

Minutes of a meeting of the Legislative Audit Review Committee held on Tuesday, April 21, 2020 at 8:30 a.m. The meeting was conducted via audio recorded tele-conference, which is authorized under the Governor's Executive Orders issued from the NY Statewide COVID-19 emergency.

The following members were present when the roll was called: L. Thomas Sweet (Chairman), Brian Hyland, Mark Margeson, Martin Fennell, Jennifer Furman

The Chairman determined that a quorum of the committee was present.

Also present: Bryan Maggs, Attorney to the Legislature, Kristie Beach, CPA and Joseph Klimek, CPA

The Chairman turned the meeting over to Kristie Beach and Joseph Klimak of EFPR Group. Mr. Klimek and Ms. Beach reviewed the Scope of Services that EFPR Group will perform for the year ended December 31, 2019, including audit services, preparation of a management letter (SAS 115 Letter) and meetings with the County Treasurer, County Executive, County Legislature, and the respective audit committees to present reports. Management's responsibilities and engagement objectives were also reviewed. The planned scope of the audit will entail a combination of testing controls for reliance and substantive testing. Preliminary primary areas of focus include: cash and cash equivalents, account receivables and allowances, revenue recognition, capital assets and capital expenditures, other assets and liabilities, payroll and related liabilities, debt and debt service expenditures, insurance and self-insurance, fund balance, major federal programs, fraud risks, internal control over financial reporting, and internal control over compliance.

Ms. Beach reported that EFPR started the audit process last week. Due to COVID-19 the audit is being done remotely. The Treasurer has provided EFPR with a county computer which has allowed them to access county documents as necessary. The Treasurer has supplied all documentation that has been requested to date. Department of Social Services Federal Programs were tested (audited) in March, prior to the COVID-19 statewide emergency. The Comprehensive Annual Financial Report (CAFR) is due by June 30th. The Treasurer noted that, although she does not anticipate it, she may need to request a 30-day extension if county departments are unable to supply necessary documents due to the COVID pandemic.

Mr. Fennell asked how, and to whom the audit results will be presented. Mr. Klimek stated that EFPR would like to present the draft reports one time, at joint meeting of the Legislative Audit Review Committee and the County Executive's Audit Committee. Mr. Sweet stated that he would discuss the presentation and review of the draft reports with the Chairman of the Legislature to see what he recommends. Mr. Sweet noted that historically, various audit reports by including the financial statement audit within the County's Comprehensive Annual Financial Report (CAFR) is presented to the Budget Committee of the Chemung County Legislature, with all of the members of the Legislature present.

The meeting was adjourned at 9:00 a.m. on the motion by Mr. Margeson, seconded by Mr. Fennell.