

AGENDA

NASSAU COUNTY INTERIM FINANCE AUTHORITY AUDIT AND INTERNAL CONTROLS COMMITTEE MEETING

**MAY 19, 2020
6:00 PM**

Call to Order

Action Items

- I. Approval of Audit and Internal Controls Committee Meeting Minutes of April 21, 2020
- II. Approve Submission of NIFA's Revised 2020 Budget and Revised FY 2020 – FY 2023 Financial Plan to the Office State Comptroller and the Authorities Budget Office to Comply with 2 NYCRR, Part 203

Adjournment

TAB I

DRAFT – SUBJECT TO REVIEW AND REVISION

NASSAU COUNTY INTERIM FINANCE AUTHORITY
MEETING OF THE AUDIT AND INTERNAL CONTROLS COMMITTEE
MINUTES OF APRIL 21, 2020

The Audit and Internal Controls Committee of the Nassau County Interim Finance Authority convened on April 21, 2020 at 6:00 PM via teleconference, pursuant to legal notice given on April 15, 2020 and electronic notice posted on the Authority’s website.

Committee Members present: Christopher Wright, Chairman
Adam Barsky
Lester Petracca

Committee Members absent:

Staff present: Evan Cohen, Executive Director
Carl Dreyer, Treasurer
Kathleen Stella, Corporate Secretary
Jeremy Wise, General Counsel
Martha Worsham, Deputy Director

Call to Order/Roll Call
The meeting was called to order at 6:01 PM.

1. Approval of Minutes

Upon a motion duly made by Committee Member Barsky and seconded by Chairman Wright, the Committee approved the minutes from the meeting on October 15, 2019.

Positive votes: 3 Negative votes: 0

Resolution No. 19-81

APPROVAL OF MINUTES AND RATIFICATION OF ACTIONS TAKEN AT THE OCTOBER 15, 2019 AUDIT AND INTERNAL CONTROLS COMMITTEE MEETING OF THE NASSAU COUNTY INTERIM FINANCE AUTHORITY

RESOLVED, that the Minutes of the Audit and Internal Controls Committee meeting of the

DRAFT – SUBJECT TO REVIEW AND REVISION

Authority held on October 15, 2019 are hereby approved and all actions taken by the Committee Members present at such meeting, as set forth in such Minutes, are hereby in all respects ratified and approved as actions of the Authority.

2. Authority to Submit the Audit to the NIFA Directors

The Committee was requested to adopt the attached Resolution acknowledging receipt and acceptance of the Independent Auditors’ Report on NIFA’s Financial Statements for the Year Ended December 31, 2019 and recommending that it be accepted by the Authority Directors.

Director Weitzman suggested that we change the wording in the subsequent events footnote to be consistent with the presentation in our Management Discussion and Analysis, which NIFA agreed to do.

Upon a motion duly made by Committee Member Barsky and seconded by Committee Member Petracca, the resolution, with the recommended change in wording, was passed.

Positive votes: 3 Negative votes: 0

RESOLUTION NO. 20-82

RECEIPT AND ACCEPTANCE OF THE INDEPENDENT AUDITORS’ REPORT ON THE AUTHORITY’S FINANCIAL STATEMENTS FOR FISCAL YEAR ENDED DECEMBER 31, 2019, AND RECOMMENDATION THAT THE REPORT BE SENT TO THE DIRECTORS OF NIFA

RESOLVED, that the materials presented to this meeting (the “Materials”) are ordered to be filed with the records of the Audit and Internal Controls Committee of the Nassau County Interim Finance Authority (the “Committee”); and be it further

RESOLVED, that the Committee acknowledges receipt of the RSM US LLP Independent Auditors’ Report on NIFA’s Financial Statements for the Year Ended December 31, 2019 (the “Audit”) presented at the April 21, 2020 meeting of the Committee; and be it further

RESOLVED that the Committee accepts the Audit and approves the release of the Audit to the entire Board of the Nassau County Interim Finance Authority for their review and approval.

RESOLVED, that this resolution shall take effect immediately.

3. Authority to Submit the Annual and Statutory Reports to the NIFA Directors

The Committee was requested to adopt the Resolution acknowledging receipt and acceptance of the Annual and Statutory reports and recommending that they be accepted by the Authority Directors.

