



Chautauqua, Cattaraugus, Allegany & Steuben Counties Southern Tier Extension Railroad Authority

Center for Regional Excellence, 4039 Route 219, Suite 200, Salamanca, New York 14779

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"This institution is an equal opportunity organization"

Terry Everetts, Chairman

Richard Zink, Chief Executive Director

STERA AUDIT COMMITTEE MEETING MINUTES

March 27, 2017

The Audit Committee of the Chautauqua, Cattaraugus, Allegany and Steuben Southern Tier Extension Railroad Authority met at 9:00 AM on March 27, 2017 in the office of the Southern Tier West Regional Planning and Development Board in the Center for Regional Excellence, 4039 Route 219, Suite 200, Salamanca, New York. The following persons were in attendance:

Committee Members In Attendance

James Griffin, Committee Chairman

Jay Gould

Robert Keis, STERA CFO

Earl McElfresh

Representing

Steuben County

Chautauqua County

Southern Tier West RPDB,

Cattaraugus County,

Committee Members Not In Attendance

Vacancy

Representing

Allegany County

Others Attending

Edward Bysiek

Richard Zink

Representing

Bysiek CPA, PLLC

STERA CEO

1. Call to Order and Introduction of Those Present

Chairman Griffin called the meeting to order at 9:00 AM.

2. Reading and Approval of the Minutes of the Previous Meeting (June 6, 2016)

The Committee approved the minutes of the June 6, 2016 meeting (Gould, Keis) passing unanimously).

3. Review of Bank Statements and Interim Financial Statements

Mr. Keis noted that he had reviewed the financial statements and bank statements for February 28, 2017, and found no issues. The Committee reviewed and discussed the Treasurer's Report, including bank statements and interim monthly financial statements for February 28, 2017. The Committee adopted a resolution recommending that the Board approve the Treasurers' Report (Griffin, Gould, passing unanimously).

4. Unfinished Business

There was no unfinished business.

5. New Business

A. **Presentation of Audit and Audit Management Letter (Edward Bysiek, Bysiek CPA, PLLC)**

Mr. Bysiek presented and reviewed the Audit and Audit Management Letter for the year ending December 31, 2016, and discussed both with the Committee. After discussion, the Audit Committee approved a resolution recommending that the Board approve the Audit (including the Management Letter) for the year ending December 31, 2016 (Keis, Gould, passing unanimously).

B. **Review of Policy**

Internal Controls Policy

The Committee reviewed the current internal controls policy, and based on the auditor's suggestion that there were no internal control procedural issues, adopted a resolution recommending that the Board make a finding that the organization's internal controls policy is adequate and appropriate and make no changes to the policy (Griffin, Keis, passing unanimously).

C. **Review of Reports**

Effectiveness of Internal Controls Report

The Committee reviewed a draft report, heard comments from the auditor, and after discussion, adopted a resolution recommending that the Board make a finding that the organization's internal controls are adequate and appropriate and approve the Effectiveness of Internal Controls Report for the year ending December 31, 2016 (Gould, Keis, passing unanimously).

Audit Committee Charter Review Report March 2017

The Committee reviewed and discussed a draft report and adopted a resolution recommending that the Board make a finding that the Audit Committee's charter does not need to be revised (Gould, Keis, passing unanimously).

Audit Committee Self-Evaluation Report FYE 12-31-16

The Committee reviewed and discussed a draft report and adopted a resolution recommending that the Board accept the Audit Committee's Self-Evaluation Report FYE 12-31-16 and make no recommendations for altering the Audit Committee's operations other than appointing a member to fill a vacancy (McElfresh, Keis, passing unanimously). The Committee noted that issues with the Committee's performance during 2016 (number of meetings, meeting with auditor, etc.) were a function of meeting quorum issues, which could be successfully addressed with a full complement of members appointed to the Committee.

D. **Other New Business**

There was no other new business.

6. Public Comment

There was no public comment.

7. Next Meeting Date and Agenda for Next Meeting

The Audit Committee will next meet on June 12, 2017 prior to the Board meeting on that date.

8. Adjournment

The Audit Committee meeting adjourned at 9:25 AM.

**I certify that this is an accurate summary of the meeting of the Audit Committee of the
Chautauqua, Cattaraugus, Allegany and Steuben Southern Tier Extension Railroad Authority
held on the date indicated above.**

Name: Thomas M. Barnes

Office: Secretary

Date: March 27, 2017