

Annual Report for Wyoming County Business Center

Fiscal Year End: 12/31/2017

Run Date: 09/21/2018

Status: CERTIFIED

Certified Date: 04/16/2018

Governance Information (Authority-Related)

Question		Response	URL (if Applicable)
1.	Has the Authority prepared its annual report on operations and accomplishments for the reporting period as required by section 2800 of PAL?	Yes	http://www.wycoida.org/wyoming-county-business-center-reports-and-budgets
2.	As required by section 2800(9) of PAL, did the Authority prepare an assessment of the effectiveness of its internal controls?	Yes	http://www.wycoida.org/documents/WCBC%20Certified%20Effectiveness%20Of%20Internal%20Controls%202017.pdf
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	http://www.wycoida.org/documents/WCBC%20Organizational%20Chart.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	http://www.wycoida.org/documents/Wyoming%20County%20Business%20Center%20Mission%20Statement%20and%20Measurement%20Report%202016.pdf
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://www.wycoida.org/documents/Wyoming%20County%20Business%20Center%20Mission%20Statement%20and%20Measurement%20Report%202016.pdf

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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://www.wycoida.org/fasttrac
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://www.wycoida.org/wyoming-county-business-center-reports-and-budgets
7. Has the Board adopted bylaws and made them available to Board members and staff?	Yes	http://www.wycoida.org/wyoming-county-business-center-reports-and-budgets
8. Has the Board adopted a code of ethics for Board members and staff?	Yes	http://www.wycoida.org/wyoming-county-business-center-reports-and-budgets
9. Does the Board review and monitor the Authority's implementation of financial and management controls?	Yes	N/A
10. Does the Board execute direct oversight of the CEO and management in accordance with Section 2824(1) of PAL?	Yes	N/A
11. Has the Board adopted policies for the following in accordance with Section 2824(1) of PAL?		
Salary and Compensation	Yes	N/A
Time and Attendance	Yes	N/A
Whistleblower Protection	Yes	N/A
Defense and Indemnification of Board Members	Yes	N/A
12. Has the Board adopted a policy prohibiting the extension of credit to Board members and staff in accordance with Section 2824(5) of PAL?	Yes	N/A
13. Are the Authority's Board members, officers, and staff required to submit financial disclosure forms in accordance with Section 2825(3) of PAL?	Yes	N/A
14. Was a performance evaluation of the board completed?	Yes	N/A
15. Was compensation paid by the Authority made in accordance with employee or union contracts?	No	N/A
16. Has the board adopted a conditional/additional compensation policy governing all employees?	No	

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Board of Directors Listing

Name	Fish, Richard
Chair of Board	No
If yes, Chair Designated by	
Term Start Date	5/10/2009
Term Expiration Date	05/08/2018
Title	
Has the Board Member Appointed a Designee?	
Designee Name	
Ex-officio	No
Nominated By	Other
Appointed By	Other
Confirmed by senate?	N/A
Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Complied with Training Requirement of Section 2824?	Yes
Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No

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Board of Directors Listing

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

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Board of Directors Listing

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

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Board of Directors Listing

Name	Leuer, Daniel
Chair of Board	No
If yes, Chair Designated by	
Term Start Date	5/9/2017
Term Expiration Date	05/08/2020
Title	
Has the Board Member Appointed a Designee?	
Designee Name	
Ex-officio	
Nominated By	Other
Appointed By	Other
Confirmed by senate?	N/A
Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Complied with Training Requirement of Section 2824?	Yes
Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	Yes

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Board of Directors Listing

Name	Satchell, Jeremy
Chair of Board	No
If yes, Chair Designated by	
Term Start Date	9/8/2015
Term Expiration Date	05/08/2018
Title	
Has the Board Member Appointed a Designee?	
Designee Name	
Ex-officio	No
Nominated By	Local
Appointed By	Local
Confirmed by senate?	N/A
Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Complied with Training Requirement of Section 2824?	Yes
Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No

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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	Perform ance Bonus	Extra Pay	Other Compe nsation /Allowa nces/A djustm ents	Total Compens ation paid by Authority	Individual also paid by another entity to perform the work of the Authority	If yes, Is the payme nt made by a State or local govern ment
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The 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 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, Richard	Board of Directors												X	
Gullo, Sam	Board of Directors												X	
Jim, Brick	Board of Directors												X	
Leuer, Daniel	Board of Directors												X	
Satchell, Jeremy	Board of Directors												X	

