

**GREATER GLENS FALLS  
LOCAL DEVELOPMENT CORPORATION**

**FINANCIAL REPORT  
and  
SUPPLEMENTARY INFORMATION  
FOUR MONTHS ENDED APRIL 30, 2017**

# Greater Glens Falls Local Development Corporation

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**McCarthy & Conlon, LLP**  
Certified Public Accountants

**ACCOUNTANT'S COMPILATION REPORT**

Board of Directors  
Greater Glens Falls Local Development Corporation  
Glens Falls, New York

Management is responsible for the accompanying financial statements of Greater Glens Falls Local Development Corporation ("LDC"), which comprise the statement of net assets as of April 30, 2017 and the related statement of revenue expenses and changes in net assets for the four months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and statement of cash flows were included in the financial statements, they might influence the user's conclusions about the LDC's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The supplementary information on pages 4 to 7, is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information has been compiled from information that is the representation of management. We have not audited or reviewed the supplementary information and, accordingly, do not express an opinion or provide any assurance on such supplementary information.

We are not independent with respect to Greater Glens Falls Local Development Corporation.

*McCarthy & Conlon, LLP*

Glens Falls, New York  
May 4, 2017

# Greater Glens Falls Local Development Corporation

Statement of Net Assets  
April 30, 2017

## Assets

### Current assets:

Cash - unrestricted	\$ 20,989
Cash - restricted	296,155
Grants receivable	-
Escrow funds receivable	-
Prepaid expenses	3,786
Other receivables	1,280
Total current assets	<u>322,210</u>

### Property and improvements:

Tech Meadows campus	393,311
Tech Meadows Infrastructure	1,027,853
Incubator property	329,961
45 South Street	259,943
Total property and improvements	<u>2,011,068</u>

Loans receivable	<u>239,126</u>
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Total assets	<u>\$ 2,572,404</u>
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## Liabilities and Net Assets

### Current liabilities:

Note payable	\$ -
Accounts payable	2,275
Total current liabilities	<u>2,275</u>

### Long term liabilities:

Loan payable - USDA	<u>134,786</u>
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### Net assets:

Unrestricted	2,139,188
Temporarily restricted	296,155
Total net assets	<u>2,435,343</u>

Total liabilities and net assets	<u>\$ 2,572,404</u>
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## Greater Glens Falls Local Development Corporation

### Statement of Revenue, Expenses and Changes in Net Assets For the Four Months Ended April 30, 2017

Operating revenues:	
Interest on loans	\$ 4,195
Grant revenue	-
Late fees and returned check fees	-
Loan fees	-
Total operating revenue	<u>4,195</u>
Other revenue:	
Interest income	44
Total operating and other revenue	<u>4,239</u>
Operating expenses:	
Accounting and audit fees	7,860
Advertising / marketing	488
Attorneys	2,436
Community Foundation	-
Consulting, grant development, engineering	-
Downtown façade assistance program	-
Dues & subscriptions	-
Incubator	3,889
Insurance	9,675
Interest	95
Miscellaneous	-
Downtown parking structure	-
EDC contract expense	-
Payroll	745
Total operating expenses	<u>25,188</u>
Other expenses:	
Tech Meadows interest expense	-
Tech Meadows Taxes	1,752
USDA Interest	-
Total operating and other expenses	<u>26,940</u>
Change in net assets	(22,701)
Net assets, beginning	<u>2,458,044</u>
Net assets, ending	<u>\$ 2,435,343</u>

Note: Incubator expenses of \$3,889 were paid from the separate Incubator cash account.

