

MINUTES

DUTCHESS COUNTY LOCAL DEVELOPMENT CORPORATION

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FINANCE AND AUDIT COMMITTEE MEETING

Tuesday, September 20, 2016

PRESENT: Angela Flesland
Phyllis DiStasi Keenan
Edward Summers

UNABLE TO ATTEND Mark Doyle

ALSO PRESENT: Sarah Lee, CEO
Marilyn Yerks, CFO
Jasmin Haylett, Office Administrator

On Tuesday, September 20, 2016, the Dutchess County Local Development Corporation [DCLDC] Finance and Audit Committee Meeting was called to order at 9:42 a.m. by Ms. Keenan. Present was: Angela Flesland, Phyllis DiStasi Keenan, and Edward Summers. Unable to attend was: Mark Doyle. Quorum was established.

APPROVAL OF MINUTES

A motion was made by Ms. Flesland, duly seconded by Mr. Summers to approve the December 15, 2015 Finance Committee Minutes and the March 12, 2015 Audit Committee Minutes. All voted in favor. Motion carried.

CONSIDERATION AND DISCUSSION OF THE 2017 BUDGET AND FIVE YEAR PROJECTIONS

2017 Proposed Budget

Ms. Yerks presented the following narrative of the DCLDC 2017 proposed budget:

Revenues:

- *Administrative Fees* income is based on 3 projects
- *Application Fees* income is based on 3 projects
- Funding from *Dutchess County* will remain at \$438,000
- The professional service contract with *Dutchess County Industrial Development Agency* service contract will remain at \$75,000

- The *Private Sector* contribution is an estimate based on past income from the Business Excellence Awards
- *Private Sector/Strategic Marketing Council (SMC)* - estimated contributions from the Strategic Marketing Council
- *DCIDA match/SMC* – estimated contributions to match the Strategic Marketing Council contributions.
- *WIB (Workforce Investment Board)* – income from the contract for professional services, rent and equipment in the new space

The total estimated revenue would be \$1,135,276

Expenditures:

- *Audit* costs is less than what was budgeted in 2016 since it does not include DC Economic Development Corporation's 2016 financial review cost which will be paid in 2016
- *Board & Committee* has been reduced slightly to \$1,500
- *Computer Consulting* is based on the cost of the IT technical and cloud support contract.
- *Dues, Publications and Subscriptions* includes organization memberships & subscriptions to non-real estate related publications
- *Dues, Publications and Subscriptions/SMC* includes subscription to Co-Star, real-estate and site selection publications and subscriptions
- *Education/Training & Education/Training SMC* is the estimated costs for staff training.
- *Equipment* is the estimated costs for building out the staff kitchenette/copier/storage space and misc. office equipment
- *Equipment Lease* is based on the costs to use the WIB's copier
- *Insurance* includes the crime bond and general liability
- *Marketing* costs are based on marketing activity for the organization not related to the Strategic Marketing Council, this includes marketing related to the Business Excellence Awards and costs related to design and materials to highlight the organization's business services, such as brochures and web hosting fees
- *Marketing - SMC* costs reflect marketing for SMC initiatives and programs
- *Payroll and Payroll Tax* reflects a 3% increase and associated taxes
- *Payroll Fringe* costs reflect the proposed increased benefits package
- *Printing cost* is increased to reflect printing of marketing collateral, new letterhead, business cards and other office materials
- *Postage* is estimated current and projected usage
- *Professional Fees* reflect the services provided by Staff-Line and Cappillino & Rothschild, LLP
- *Professional Service Contracts* reflect the costs outlined in the lead generation and marketing contract with DCI
- *Rent* is based on the rental agreement with Guardian Storage
- *Office Supplies* is based on current and projected usage
- *Telephone costs* is an estimate based current and projected maintenance and support
- *Trade Show – SMC* budget is based on 2016 trade show activity

- *Travel and Meeting* for the LDC and SMC is based on 2016 activity

Changes to the proposed budget would be to:

- Add the Breakfast and its estimated revenue
- Keep the payroll fringe benefit the same as last year's until the increase has been approved
- Include the cost of the production of the magazine to the "dues, pub, sub" line item.

Five Year Projections

The amount for line item "other employee benefits" would remain the same as last year's until the requested increase has been approved.

A motion was made by Ms. Flesland, duly seconded by Mr. Summers to approve the 2017 proposed budget and five year projection based on the changes listed above. All voted in favor. Motion carried.

ADJOURNMENT

Meeting adjourned at 9:55 a.m.

Respectfully submitted,

Phyllis DiStasi Keenan, Secretary

Date

Meeting	<u>09-20-16</u>
Approved	<u>12-01-16</u>
Certified	<u>12-01-16</u>