Upon a motion duly made by Committee Member Barsky and seconded by Committee Member Petracca, the resolution was approved.

Positive votes: 3 Negative votes: 0

RESOLUTION NO. 20-83

RECEIPT AND ACCEPTANCE OF THE ANNUAL AND STATUTORY REPORTS FOR FISCAL YEAR ENDED DECEMBER 31, 2019, AND RECOMMENDATION THAT THEY BE SENT TO THE DIRECTORS OF THE NASSAU COUNTY INTERIM FINANCE AUTHORITY

RESOLVED, that the materials presented to this meeting (the “Materials”) are ordered to be filed with the records of the Audit and Internal Controls Committee of the Nassau County Interim Finance Authority (the “Committee”); and be it further

RESOLVED, that in accordance with the Materials, the 2019 Annual Report of the Authority is hereby approved together with all the attachments thereto including but not limited to:

1. Authority Report on Debt Issuance
2. Audited Financial Statements for the Year Ended December 31, 2019 together with Independent Auditor’s Compliance Report on Investment Policies and Procedures;
3. Authority Report on Investments;
4. Authority Prompt Payment Report;
5. Authority Procurement Contracts Guidelines Report;
6. Authority Property Disposition Report
7. Authority Mission Statement and Measurement Report; and
8. Authority Code of Ethics.

and be it further

RESOLVED that the Committee recommends that the Annual and statutory reports be released to the Directors of the Nassau County Interim Finance Authority for their review and approval.

DRAFT – SUBJECT TO REVIEW AND REVISION

RESOLVED, that this resolution shall take effect immediately.

4. Authority to Submit the Investment Guidelines to the NIFA Directors

NIFA’s Treasurer, Carl Dreyer, indicated there were no new changes recommended at this time.

The Committee was requested to adopt the Resolution acknowledging receipt and acceptance of the Guidelines and recommending that they be accepted by the Authority Directors.

Upon a motion duly made by Committee Member Barsky and seconded by Committee Member Petracca, the resolution was approved.

Positive votes: 3 Negative votes: 0

RESOLUTION NO. 20-84

RECEIPT AND ACCEPTANCE OF THE INVESTMENT GUIDELINES AND RECOMMENDATION THAT THE INVESTMENT GUIDELINES BE SENT TO THE DIRECTORS OF THE NASSAU COUNTY INTERIM FINANCE AUTHORITY.

RESOLVED, that the materials presented to this meeting (the “Materials”) are ordered to be filed with the records of the Audit and Internal Controls Committee of the Nassau County Interim Finance Authority (the “Committee”); and be it further

RESOLVED, that in accordance with the Materials, the Investment Guidelines are hereby approved; and be it further

RESOLVED that the Committee recommends that the Investment Guidelines be released to the Directors of the Nassau County Interim Finance Authority for their review and approval.

RESOLVED, that this resolution shall take effect immediately.

DRAFT – SUBJECT TO REVIEW AND REVISION

5. 2019 Annual Internal Controls Review

NIFA's Treasurer, Carl Dreyer presented a status report of NIFA's internal controls. In it, he noted the steps taken to support NIFA's system of internal controls during the prior year. He added as a result of the steps taken last year, that at the staff level we were satisfied that the system of internal controls is effective in the safeguarding assets that pass through NIFA's control and in detecting any errors in a timely fashion. Mr. Dreyer pointed out that no action was required by the Committee.

Adjournment

Upon a motion made by Committee Member Barsky seconded by Committee Member Petracca and the meeting was adjourned at 6:21 PM.

Respectfully submitted,

Kathleen Stella
Corporate Secretary

TAB II

NASSAU COUNTY INTERIM FINANCE AUTHORITY
Audit and Internal Controls Committee

FOR CONSIDERATION

May 19, 2020

TO: Christopher Wright, Adam Barsky and Lester Petracca

FROM: Evan Cohen

SUBJECT: NIFA Revised Budget

REQUEST FOR: Approve Submission of NIFA’s Revised 2020 Budget and Revised FY 2020 – FY 2023 Financial Plan to the Office State Comptroller and the Authorities Budget Office to Comply with 2 NYCRR, Part 203

Background:

Pursuant to the New York State Constitution and the Public Authorities Law, the State Comptroller adopted Regulation 2 NYCRR Part 203 “Budget and Financial Plan Format, Supporting Documentation and Monitoring – Public Authorities” (the “Regulations”). The Nassau County Interim Finance Authority (“NIFA”) has been deemed by the Comptroller to be subject to the requirements of said Regulations.