## **Supplementary Information**

**Greater Glens Falls Local Development Corporation**

**Schedule of Loan Details  
April 30, 2017**

Loans	Original Note	Loan Date	Maturity Date	Total Payments Through Maturity	Principal Paid to Date	Interest Paid to Date	Interest Rate	Monthly Payment	Payment Due Date	Balance Due at April 30, 2017	Fund	Balance by Program	Status/Notes
Joseph Girard	10,000	3/26/14	3/26/19	11,254	5,884	1,057	4.75%	188	26th	4,116	PI	\$ 4,116	Current
The Bullpen	150,000	5/13/14	5/13/21	184,776	36,673	18,371	4.75%	1,573	13th	113,327	USDA	\$ 113,327	Current
Mean Max, LLC	25,000	5/31/14	6/5/18	27,554	17,202	2,313	4.85%	574	5th	7,798	PI	\$ 7,798	Current
13 Chester Street, LLC	75,000	8/29/15	5/28/25	95,080	10,356	5,868	5.50%	811	28th	64,644	MISC	\$ 64,644	Current
Rucinaki, Hall Arch.	30,000	9/19/15	8/18/22	36,587	6,212	2,551	6.00%	438	19th	23,788	PI	\$ 23,788	Current
220 Glen Street, LLC	40,000	11/20/14	12/20/20	47,053	14,547	4,447	5.50%	654	20th	25,453	USDA	\$ 25,453	Current
<b>Total Loans Receivable</b>	<b>330,000</b>			<b>402,284</b>	<b>90,874</b>	<b>34,807</b>		<b>\$ 4,238</b>		<b>\$ 239,126</b>		<b>\$ 239,126</b>	

See accountant's compilation report and supplementary information.

## Greater Glens Falls Local Development Corporation

### Actual to Budget Comparison For the Four Months Ended April 30, 2017

	Budget 2017	Actual YTD 2017	Committed 2017	Total Actual and Committed 2017	(Under)/Over Budget
<b><u>Operating Revenue</u></b>					
EDA Grant	\$ -	\$ -	\$ -	\$ -	\$ -
Loan fees	850	-	-	-	(850)
Loan interest	6,800	4,195	-	4,195	(2,605)
Late fees	-	-	-	-	-
Grant revenue	-	-	-	-	-
Local façade income	-	-	-	-	-
Sale of Tech Meadow lots	100,000	-	-	-	(100,000)
Total revenue	<u>107,650</u>	<u>4,195</u>	<u>-</u>	<u>4,195</u>	<u>(103,455)</u>
<b><u>Non-Operating Revenue and Other Sources</u></b>					
Interest income	210	44	-	44	(166)
Miscellaneous	-	-	-	-	-
Total non-operating revenue and other sources	<u>210</u>	<u>44</u>	<u>-</u>	<u>44</u>	<u>(166)</u>
 Total revenue and other sources	 <u>107,860</u>	 <u>4,239</u>	 <u>-</u>	 <u>4,239</u>	 <u>(103,621)</u>
<b><u>Operating Expenses</u></b>					
Accounting and audit fees	16,500	7,860	-	7,860	(8,640)
Advertising / marketing	5,000	488	-	488	(4,512)
Attorneys	7,000	2,436	-	2,436	(4,564)
Community Foundation	-	-	-	-	-
Consulting, grant development, engineering	10,000	-	-	-	(10,000)
Downtown façade assistance program	-	-	-	-	-
Dues & subscriptions	500	-	-	-	(500)
Incubator (including insurance)	4,260	3,889	-	3,889	(371)
Insurance	2,549	9,675	-	9,675	7,126
Interest	-	95	-	95	95
Economic Development agreement	8,000	-	-	-	(8,000)
Miscellaneous	800	-	-	-	(800)
Tech Meadows Insurance	9,573	-	-	-	(9,573)
EDC contract expense	-	-	-	-	-
Payroll	3,000	745	-	745	(2,255)
Total operating expenses	<u>67,182</u>	<u>25,188</u>	<u>-</u>	<u>25,188</u>	<u>(41,994)</u>
<b><u>Other Expenses</u></b>					
Tech Meadows interest expense	-	-	-	-	-
Tech Meadows taxes	1,836	1,752	-	1,752	(84)
USDA Interest	-	-	-	-	-
 Total operating and other expenses	 <u>69,018</u>	 <u>26,940</u>	 <u>-</u>	 <u>25,188</u>	 <u>(41,994)</u>
 Changes in Net Assets	 <u>\$ 38,842</u>	 <u>\$ (22,701)</u>	 <u>\$ -</u>	 <u>\$ (22,701)</u>	

See accountant's compilation report and supplementary information.



# Greater Glens Falls Local Development Corporation

## Selected Information - Substantially All Disclosures Required By Generally Accepted Accounting Principles Omitted April 30, 2017

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### 1. SUPPLEMENTAL INFORMATION

#### *Revenue*

Greater Glens Falls Local Development Corporation recognizes revenue on the accrual basis. Revenue from cash balances and grant funds are recognized when available.