Staff

Name	Title	Severance Package	Payment for Unused Leave	Club Member-ships	Use of Corporate Credit Cards	Personal Loans	Auto	Transportation	Housing 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	Requested Changes
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Subsidiary/Component Unit Creation

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

Name of Subsidiary/Component Unit	Termination Date	Termination Reason	Proof of Termination
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Summary Financial Information

SUMMARY STATEMENT OF NET ASSETS

Assets			
Current Assets			
	Cash and cash equivalents		\$590,413.00
	Investments		\$0.00
	Receivables, net		\$96,863.00
	Other assets		\$0.00
	Total Current Assets		\$687,276.00
Noncurrent Assets			
	Restricted cash and investments		\$0.00
	Long-term receivables, net		\$77,618.00
	Other assets		\$0.00
	Capital Assets		
		Land and other nondepreciable property	\$0.00
		Buildings and equipment	\$0.00
		Infrastructure	\$0.00
		Accumulated depreciation	\$0.00
		Net Capital Assets	\$0.00
	Total Noncurrent Assets		\$77,618.00
Total Assets			\$764,894.00
Liabilities			
Current Liabilities			
	Accounts payable		\$0.00
	Pension contribution payable		\$0.00
	Other post-employment benefits		\$0.00
	Accrued liabilities		\$0.00
	Deferred revenues		\$15,451.00
	Bonds and notes payable		\$0.00
	Other long-term obligations due within one year		\$0.00
	Total Current Liabilities		\$15,451.00
Noncurrent Liabilities			
	Pension contribution payable		\$0.00
	Other post-employment benefits		\$0.00

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	Bonds and notes payable		\$0.00
	Long Term Leases		\$0.00
	Other long-term obligations		\$0.00
	Total Noncurrent Liabilities		\$0.00
Total Liabilities			\$15,451.00
Net Asset (Deficit)			
Net Assets			
	Invested in capital assets, net of related debt		\$0.00
	Restricted		\$14,362.00
	Unrestricted		\$735,081.00
	Total Net Assets		\$749,443.00

SUMMARY STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET ASSETS

Operating Revenues			
	Charges for services		\$0.00
	Rental & financing income		\$3,651.00
	Other operating revenues		\$80,000.00
	Total Operating Revenue		\$83,651.00
Operating Expenses			
	Salaries and wages		\$0.00
	Other employee benefits		\$0.00
	Professional services contracts		\$37,745.00
	Supplies and materials		\$1,250.00
	Depreciation & amortization		\$0.00
	Other operating expenses		\$746.00
	Total Operating Expenses		\$39,741.00
Operating Income (Loss)			\$43,910.00
Nonoperating Revenues			
	Investment earnings		\$811.00
	State subsidies/grants		\$5,916.00
	Federal subsidies/grants		\$10,280.00
	Municipal subsidies/grants		\$0.00
	Public authority subsidies		\$0.00
	Other nonoperating revenues		\$12,000.00
	Total Nonoperating Revenue		\$29,007.00
Nonoperating Expenses			
	Interest and other financing charges		\$0.00

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	Subsidies to other public authorities		\$0.00
	Grants and donations		\$0.00
	Other nonoperating expenses		\$11,489.00
	Total Nonoperating Expenses		\$11,489.00
	Income (Loss) Before Contributions		\$61,428.00
Capital Contributions			\$0.00
Change in net assets			\$61,428.00
Net assets (deficit) beginning of year			\$688,015.00
Other net assets changes			\$0.00
Net assets (deficit) at end of year			\$749,443.00

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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 List by Type of Debt and Program

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Schedule of Authority Debt

Type of Debt	Statutory Authorization Amount	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					

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Real Property Acquisition/Disposal List

The Authority has indicated that it had no Real Property Acquisitions/Disposals during the reporting period.

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Personal Property

The 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://www.wycoida.org/wyoming-county-business-center-reports-and-budgets
2.	Has the Authority prepared policies, procedures, or guidelines regarding the use, awarding, monitoring, and reporting of contracts for the acquisition and disposal of property?	Yes	http://www.wycoida.org/wyoming-county-business-center-reports-and-budgets
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

The Authority has indicated that it has no outstanding grants during the reporting period.

