

## REQUIRED COMMUNICATIONS

March 30, 2020

To the Board of Directors of  
City of Utica Industrial Development Agency:

We have audited the financial statements of the business-type activities of City of Utica Industrial Development Agency (Utica IDA) for the years ended December 31, 2019 and 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Utica IDA are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2019. We noted no transactions entered into by Utica IDA during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

#### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no particularly sensitive estimates included in the current year financial statements.

#### *Financial Statement Disclosures*

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. See the attached schedule of audit adjustments which were detected as a result of our audit and corrected by management.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated March 20, 2020.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Utica IDA's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Utica IDA's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the required supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the required supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Board of Directors and management of Utica IDA and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Bonadio & Co., LLP

City of Utica IDA  
 Attachment A - Material Audit Adjustments  
 12/31/2019

	<u>DR</u>	<u>CR</u>
<b>Adjusting Journal Entries JE # 1</b>		
Record deposit made December 2019		
Cash	88,027.00	
Administration fees		88,027.00
<b>Adjusting Journal Entries JE # 2</b>		
Reclassify money market account		
Cash - Money market	400,000.00	
Bank Fees		400,000.00
<b>Adjusting Journal Entries JE # 3</b>		
To remove property sold		
Cost of property sold	50,000.00	
Property held for sale		50,000.00
<b>Adjusting Journal Entries JE # 4</b>		
Properly classify transfer to City		
Transfer to City	612,264.00	
Accounts Payable		612,264.00
<b>Adjusting Journal Entries JE # 5</b>		
Record 2018 entry not posted		
Property held for sale	50,000.00	
Net position		50,000.00