#### *Tech Meadows*

Tech Meadows represents a parcel of land in Glens Falls, NY owned by the Greater Glens Falls Local Development Corporation. Costs to develop this land are capitalized as incurred.

### 2. LOANS RECEIVABLE

Loans receivable represents principal balances due in the future. All loans were current as of April 30, 2017.

# Greater Glens Falls Local Development Corporation

## Selected Information - Substantially All Disclosures Required By Generally Accepted Accounting Principles Omitted April 30, 2017

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### 3. CASH AND CASH EQUIVALENTS

Cash balances are comprised of several checking, money market, and certificate of deposit accounts held by two local banks. Cash balances are divided between eight pools of funds: Program Income, Local Money, ARBI, Tech Meadows, GGF EDA, GGF Local Facade Escrow, USDA Relending and Miscellaneous. Program Income and miscellaneous funds have attached varying requirements to receive loans. A breakdown of these funds' current commitments (within one year) and available balances are as follows:

ARBI account	\$	83,908
Miscellaneous Account		
No commitments at this time		20,988
GGF EDA Account		185
USDA Relending Account		63,005
USDA Relending Reserve		8,722
Warren Street BOA		18,692
Program Income Account		121,644
Total		<u>317,144</u>
Future Commitments		
ARBI Account		
Incubator		(83,908)
GGF EDA Account		(185)
USDA Relending Account		(63,005)
USDA Relending Reserve		(8,722)
Warren Street BOA		(18,692)
Program Income Account		
Loans related to jobs		(121,644)
		<u>(296,156)</u>
Total available funds	\$	<u>20,988</u>

**GLENS FALLS INDUSTRIAL DEVELOPMENT AGENCY,  
GLENS FALLS CIVIC DEVELOPMENT CORPORATION, &  
GREATER GLENS FALLS LOCAL DEVELOPMENT CORPORATION**

**HIRING AND PURCHASING POLICIES**

**PREFACE**

The Glens Falls Civic Development Corporation (“GFCDC”) Glens Falls Industrial Development Agency (“GFIDA”) and Greater Glens Falls Development Corporation (“GGFLDC”) were created for the purposes of creating employment opportunities for, and to promote the general prosperity and economic welfare of the residents of Glens Falls and Warren County region. The above organizations offer economic incentives and benefits to qualified applicants who wish to locate or expand their businesses or facilities in City of Glens Falls. When the organizations approve a project, it enters into agreements to extend these incentives and benefits to the applicant.

Construction jobs, though limited in time duration, are vital to the overall employment opportunities in Glens Falls area. The organizations believe that businesses/companies benefiting from its incentive programs should employ local laborers, mechanics, craft persons, journey workers, equipment operators, truck drivers and apprentices (hereinafter “construction workers”), including women, minorities and those who have returned from military service, during the construction phase of projects. In this way, the organizations can generate significant benefits to advance the Glens Falls’ general prosperity

**POLICY**

Therefore it is the POLICY of Glens Falls Industrial Development Agency, Glens Falls Civic Development Corporation and Greater Glens Falls Local Development Corporation (“GF IDA”, “GFCDC,” and “GGFLDC”) to require all capital projects (new or renovation) in excess of \$500,000 with any of the above organizations to comply with the following:

1 Utilization of local hiring; for the purposes of this Policy, the local labor market for construction workers shall be defined as those individuals living in Warren, Washington, Saratoga, Essex Counties

2. Hiring of regional contractors & subcontractors; Region shall mean Warren, Washington, Saratoga including Capital Region (Albany, Schenectady, Rensselaer Counties). If contractors are from Capital Region, contractor must undertake effort to retain subcontractors from the local area.

3 Local purchase of supplies, equipment, materials with local area meaning Warren, Washington, Saratoga, Essex Counties

4. Undertaking best effort and due diligence in hiring women/ minority /veteran workers

5 Enrollment in an existing and current NYS DOL work apprenticeship for the respective contractor

## **SUPPLEMENTAL INFORMATION**

Applicant in their respective application shall detail and provide names and addresses of all contractors, subcontractors, identify sources of their purchases for materials, equipment and supplies.

Applicant shall identify in their application a workforce plan shall be developed consisting of the following:

Provide total number of construction jobs by respective contractor, subcontractor along with classification of jobs, copy of NYS DOL approved and current apprenticeship program.

