



March 21, 2023

Private & Confidential

Dannible & McKee, LLP  
213 North Street  
Auburn, New York 13021

Dear Dannible & McKee:

This representation letter is provided in connection with your audit of the financial statements of Cayuga County Industrial Development Agency, a component unit of Cayuga County, State of New York (the "Organization"), which comprise the respective financial position as of December 31, 2022 and 2021, and the respective changes in financial position, and cash flows for the years then ended, and the disclosures (collectively, the "financial statements"), for the purpose of expressing opinions on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered 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 judgement of a reasonable person relying on the information would be changed or influenced by the omission of the misstatement. An omission of misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm that, to the best of our knowledge and belief, as of March 21, 2023, 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 December 30, 2022, for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.

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. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
6. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
8. We are in agreement with adjusting journal entries you have proposed, and they have been posted to the accounts.
9. The effects of all known or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
10. Guarantees, whether written or oral, under which the Organization is contingently liable, if any, have been properly recorded or disclosed.
11. We acknowledge that we take full responsibility for any non-attest services you have performed, including, but not limited to the following:
  - a. Assistance with the preparation of the financial statements from its trial balance;
  - b. Assistance with determining proper account balances;
  - c. Hosting the Organization's fixed asset subsidiary ledger and depreciation calculations from which we will provide you with depreciation reports resulting from these services, and

In connection to the above non-attest services provided, we have performed the following:

- a. Made all management decisions and performed all management functions;
  - b. Assigned a competent individual to oversee the services;
  - c. Evaluate the adequacy of the services performed;
  - d. Evaluated and accepted responsibility for the result of the service performed; and
  - e. Established and maintained internal controls, including monitoring ongoing activities.
12. We have complied with all contractual agreements, grants, and donor restrictions.

13. We have maintained an appropriate composition of assets in amounts needed to comply with all donor restrictions.
14. Methods and significant assumptions used by management to determine fair values, their consistency in application, and the completeness and adequacy of fair value information for financial statement measurement and disclosure purposes are appropriate.
15. The Organization has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities. No provision is necessary for impairment of long lived or intangible assets.
16. The Organization has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
17. We have complied, to the best of our knowledge, with required state and Federal reporting requirements, law and regulations for the Patient Protection and Affordable Care Act (PPACA), sometimes referred to as ACA or ObamaCare, as well as, salaries and wages, withholding taxes, social security (FICA) and Medicare, unemployment taxes, sales taxes, excise taxes and other taxes or fees for which we are subject and have remitted timely all related taxes and employee withholding amounts to the Federal and state governments (or their agents).
18. We agree with the adjusting journal entries you have proposed in the schedule of adjustments previously provided and they have been or will be posted to the Organization accounts. We acknowledge that we have full responsibility for the accuracy of these adjustments and for the accuracy of any bookkeeping services you have performed. We have assigned Michael Miller, Executive Director, to oversee these services and have taken full responsibility for the accuracy and results of your services.
19. We are responsible for compliance with the laws, regulations, and provisions of contracts, donor documents, and grant agreements applicable to us; and we have identified and disclosed to you all laws, regulations, and provisions of contracts, donor documents, and grant agreements that we believe have a direct material effect on the determination of financial statements amounts.
20. The disclosures related to accounting estimates, including those disclosures describing estimation uncertainty, are complete and are reasonable in the context of the applicable financial reporting framework.
21. We have obtained and applied appropriate specialized skills and expertise in making accounting estimates.
22. We are not aware of any events subsequent to the date of the financial statements that require adjustment to our accounting estimates and disclosures included in the financial statements.

**Information Provided**

23. 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, documentation, and other matters;
  - b. Additional information that you have requested from us for the purpose of the audit; and
  - 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 Organization or summaries of actions of recent meetings for which minutes have not yet been prepared.
24. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
25. 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.
26. We have no knowledge of any fraud or suspected fraud that affects the Organization and involves:
  - a) Management;
  - b) Employees who have significant roles in internal control; or
  - c) Others when the fraud could have a material effect on the financial statements.
27. We have no knowledge of any allegations of fraud, or suspected fraud, affecting the Organization's financial statements communicated by employees, former employees, analysts, regulators, or others.
28. We have no knowledge of any noncompliance or suspected noncompliance with laws, regulations, contracts, and grant agreements whose effects should be considered when preparing financial statements.
29. We are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements and we have not consulted legal counsel concerning litigation or claims.
30. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
31. We have disclosed to you the identity of the Organization's related parties and all the related party relationships and transactions of which we are aware.

**Government Specific**

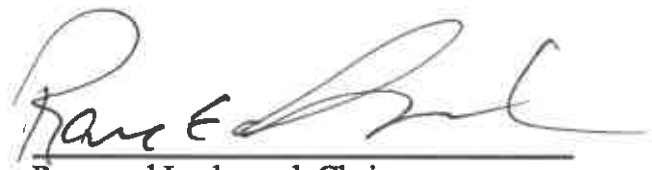
32. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

33. We have taken timely and appropriate steps to remedy identified and suspected fraud or noncompliance with provisions of laws, regulations, contracts, and grant agreements that you have reported to us.
34. We have a process to track the status of audit findings and recommendations.
35. We have identified to you any previous audits, attestation engagements, and other studies related to the objectives of the audit and whether related recommendations have been implemented.
36. We have identified to you any investigations or legal proceedings that have been initiated with respect to the period under audit.
37. We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
38. The Organization has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.
39. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
40. We have appropriately disclosed all information for conduit debt obligations in accordance with GASBS No. 91.
41. We have identified and disclosed to you all instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we believe have a material effect on the financial statements.
42. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
43. As part of your audit, you assisted with preparation of the financial statements and disclosures. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and disclosures.
44. 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.

45. The Organization has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
46. The financial statements include all component units, appropriately present majority equity interests in legally separate organizations and joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
47. The financial statements include all fiduciary activities required by GASBS No. 84, as amended.
48. The financial statements properly classify all funds and activities in accordance with GASBS No. 34, as amended.
49. All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
50. Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
51. Investments, derivative instrument transactions, and land and other real estate held by endowments are properly valued.
52. Provisions for uncollectible receivables have been properly identified and recorded.
53. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
54. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
55. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
56. Deposits and investment securities and derivative instrument transactions are properly classified as to risk and are properly disclosed.
57. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated or amortized.
58. We have appropriately disclosed the Organization's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
59. We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent

first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.mm

60. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

  
Michael Miller, Executive Director  
Raymond Lockwood, Chairman

Raymond E. Lockwood  
Chairman

Michael Miller Executive  
Director

2 State Street Auburn, New  
York 13021

Phone: 315.252.3500  
Fax: 315.255.3077  
[www.cayugacountyida.com](http://www.cayugacountyida.com)