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Loan Information

1. Source of Loan Funds	State
Name of Loan Recipient	Attica Pharmacy, Inc
Address Line1	2-4 Market Street
Address Line2	
City	ATTICA
State	NY
Zip - Plus4	14011
Province/Region	
Country	United States
Country Other	
Date Loan Awarded	4/5/2016
Interest Rate (%)	1.75
Original Amount of Loan	\$50,000.00
Length of Loan(# of years to repay)	5
Amount of Loan Principal Repaid to Date	13725.67
Purpose of Loan	Equipment and Fixed Asset Acquisition
Was the Loan Expected to Result in New Jobs Being Created?	Yes
If yes, How Many Jobs Were Planned to be Created?	6.00
If yes, How Many Jobs Have Been Created to Date?	6.00
Have the Terms of the Loan Been Completed?	No

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2. Source of Loan Funds	Federal
Name of Loan Recipient	Cannan's Butcher Block, LLC
Address Line1	33 South Main Street
Address Line2	
City	PERRY
State	NY
Zip - Plus4	14530
Province/Region	
Country	United States
Country Other	
Date Loan Awarded	7/22/2011
Interest Rate (%)	1.63
Original Amount of Loan	\$40,000.00
Length of Loan(# of years to repay)	5
Amount of Loan Principal Repaid to Date	22432.98
Purpose of Loan	Business Expansion/Startup
Was the Loan Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	
Have the Terms of the Loan Been Completed?	No

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3. Source of Loan Funds	Federal
Name of Loan Recipient	Country Homes and Interiors
Address Line1	P.O. Box 300
Address Line2	
City	WYOMING
State	NY
Zip - Plus4	14591
Province/Region	
Country	United States
Country Other	
Date Loan Awarded	10/19/2006
Interest Rate (%)	0
Original Amount of Loan	\$25,000.00
Length of Loan(# of years to repay)	7
Amount of Loan Principal Repaid to Date	12425.1
Purpose of Loan	Business Expansion/Startup
Was the Loan Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	
Have the Terms of the Loan Been Completed?	No

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4. Source of Loan Funds	State
Name of Loan Recipient	Daniel Hellwig
Address Line1	1894 Bagg Rd
Address Line2	
City	WARSAW
State	NY
Zip - Plus4	14569
Province/Region	
Country	United States
Country Other	
Date Loan Awarded	8/4/2010
Interest Rate (%)	5
Original Amount of Loan	\$15,000.00
Length of Loan(# of years to repay)	5
Amount of Loan Principal Repaid to Date	13775.96
Purpose of Loan	Business Expansion/Startup
Was the Loan Expected to Result in New Jobs Being Created?	Yes
If yes, How Many Jobs Were Planned to be Created?	1.00
If yes, How Many Jobs Have Been Created to Date?	1.00
Have the Terms of the Loan Been Completed?	No

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5. Source of Loan Funds	State
Name of Loan Recipient	Jacked 24/7, LLC
Address Line1	28 Wyoming Street
Address Line2	
City	WARSAW
State	NY
Zip - Plus4	14569
Province/Region	
Country	United States
Country Other	
Date Loan Awarded	12/5/2016
Interest Rate (%)	1.75
Original Amount of Loan	\$22,361.94
Length of Loan(# of years to repay)	60
Amount of Loan Principal Repaid to Date	3960.11
Purpose of Loan	Equipment and Fixed Asset Acquisition
Was the Loan Expected to Result in New Jobs Being Created?	Yes
If yes, How Many Jobs Were Planned to be Created?	4.00
If yes, How Many Jobs Have Been Created to Date?	5.00
Have the Terms of the Loan Been Completed?	No

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6. Source of Loan Funds	State
Name of Loan Recipient	Joshua Wolcott
Address Line1	37 South Main St
Address Line2	
City	PERRY
State	NY
Zip - Plus4	14530
Province/Region	
Country	United States
Country Other	
Date Loan Awarded	8/19/2010
Interest Rate (%)	1.62
Original Amount of Loan	\$30,000.00
Length of Loan(# of years to repay)	5
Amount of Loan Principal Repaid to Date	15773.21
Purpose of Loan	Business Expansion/Startup
Was the Loan Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	
Have the Terms of the Loan Been Completed?	No

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7. Source of Loan Funds	State
Name of Loan Recipient	Little Bell Enterprises, LLC
Address Line1	231 East Main Street
Address Line2	
City	ATTICA
State	NY
Zip - Plus4	14011
Province/Region	
Country	United States
Country Other	
Date Loan Awarded	8/10/2016
Interest Rate (%)	1.75
Original Amount of Loan	\$20,000.00
Length of Loan(# of years to repay)	6
Amount of Loan Principal Repaid to Date	3623.19
Purpose of Loan	Equipment and Fixed Asset Acquisition
Was the Loan Expected to Result in New Jobs Being Created?	Yes
If yes, How Many Jobs Were Planned to be Created?	3.00
If yes, How Many Jobs Have Been Created to Date?	3.00
Have the Terms of the Loan Been Completed?	No

