

Certified Financial Audit for Monroe Industrial Development Agency  
 Fiscal Year Ending: 12/31/2019

Run Date: 04/21/2020  
 Status: CERTIFIED  
 Certified Date : 04/21/2020

**Financial Documents**

Question	Response
1. Attach the independent audit of the Authority's financial statements.	N/A

URL (If Applicable)	Attachments
<a href="https://www.imaginemonroe.org/news-and-resources/reports/">https://www.imaginemonroe.org/news-and-resources/reports/</a>	Attachment Included

Question	Response
2. Has the Authority's independent auditor issued a management letter to the Authority in connection with its audit of the Authority's financial statements?	Yes

URL (If Applicable)	Attachments
<a href="https://www.imaginemonroe.org/news-and-resources/reports/">https://www.imaginemonroe.org/news-and-resources/reports/</a>	Attachment Included

Question	Response
3. Has the Authority's independent auditor issued a Report on Internal Controls Over Financial Reporting to the Authority?	Yes

URL (If Applicable)	Attachments
<a href="https://www.imaginemonroe.org/news-and-resources/reports/">https://www.imaginemonroe.org/news-and-resources/reports/</a>	Attachment Included

Question	Response
4. Attach any other communication required or allowed by government auditing standards issued by the Comptroller General of the United States to be issued by the Authority's independent auditor in connection with its annual audit of the Authority's financial statements.	

URL (If Applicable)	Attachments

**Additional Comments**

Investment Report for Monroe Industrial Development Agency

Fiscal Year Ending: 12/31/2019

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**Investment Information**

Question	Response	URL (If Applicable)
1. Has the Authority prepared an Annual Investment Report for the reporting period as required by Section 2925 (6) of PAL?	Yes	<a href="https://www.imaginemonroe.org/news-and-resources/reports/">https://www.imaginemonroe.org/news-and-resources/reports/</a>
2. Are the Authority's investment guidelines reviewed and approved annually?	Yes	
3. Did the Authority have an independent audit of investments as required by Section 2925(3)(f) of PAL?	No	
4. Has the Authority's independent auditor issued a management letter to the Authority in connection with its annual audit of investments?	No	

**Additional Comments**

Procurement Report for Monroe Industrial Development Agency

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**Procurement Information:**

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	<a href="https://www.imaginemonroe.org/news-and-resources/reports/">https://www.imaginemonroe.org/news-and-resources/reports/</a>
2. Are the procurement guidelines reviewed annually, amended if needed, and approved by the Board?	Yes	
3. Does the Authority allow for exceptions to the procurement guidelines?	Yes	
4. Does the Authority assign credit cards to employees for travel and/or business purchases?	Yes	
5. Does the Authority require prospective bidders to sign a non-collusion agreement?	No	
6. Does the Authority incorporate a summary of its procurement policies and prohibitions in its solicitation of proposals, bid documents, or specifications for procurement contracts?	No	
7. Did the Authority designate a person or persons to serve as the authorized contact on a specific procurement, in accordance with Section 139-j(2)(a) of the State Finance Law, "The Procurement Lobbying Act"?	Yes	
8. Did the Authority determine that a vendor had impermissible contact during a procurement or attempted to influence the procurement during the reporting period, in accordance with Section 139-j(10) of the State Finance Law?	No	
8a. If Yes, was a record made of this impermissible contact?		
9. Does the Authority have a process to review and investigate allegations of impermissible contact during a procurement, and to impose sanctions in instances where violations have occurred, in accordance with Section 139-j(9) of the State Finance Law?	Yes	

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**Procurement Transactions Listing:**

<b>1. Vendor Name</b>	29 Design Studio	<b>Address Line1</b>	100 Castle Street
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Non Contract Procurement/Purchase Order	<b>City</b>	GENEVA
<b>Award Date</b>		<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	14456
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>		<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$33,684.52	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Website maintenance and marketing materials

<b>2. Vendor Name</b>	County of Monroe	<b>Address Line1</b>	39 West Main Street
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	ROCHESTER
<b>Award Date</b>	1/1/2019	<b>State</b>	NY
<b>End Date</b>	12/31/2019	<b>Postal Code</b>	14614
<b>Fair Market Value</b>	\$471,000.00	<b>Plus 4</b>	
<b>Amount</b>	\$471,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$471,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Administrative support and facilities.