**WAIVER PROCESS: If applicant is unable to comply with the above policy; applicant shall be required to seek a waiver – deviation from the particular section of policy from the appropriate organization. Applicant will be required to provide a justification of their inability to comply by documenting good faith efforts to comply with this policy.**

However, the organizations recognize that the use of local labor may not be possible for the following reasons:

- 1) Warranty issues related to installation of specialized equipment whereby the manufacturer requires installation by only approved installers;
- 2) Specialized construction is required and no local contractors or local construction workers have the required skills, certifications or training to perform the work;
- 3) Significant cost differentials in bid prices whereby the use of local labor significantly increases the cost of the project. A cost differential of more 10% is deemed significant. Every effort should be made by the contractor or applicant to get below the 10% cost differential including, but not limited to, meeting with local construction trade organizations and local contractor associations;
- 4) No local labor is available for the project; and
- 5) The contractor requires the use of key or core persons such as supervisors, foremen, or construction workers having special skills.

## **CONFIRMATION OF INFORMATION AND DATA**

Prior to final Project approval, applicant will be required to confirm to the CEO of the respective organization the following information:

- 1) Contact information for the applicant's representative who will be responsible and accountable for providing information about the awarding of construction contracts relative to the application and project;
- 2) Description of the nature of construction jobs created by the project, including in as much detail as possible, the number, type and duration of construction positions;
- 3) Names of all contractors and subcontractors, contact information, their respective certificate of authorization to do business in the State of New York, copies of current Certificates of NYS Workers' Compensation Insurance, NYS Disability Insurance, General Liability Insurance and proof of current OSHA training certification for all contractors and their employees performing work on the site; and

All Glens Falls projects are subject to local monitoring by these named organizations. The designated individual acting as agent for the applicant, on the project shall keep a log book on site detailing the number of workers on the job for each trade and the counties in which they reside which shall be subject to periodic inspection by the monitoring entity. The monitor shall issue a report to the CEO relative to compliance with this labor policy who shall share such information with the respective Board of Directors. If a violation of the policy has occurred, the CEO shall notify the applicant in writing and give such applicant a warning of such violation. In the event there is a subsequent violation of the policy, the CEO shall bring such information to the Board of Directors which may, in its discretion, take action to revoke respective benefits.

## **FINAL CONSTRUCTION REPORT**

Following completion of project and prior to the issuance of a Certificate of Occupancy by Building Code Office:

Applicant shall be required to file with the respective agency or corporation a complete report outlining names and addresses of contractors, subcontractors (along with the respective number of corresponding construction jobs and workers' residence location by zip code.

Applicant shall identify the vendors and source purchase of all equipment, material and supplies in excess of \$5,000

Applicant shall notify respective Agency or Corporation if there is a change in designation of contractors, subcontractors and location of purchases of major supplies, materials, and equipment at least 30 days prior to the changes) occurring. Applicant must provide justification for the substitution. Change will required the CEO and Chair to approve the changes.

Failure to file a completed final construction report may result in the delay of issuance of a certificate of occupancy, withholding of incentives and benefits for the respective project and or a fine of up to \$1500.

**March 9, 2017**

**Resolution: Greater Glens Falls Local Development Corporation**

**Authorizing preparation and submittal of funding applications for NYS Grants, NY Consolidated Funding Programs (CFA Round 7, Urban Revitalization Investment, Restore, Main Street, Federal Grants, Not for Profits and Private Foundations Grants (where applicable) in designated program areas and that cost of the applications where permissible be shared by the Glens Falls Industrial Development Agency and the Greater Glens Falls Local Development Corporation.**



**Resolution: Greater Glens Falls Local Development Corporation's authorization to support preparation and submittal of applications for NYS Grants, NY Consolidated Funding Programs (CFA Round 7), Federal Grants and Not for Profits and Private Foundations Grants.**

May 11, 2017

Introduced by \_\_\_\_\_

Seconded by \_\_\_\_\_

Whereas the State of New York had previously provided communities a series of grant funding opportunities for preparation of grant applications throughout the fiscal year ( on a staggered basis); and

Whereas beginning in 2011-2012 fiscal year , the State of New York created a consolidated funding application (CFA) process for the majority of state funding grant opportunities which required submittal of all applications in a shortened time period ; and

