave		Cards					Insurance				

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# **Subsidiary/Component Unit Verification**

Is the list of subsidiaries, as assembled by the Office of the State		Yes					
Are there other subsidiaries or component units of the Authority Authority and not independently filing reports in PARIS?	No						
Name of Subsidiary/Component Unit	Status						
Request Subsidiary/Component Unit Change							
Name of Subsidiary/Component Unit	Status	Requested C	Changes				
Request Add Subsidiaries/Component Units							
Name of Subsidiary/Component Unit	Estab	lishment Date	Purpose of Subsidiary/Component Unit				
Request Delete Subsidiaries/Component Units							
Name of Subsidiary/Component Unit	Termination Date	Reason for Tern	nination 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		\$613,000.00
	Investments		\$0.00
	Receivables, net		\$113,747.00
	Other assets		\$0.00
	Total Current Assets		\$726,747.00
Noncurrent Assets			
	Restricted cash and investments		\$0.00
	Long-term receivables, net		\$71,967.00
	Other assets		\$0.00
	Capital Assets		
		Land and other nondepreciable property	\$0.00
		Buildings and equipment	\$2,524.00
		Infrastructure	\$0.00
		Accumulated depreciation	\$2,524.00
		Net Capital Assets	\$0.00
	Total Noncurrent Assets		\$71,967.00
Total Assets			\$798,714.00
Liabilities			
Current Liabilities			
	Accounts payable		\$700.00
	Pension contribution payable		\$0.00
	Other post-employment benefits		\$0.00
	Accrued liabilities		\$0.00
	Deferred revenues		\$12,437.00
	Bonds and notes payable		\$0.00
	Other long-term obligations due within one year		\$0.00
	Total Current Liabilities		\$13,137.00
Noncurrent Liabilities			

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	Pension contribution payable	\$0.00
	Other post-employment benefits	\$0.00
	Bonds and notes payable	\$0.00
	Long Term Leases	\$0.00
	Other long-term obligations	\$0.00
	Total Noncurrent Liabilities	\$0.00
Total Liabilities		\$13,137.00
Net Asset (Deficit)		
Net Assets		
	Invested in capital assets, net of related debt	\$12,672.00
	Restricted	\$772,905.00
	Unrestricted	\$0.00
	Total Net Assets	\$785,577.00

#### SUMMARY STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET ASSETS

	SE, EN ENGLO AND GHANGEO IN THE PAGE TO	Amount
Operating Revenues		
	Charges for services	\$0.00
	Rental & financing income	\$2,999.00
	Other operating revenues	\$80,000.00
	Total Operating Revenue	\$82,999.00
Operating Expenses		
	Salaries and wages	\$0.00
	Other employee benefits	\$0.00
	Professional services contracts	\$43,906.00
	Supplies and materials	\$7,137.00
	Depreciation & amortization	\$0.00
	Other operating expenses	\$526.00
	Total Operating Expenses	\$51,569.00
Operating Income (Loss)		\$31,430.00
Nonoperating Revenues		
	Investment earnings	\$1,408.00
	State subsidies/grants	\$0.00
	Federal subsidies/grants	\$3,214.00
	Municipal subsidies/grants	\$0.00
	Public authority subsidies	\$0.00

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	Other nonoperating revenues	\$12,400.00
	Total Nonoperating Revenue	\$17,022.00
Nonoperating Expenses		
	Interest and other financing charges	\$0.00
	Subsidies to other public authorities	\$0.00
	Grants and donations	\$0.00
	Other nonoperating expenses	\$12,318.00
	Total Nonoperating Expenses	\$12,318.00
	Income (Loss) Before Contributions	\$36,134.00
Capital Contributions		\$0.00
Change in net assets		\$36,134.00
Net assets (deficit) beginning of		\$749,443.00
year		
Other net assets changes		\$0.00
Net assets (deficit) at end of year		\$785,577.00

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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?	No
2.	If yes, has the Authority issued any debt during the reporting period?	