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<b>3. Vendor Name</b>	EFPRGroup, CPAs, PLLC	<b>Address Line1</b>	100 South Clinton Avenue, Suite 1500
<b>Type of Procurement</b>	Financial Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	ROCHESTER
<b>Award Date</b>	12/18/2018	<b>State</b>	NY
<b>End Date</b>	12/31/2019	<b>Postal Code</b>	14604
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$11,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$11,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Financial Audit

<b>4. Vendor Name</b>	Executive Pulse	<b>Address Line1</b>	11 East 4th Street
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	ERIE
<b>Award Date</b>	5/21/2019	<b>State</b>	PA
<b>End Date</b>	12/31/2019	<b>Postal Code</b>	16507
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$25,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$25,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	CRM Software Development and Implementation

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<b>5. Vendor Name</b>	Greater Rochester Enterprise	<b>Address Line1</b>	100 Chestnut Street
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	ROCHESTER
<b>Award Date</b>	1/1/2019	<b>State</b>	NY
<b>End Date</b>	12/31/2019	<b>Postal Code</b>	14614
<b>Fair Market Value</b>	\$50,000.00	<b>Plus 4</b>	
<b>Amount</b>	\$50,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$50,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Economic Development Partnership Marketing

<b>6. Vendor Name</b>	Harris Beach, LLP	<b>Address Line1</b>	99 Garnsey Road
<b>Type of Procurement</b>	Legal Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	PITTSFORD
<b>Award Date</b>	1/1/2016	<b>State</b>	NY
<b>End Date</b>	12/31/2019	<b>Postal Code</b>	14534
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$0.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$79,682.49	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Legal Services Contract calls for billing at standard billing rates.

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<b>7. Vendor Name</b>	Ingenuity Partners	<b>Address Line1</b>	32 Farm Field Lane
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	PITTSFORD
<b>Award Date</b>	9/1/2018	<b>State</b>	NY
<b>End Date</b>	12/31/2019	<b>Postal Code</b>	14534
<b>Fair Market Value</b>	\$175,000.00	<b>Plus 4</b>	
<b>Amount</b>	\$175,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$162,858.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Organize and Manage The Entrepreneurs Network Program and Classes as well as the Women Investor Accelerator Event

<b>8. Vendor Name</b>	Loewke & Brill Consulting Group	<b>Address Line1</b>	491 Elmgrove Road
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	Suite #2
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	ROCHESTER
<b>Award Date</b>	11/1/2016	<b>State</b>	NY
<b>End Date</b>	10/31/2020	<b>Postal Code</b>	14606
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$82,400.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$82,399.92	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Local Labor Compliance Monitoring

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<b>9. Vendor Name</b>	Monroe Community college	<b>Address Line1</b>	1000 East Henrietta Road
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	ROCHESTER
<b>Award Date</b>	10/1/2018	<b>State</b>	NY
<b>End Date</b>	10/1/2021	<b>Postal Code</b>	14623
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$1,469,409.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$246,066.51	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Assistance in managing and organizing the LadderzUp program

<b>10. Vendor Name</b>	The Bonadio Group	<b>Address Line1</b>	171 Sullys Trail, Suite 201
<b>Type of Procurement</b>	Financial Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	PITTSFORD
<b>Award Date</b>	6/22/2018	<b>State</b>	NY
<b>End Date</b>	12/31/2019	<b>Postal Code</b>	14534
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$51,960.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$52,296.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Financial Services Management



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<b>11. Vendor Name</b>	The Bonadio Group	<b>Address Line1</b>	171 Sully's Trail
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	PITTSFORD
<b>Award Date</b>	1/1/2019	<b>State</b>	NY
<b>End Date</b>	12/31/2019	<b>Postal Code</b>	14534
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$0.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$14,721.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Verified Exemptions Contract calls for billing at standard billing rates.

**Additional Comments**



In accordance with Section 2896(3) of PAL, the authority is required to prepare a report at least annually of all real property.

Real Property as of December 31, 2019:

<u>Lot #</u>	<u>Address</u>	<u>Acres</u>
1	30 Brew Road	6.7
2	141 Brew Road	26.43
3	75 Brew Road	18.89

A handwritten signature in black ink that reads "Ana Liss".

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Ana J. Liss  
Executive Director



## Assessment of the Effectiveness of Internal Control Structure and Procedures

This statement certifies that the internal control structure and procedures of the County of Monroe Industrial Development Agency have been documented and assessed for the year ended December 31, 2019. This assessment found the Agency's internal controls to be adequate and to the extent that deficiencies were identified, the Agency has developed corrective action plans to reduce any corresponding risk.

A handwritten signature in cursive script that reads "Ana J. Liss".

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Ana J. Liss  
Executive Director