Whereas the federal government has also commenced a shortening of grant application time period for submittals with a number of federal agencies; and

Whereas not for profits and private foundations provide funding opportunities for the City to apply in a limited time frame; and

Whereas the State is continuing their CFA Process (Round 7) at this time; and

Whereas the Glens Falls Economic Group (City, Greater Glens Falls Local Development Corporation (LDC), Industrial Development Agency (IDA), Civic Development Corporation(CDC) & Urban Renewal Agency(URA) intends to seek grant funding in many of the State / Federal/Not for Profit and Private Foundations areas that would be most beneficial to the city and city residents such as: acquisition and demolition of blighted properties ,affordable housing, first time home buyers program, emergency shelter, arts/entertainment areas(capital and operating), broadband/telecommunication, direct assistance to businesses and manufacturing, downtown improvements( infrastructure, rehabilitation of buildings, re development of under and un utilized buildings, development of mixed use buildings, furthering downtown residential living, energy and environmental improvements ,solar initiatives, low cost financing, municipal/public infrastructure, parking structures, farmers market, urban food centers, nysesda, sustainability planning assistance, parks/playgrounds, bike & walking trails, Pruyn Island improvements, ,wastewater/storm water & transportation Infrastructure &

Improvements, transit orientated development, and workforce development, general economic development including attracting new business, retail, manufacturing, expansion of existing businesses, manufacturing, assisting in retaining and creating new employment opportunities; and

Whereas the City in previous years adopted said resolution so that the City and related organizations would have sufficient time to prepare competitive applications to the State and Federal government;

**Now therefore be It resolved** that the Greater Glens Falls Local Development Corporation hereby supports and authorizes the preparation and submittal of the following Federal / State & CFA grant and Not for Profits and Private Foundations application opportunities( where applicable and appropriate eligibility exist) in the following designated program areas or in other areas not enumerated herein but are deemed important to Glens Falls community:

Acquisition and rehabilitation/or demolition of blighted properties,

Affordable housing, emergency shelter (Home, NY Main Street, first time homebuyers, workforce housing, Affordable Home Ownership Development Program),

Arts/entertainment areas (NY CFA, NEA, Foundations),

Broadband, telecommunication, (New NY Connect, NY CFA, USDA, Federal Communication Commission, Foundations),

Direct assistance for businesses and manufacturing, (Regional Council Capital Funding, Excelsior Jobs Program, Economic Development Purposes Grants, Environmental Investment Program, JDA,

Urban Revitalization Investment, Restore, NYS Main Street, implementation of Glens Falls Downtown Revitalization Award

Energy and environmental improvements, (Energy Efficiency and Renewable, Solar Initiatives, Green Innovation Grant, Recharge NY Power Program),

low cost financing, (Private Activity Bond cap),

Municipal/public infrastructure (Capital Region Economic Development Council, USDA, EPA, EFC, NYSEDA, US DOT, EDA)

Parks/playgrounds/recreation/canal/bike/pedestrian walkways improvements, improved and greater access for the disabled, local waterfront revitalization program, recreation trails program, canal way grants program,

**Sustainability planning assistance and implementation,**

**Transportation infrastructure (multi modal transportation infrastructure program, parking structures, mass transit capital,)**

**waste water treatment facilities, /, storm water improvements (CREDC, EPA, DEC, EFC, NYSERDA, USDA),**

**Workforce development (Workforce investment act programs, Job Training (EPA, NYSDOL),**

**EPA brown field programs, (job training, area wide planning, risk assessment, cleanup),**

**EDA, USDA, US DOT, NYS DOT infrastructure and facilities including water and sewer, water tanks,**

**USDA; agriculture farmers market facilities, community facilities, parking structures, farmers markets, urban food centers, and business enterprise loans,**

**HUD programs regarding various housing programs, energy savings, lead paint/asbestos removal remediation,**

**FWA (Federal Highway Administration), US DOT for highway, street improvements and multi modal –parking facilities,**

**Local Government Efficiency Grants (NYS Department of State);**

**And be It further resolved that It is the intent where permissible that the cost of preparation and submittal of Federal, State & CFA and Not for Profit & Private Foundations funding applications be shared by this Glens Falls Industrial Development Agency and the Greater Glens Falls Local Development Corporation.**