# New Debt Issuances

Fiscal Year Ending: 12/31/2018

Run Date: 07/16/2019 Status: CERTIFIED Certified Date: 04/12/2019

# **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						
Conduit		Conduit Debt					
Conduit		Conduit Debt - Pilot Increment Financing					
TOTALS							

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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	Yes	https://wycoida.org/ArchiveCenter/ViewFile/Item/141
	of all real property of the Authority. Has this report been prepared?		
2.	Has the Authority prepared policies, procedures, or guidelines regarding the use, awarding, monitoring,	Yes	https://wycoida.org/176/WCBC-Reports-Budgets
	and reporting of contracts for the acquisition and disposal of property?		
3.	In accordance with Section 2896(1) of PAL, has the Authority named a contracting officer who shall be	Yes	N/A
	responsible for the Authority's compliance with and enforcement of such guidelines?		

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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**

Source of Loan Funds	State	Original Amount of Loan	\$50,000.00
Name of Loan Recipient	Attica Pharmacy, Inc	Date Loan Awarded	4/5/2016
Address Line1	2-4 Market Street	Interest Rate (%)	1.75
Address Line2		Length of Loan(# of years to repay)	5
City	ATTICA	Amount of Loan Principal Repaid to Date	\$23,621.15
State	NY	Purpose of Loan	Equipment and Fixed Asset Acquisition
Postal Code	14011	Was the loan expected to result in new jobs being created?	Yes
Plus4		If Yes, how many jobs were planned to be created?	6
Province/Region		If Yes, how many jobs have been created to date?	3
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Federal	Original Amount of Loan	\$40,000.00
Name of Loan Recipient	Cannan's Butcher Block, LLC	Date Loan Awarded	7/22/2011
Address Line1	33 South Main Street	Interest Rate (%)	1.63
Address Line2		Length of Loan(# of years to repay)	5
City	PERRY	Amount of Loan Principal Repaid to Date	\$22,432.98
State	NY	Purpose of Loan	Business Expansion/Startup
Postal Code	14530	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Federal	Original Amount of Loan	\$25,000.00
Name of Loan Recipient	Country Homes and Interiors	Date Loan Awarded	10/19/2006
Address Line1	P.O. Box 300	Interest Rate (%)	0
Address Line2		Length of Loan(# of years to repay)	7
City	WYOMING	Amount of Loan Principal Repaid to Date	\$17,203.30
State	NY	Purpose of Loan	Business Expansion/Startup
Postal Code	14591	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	State	Original Amount of Loan	\$15,000.00
Name of Loan Recipient	Daniel Hellwig	Date Loan Awarded	8/4/2010
Address Line1	1894 Bagg Rd	Interest Rate (%)	5
Address Line2		Length of Loan(# of years to repay)	5
City	WARSAW	Amount of Loan Principal Repaid to Date	\$15,000.00
State	NY	Purpose of Loan	Business Expansion/Startup
Postal Code	14569	Was the loan expected to result in new jobs being created?	Yes
Plus4		If Yes, how many jobs were planned to be created?	1
Province/Region		If Yes, how many jobs have been created to date?	1
Country	United States	Have the terms of the loan been completed?	Yes