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8. Source of Loan Funds	Federal
Name of Loan Recipient	Silver Trail Outfitters
Address Line1	37 South Main Street
Address Line2	
City	PERRY
State	NY
Zip - Plus4	14530
Province/Region	
Country	United States
Country Other	
Date Loan Awarded	10/11/2011
Interest Rate (%)	1.63
Original Amount of Loan	\$50,000.00
Length of Loan(# of years to repay)	5
Amount of Loan Principal Repaid to Date	18958.2
Purpose of Loan	Business Expansion/Startup
Was the Loan Expected to Result in New Jobs Being Created?	Yes
If yes, How Many Jobs Were Planned to be Created?	3.00
If yes, How Many Jobs Have Been Created to Date?	0.00
Have the Terms of the Loan Been Completed?	No

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9. Source of Loan Funds	State
Name of Loan Recipient	Spotlight Theater of Warsaw, LLC
Address Line1	23 South Main Street
Address Line2	
City	WARSAW
State	NY
Zip - Plus4	14569
Province/Region	
Country	United States
Country Other	
Date Loan Awarded	2/10/2015
Interest Rate (%)	1.63
Original Amount of Loan	\$50,000.00
Length of Loan(# of years to repay)	5
Amount of Loan Principal Repaid to Date	25326.27
Purpose of Loan	Business Expansion/Startup
Was the Loan Expected to Result in New Jobs Being Created?	Yes
If yes, How Many Jobs Were Planned to be Created?	6.00
If yes, How Many Jobs Have Been Created to Date?	6.00
Have the Terms of the Loan Been Completed?	No

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10. Source of Loan Funds	State
Name of Loan Recipient	Stang Tek Services
Address Line1	6-8 Liberty Street
Address Line2	
City	ARCADE
State	NY
Zip - Plus4	14009
Province/Region	
Country	United States
Country Other	
Date Loan Awarded	8/25/2014
Interest Rate (%)	1.63
Original Amount of Loan	\$50,000.00
Length of Loan(# of years to repay)	5
Amount of Loan Principal Repaid to Date	23101.51
Purpose of Loan	Marketing and Business Recruitment
Was the Loan Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	
Have the Terms of the Loan Been Completed?	No

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11. Source of Loan Funds	Federal
Name of Loan Recipient	Swept Away Hair Studio & Day Spa LLC
Address Line1	18 Market Street
Address Line2	
City	ATTICA
State	NY
Zip - Plus4	14011
Province/Region	
Country	United States
Country Other	
Date Loan Awarded	7/8/2011
Interest Rate (%)	1.63
Original Amount of Loan	\$29,000.00
Length of Loan(# of years to repay)	5
Amount of Loan Principal Repaid to Date	23249.27
Purpose of Loan	Business Expansion/Startup
Was the Loan Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	
Have the Terms of the Loan Been Completed?	No

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Run Date: 09/21/2018

Status: CERTIFIED

Certified Date: 04/16/2018

12. Source of Loan Funds	State
Name of Loan Recipient	Terry Gill
Address Line1	39 Warsaw Blvd
Address Line2	
City	SILVER SPRINGS
State	NY
Zip - Plus4	14550
Province/Region	
Country	United States
Country Other	
Date Loan Awarded	12/8/2010
Interest Rate (%)	5
Original Amount of Loan	\$20,000.00
Length of Loan(# of years to repay)	7
Amount of Loan Principal Repaid to Date	20000
Purpose of Loan	Business Expansion/Startup
Was the Loan Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	
Have the Terms of the Loan Been Completed?	Yes

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Status: CERTIFIED

Certified Date: 04/16/2018

13. Source of Loan Funds	State
Name of Loan Recipient	Twice As Nice Boutique, LLC
Address Line1	762 Creek Road
Address Line2	
City	ATTICA
State	NY
Zip - Plus4	14011
Province/Region	
Country	United States
Country Other	
Date Loan Awarded	3/14/2012
Interest Rate (%)	1.63
Original Amount of Loan	\$19,000.00
Length of Loan(# of years to repay)	5
Amount of Loan Principal Repaid to Date	13071.61
Purpose of Loan	Business Expansion/Startup
Was the Loan Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	
Have the Terms of the Loan Been Completed?	No

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Certified Date: 04/16/2018

Bond Information

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

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Status: CERTIFIED

Certified Date: 04/16/2018

Additional Comments