

Greater Brockport Development Corporation

Audit Committee Meeting

May 2, 2013

Seymour Library, Brockport

Call to order (Davis)

Ms. Davis called the meeting to order at 4:30 p.m.

Roll call (Davis)

Present: Jacquie Davis, Jack Kinnicutt, Dan Donovan

Absent: None

Excused: None

Review of Draft RFP for 2013 auditing services and committee approval

- Mr. Kinnicutt led a discussion regarding the Request For Proposal (RFP) that he drafted. He discussed how GBDC Financial Advisor Bob Fox had first thought the cost charged by Chris Trento to do our taxes and audit last year was excessive until learning that it was done for a two-year period, at which point Mr. Fox reversed his opinion and said the cost was more than reasonable. Mr. Kinnicutt then asked the committee whether it thought we should simply proceed with Mr. Trento doing our taxes and audit again this year instead of going through the bid process.
- Ms. Davis informed the committee that she had talked to Mr. Trento and that he provided her a digital copy of our 2011-12 tax forms (we did not have a copy). She then asked him his opinion of us issuing an RFP and he said that if it were a typical, lengthy New York State RFP that he wouldn't even look at it let alone respond. He did, however, say that he would respond if it were a simplified form. He also indicated that his fee would be \$1,800, a 50% increase over his previous fee. Mr. Trento further indicated that the work he did for us previously was extremely complicated because it involved a period during which certain environmental remediation of 60 Clinton Street took place, which required a significant investment of time beyond what might normally be expected. Mr. Kinnicutt said that the period of time in question for this year's audit did not include any transactions that would complicate the audit process and he felt that Mr. Trento may be assuming otherwise. Mr. Kinnicutt asked Ms. Davis to talk to Mr. Trento again to explain this and see if it affects the price he has quoted us.
- Mr. Kinnicutt suggested that given the rate increase quoted by Mr. Trento that we proceed with issuing an RFP. He also recommended that we prepare a cover letter to accompany the RFP that makes it clear that we're a non-profit organization with limited capital and that our financial activity for the period in question was minimal. The committee agreed.

- The committee then reviewed the draft RFP line by line. Ms. Davis felt it wasn't as simple as it could be. A number of changes to the draft were agreed to that would simplify the document. Mr. Kinnicutt said he would make the changes that were discussed and email the updated document to the committee. Mr. Kinnicutt recommended that we include the financial documents that Mr. Fox recently completed with the RFP. The committee agreed.

Submission of prospective auditor names to receive RFP

- Mr. Kinnicutt presented a mailing list of several CPAs within about a 15-mile radius of Brockport.
- Mr. Donovan indicated he had a list but did not have it with him. He'll follow up by emailing his list to Ms. Davis.

New business

- Mr. Kinnicutt agreed to follow up with Mr. Fox to get his opinion of the draft RFP.
- Ms. Davis confirmed that our next Audit Committee meeting is Monday, June 3.

Adjournment

- Ms. Davis made a motion to adjourn. Mr. Kinnicutt seconded. The motion passed unanimously. The meeting was adjourned at 5:02 p.m.