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Source of Loan Funds	State	Original Amount of Loan	\$22,361.94
Name of Loan Recipient	Jacked 24/7, LLC	Date Loan Awarded	12/5/2016
Address Line1	28 Wyoming Street	Interest Rate (%)	1.75
Address Line2		Length of Loan(# of years to repay)	60
City	WARSAW	Amount of Loan Principal Repaid to Date	\$8,356.25
State	NY	Purpose of Loan	Equipment and Fixed Asset Acquisition
Postal Code	14569	Was the loan expected to result in new jobs being created?	Yes
Plus4		If Yes, how many jobs were planned to be created?	4
Province/Region		If Yes, how many jobs have been created to date?	2
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	State	Original Amount of Loan	\$30,000.00
Name of Loan Recipient	Joshua Wolcott	Date Loan Awarded	8/19/2010
Address Line1	37 South Main St	Interest Rate (%)	1.62
Address Line2		Length of Loan(# of years to repay)	5
City	PERRY	Amount of Loan Principal Repaid to Date	\$17,562.82
State	NY	Purpose of Loan	Business Expansion/Startup
Postal Code	14530	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	State	Original Amount of Loan	\$20,000.00
Name of Loan Recipient	Little Bell Enterprises, LLC	Date Loan Awarded	8/10/2016
Address Line1	231 East Main Street	Interest Rate (%)	1.75
Address Line2		Length of Loan(# of years to repay)	6
City	ATTICA	Amount of Loan Principal Repaid to Date	\$6,369.57
State	NY	Purpose of Loan	Equipment and Fixed Asset Acquisition
Postal Code	14011	Was the loan expected to result in new jobs being created?	Yes
Plus4		If Yes, how many jobs were planned to be created?	3
Province/Region		If Yes, how many jobs have been created to date?	3
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$46,000.00
Name of Loan Recipient	Majestic Hill Coffee Roasters, LLC	Date Loan Awarded	7/17/2018
Address Line1	5716 Metcalf Road	Interest Rate (%)	2
Address Line2		Length of Loan(# of years to repay)	7
City	CASTILE	Amount of Loan Principal Repaid to Date	\$1,112.86
State	NY	Purpose of Loan	Equipment and Fixed Asset Acquisition
Postal Code	14427	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Federal	Original Amount of Loan	\$50,000.00
Name of Loan Recipient	Silver Trail Outfitters	Date Loan Awarded	10/11/2011
Address Line1	37 South Main Street	Interest Rate (%)	1.63
Address Line2		Length of Loan(# of years to repay)	5
City	PERRY	Amount of Loan Principal Repaid to Date	\$18,958.20
State	NY	Purpose of Loan	Business Expansion/Startup
Postal Code	14530	Was the loan expected to result in new jobs being created?	Yes
Plus4		If Yes, how many jobs were planned to be created?	3
Province/Region		If Yes, how many jobs have been created to date?	0
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	State	Original Amount of Loan	\$50,000.00
Name of Loan Recipient	Spotlight Theater of Warsaw, LLC	Date Loan Awarded	2/10/2015
Address Line1	23 South Main Street	Interest Rate (%)	1.63
Address Line2		Length of Loan(# of years to repay)	5
City	WARSAW	Amount of Loan Principal Repaid to Date	\$34,571.47
State	NY	Purpose of Loan	Business Expansion/Startup
Postal Code	14569	Was the loan expected to result in new jobs being created?	Yes
Plus4		If Yes, how many jobs were planned to be created?	6
Province/Region		If Yes, how many jobs have been created to date?	6
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	State	Original Amount of Loan	\$50,000.00
Name of Loan Recipient	Stang Tek Services	Date Loan Awarded	8/25/2014
Address Line1	6-8 Liberty Street	Interest Rate (%)	1.63
Address Line2		Length of Loan(# of years to repay)	5
City	ARCADE	Amount of Loan Principal Repaid to Date	\$30,279.35
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	14009	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Federal	Original Amount of Loan	\$29,000.00
Name of Loan Recipient	Swept Away Hair Studio & Day Spa LLC	Date Loan Awarded	7/8/2011
Address Line1	18 Market Street	Interest Rate (%)	1.63
Address Line2		Length of Loan(# of years to repay)	5
City	ATTICA	Amount of Loan Principal Repaid to Date	\$27,308.61
State	NY	Purpose of Loan	Business Expansion/Startup
Postal Code	14011	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	State	Original Amount of Loan	\$19,000.00
Name of Loan Recipient	Twice As Nice Boutique, LLC	Date Loan Awarded	3/14/2012
Address Line1	762 Creek Road	Interest Rate (%)	1.63
Address Line2		Length of Loan(# of years to repay)	5
City	ATTICA	Amount of Loan Principal Repaid to Date	\$19,000.00
State	NY	Purpose of Loan	Business Expansion/Startup
Postal Code	14011	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	Yes

Source of Loan Funds	Private	Original Amount of Loan	\$35,000.00
Name of Loan Recipient	West's Bookkeeping Services, LLC	Date Loan Awarded	8/21/2018
Address Line1	81 Water Street	Interest Rate (%)	2
Address Line2		Length of Loan(# of years to repay)	6
City	PERRY	Amount of Loan Principal Repaid to Date	\$1,376.09
State	NY	Purpose of Loan	Equipment and Fixed Asset Acquisition
Postal Code	14530	Was the loan expected to result in new jobs being created?	Yes
Plus4		If Yes, how many jobs were planned to be created?	1
Province/Region		If Yes, how many jobs have been created to date?	1
Country	United States	Have the terms of the loan been completed?	No

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Run Date: 07/16/2019 Status: CERTIFIED Certified Date: 04/12/2019

**Bond Information** 

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

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Run Date: 07/16/2019 Status: CERTIFIED Certified Date: 04/12/2019

**Additional Comments**