Discussion:

As required by the Regulations, NIFA prepared a Budget for FY 2020 (“Budget”) and a Financial Plan for FY 2020 – FY 2023 (“Plan”), which were approved by this Committee on September 10, 2019. Recent developments have caused us to revise these documents. The revised documents (“Revised Budget” and “Revised Plan”) are being submitted for review by the Audit and Internal Controls Committee. They will be posted on NIFA’s website (“Disclosed”), as required by the Regulations.

Requested Action:

It is requested that the Committee recommend to the Directors approval of the Revised Budget and Revised Plan so that they may be filed with the State Comptroller and any other necessary parties.

Attachments:

Resolution
Revised 2020 Budget and Revised Financial Plan for FY 2020 – FY 2023

NASSAU COUNTY INTERIM FINANCE AUTHORITY
Audit and Internal Controls Committee

RESOLUTION NO. 20-

APPROVE SUBMISSION OF NIFA’S REVISED 2020 BUDGET AND REVISED FY 2020 – FY 2023 FINANCIAL PLAN TO THE OFFICE OF THE STATE COMPTROLLER AND THE AUTHORITIES BUDGET OFFICE TO COMPLY WITH 2 NYCRR, PART 203 AND THE TAKING OF RELATED ACTIONS

RESOLVED, that the materials presented to this meeting (the “Materials”) are ordered to be filed with the records of the Audit and Internal Controls Committee (“Committee”) of the Nassau County Interim Finance Authority; and be it further

RESOLVED, that the Committee acknowledges enactment of 2 NYCRR, Part 203 (the “Regulations”) and its requirement that the Directors of the Nassau County Interim Finance Authority receive, review and approve a Revised Budget for FY 2020 (“Revised Budget”) and a Revised Financial Plan for FY 2020 – FY 2023 (“Revised Plan”); and be it further

RESOLVED that the Committee recommends to the Directors that they approve the Revised Budget and Revised Plan so that they may be officially filed with the State Comptroller and any other necessary parties.

Christopher Wright
Chairperson

May 19, 2020

NIFA
Revised Budget and Revised Multi-Year Plan
2020-2023

	Adopted 2019	Adopted 2020	Revised 2020	Adopted 2021	Adopted 2022	Adopted 2023
Revenues						
Sales Tax Retained	2,474,000	1,999,000	3,084,000	2,009,000	2,024,000	2,074,000
Interest Income						
Bond & Debt Service Accounts						
Operating Accounts	1,000	1,000	1,000	1,000	1,000	1,000
Total Interest						
Total Revenues	2,475,000	2,000,000	3,085,000	2,010,000	2,025,000	2,075,000
Expenses						
NIFA Operating Expenses						
Salaries and Benefits	1,379,780	1,367,161	1,367,161	1,428,259	1,491,888	1,559,672
Furniture & Equipment	17,000	17,000	17,000	17,000	17,000	17,000
Rent	121,081	124,836	124,836	128,233	131,703	135,319
Telephone & Communications	19,215	20,176	20,176	21,185	22,244	23,356
Professional Fees	782,080	307,404	1,392,404	244,741	191,500	169,275
Insurance	5,974	6,273	6,273	6,586	6,916	7,261
Other	49,870	57,150	57,150	63,996	63,750	63,116
Total Operating	2,375,000	1,900,000	2,985,000	1,910,000	1,925,000	1,975,000
Control Period Expenses						
Total Control Period Expenses	100,000	100,000	100,000	100,000	100,000	100,000
Total Expenses	2,475,000	2,000,000	3,085,000	2,010,000	2,025,000	2,075,000
Revenues Over (Under) Expenses	-	0	0	0	0	0