

**JAMESTOWN URBAN RENEWAL AGENCY**  
**(A Blended Component Unit of the City of Jamestown, New York)**

**Years Ended December 31, 2019 and 2018**

**JAMESTOWN URBAN RENEWAL AGENCY**

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# JOHN S. TRUSSALO

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## **Independent Auditor's Report**

To the Members of the Board of Directors  
of the Jamestown Urban Renewal Agency  
City of Jamestown, New York

I have audited the accompanying financial statements of Jamestown Urban Renewal Agency (the Agency), a blended component unit of the City of Jamestown, New York, whose activity is reported in the Special Revenue Fund, a governmental fund in the City of Jamestown, New York's financial statements as of and for the years ended December 31, 2019 and 2018, and the related notes to the financial statements, as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America. This includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

My responsibility is to express an opinion on these financial statements based on my audits. I conducted the audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit includes performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### **Opinion**

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Jamestown Urban Renewal Agency as of December 31, 2019 and 2018, and the changes in its financial position and its cash flows for the years then ended, in conformity with accounting principles generally accepted in the United States of America.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, I have also issued a report dated March 26, 2020, on my consideration of the Agency's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Agency's internal control over financial reporting and compliance.

 CPA P.C.

JOHN S. TRUSSALO, CPA, P.C.

Jamestown, New York

March 26, 2020

JAMESTOWN URBAN RENEWAL AGENCY

BALANCE SHEETS

AS OF DECEMBER 31, 2019 AND 2018

	<u>2019</u>	<u>2018</u>
<b><u>Assets</u></b>		
Cash and cash equivalents:		
Checking	\$ 41,767	\$ 27,194
Petty cash	100	100
Money market account	<u>3,775</u>	<u>3,775</u>
Total cash and cash equivalents	45,642	31,069
Prepaid expenses	14,075	15,016
Due from Jamestown Local Development Corporation	<u>-</u>	<u>38,600</u>
Total assets	<u>59,717</u>	<u>84,685</u>
<b><u>Liabilities</u></b>		
Due to Jamestown Local Development Corporation	<u>-</u>	<u>21,463</u>
Total liabilities	<u>-</u>	<u>21,463</u>
<b><u>Fund Balance</u></b>		
Unassigned	<u>59,717</u>	<u>63,222</u>
Total fund balance	<u>\$ 59,717</u>	<u>\$ 63,222</u>

See the accompanying notes to financial statements.

**JAMESTOWN URBAN RENEWAL AGENCY**

**STATEMENTS REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

**YEARS ENDED DECEMBER 31, 2019 AND 2018**

	<u>2019</u>	<u>2018</u>
<b>Revenues:</b>		
Administration fees	\$ 500,293	\$ 513,699
City of Jamestown, New York - Budget allocation	410,000	405,000
Miscellaneous	<u>279</u>	<u>1,620</u>
Total revenues	<u>910,572</u>	<u>920,319</u>
<b>Expenditures:</b>		
Salaries and wages	519,744	521,983
Insurance - Health and Dental	182,159	185,718
Retirement plan	64,272	65,019
Payroll taxes	38,087	38,312
Computer programming	31,410	18,497
Insurance - Workers Compensation	17,105	17,110
Professional fees	16,267	10,747
Automobile operation and maintenance	15,264	15,706
Supplies	11,715	8,847
Telephone	5,982	6,355
Travel and training	2,970	6,021
Real estate taxes	2,465	-
Office equipment	2,406	1,622
Miscellaneous	1,716	1,217
Postage	1,595	1,993
Publications	713	596
Memberships	<u>207</u>	<u>267</u>
Total expenditures	<u>914,077</u>	<u>900,010</u>
<b>Change in fund balance</b>	(3,505)	20,309
<b>Fund balance, beginning of year</b>	<u>63,222</u>	<u>42,913</u>
<b>Fund balance, end of year</b>	<u>\$ 59,717</u>	<u>\$ 63,222</u>

See the accompanying notes to financial statements.

**JAMESTOWN URBAN RENEWAL AGENCY**

**STATEMENTS OF CASH FLOWS**

**YEARS ENDED DECEMBER 31, 2019 AND 2018**

	<u>2019</u>	<u>2018</u>
<b>Cash Flows from Operating Activities:</b>		
Cash received from administration fees	\$ 538,893	\$ 475,499
Cash received from City of Jamestown, New York - budget allocation	410,000	405,000
Cash received from others	279	1,620
Cash paid for salaries and wages, retirement, health and dental insurance payroll taxes and workers compensation insurance	(821,367)	(821,695)
Cash paid to vendors	<u>(113,232)</u>	<u>(71,868)</u>
Net cash provided by (used in) operating activities	<u>14,573</u>	<u>(11,444)</u>
<b>Net increase (decrease) in cash and cash equivalents</b>	14,573	(11,444)
<b>Cash and cash equivalents, beginning of year</b>	<u>31,069</u>	<u>42,513</u>
<b>Cash and cash equivalents, end of year</b>	<u>\$ 45,642</u>	<u>\$ 31,069</u>
<b>Reconciliation of change in fund balance to net cash used in operating activities:</b>		
Change in fund balance	\$ (3,505)	\$ 20,309
<i>Adjustments to reconcile change in fund balance to net cash provided by (used in) operating activities:</i>		
Due from Jamestown Local Development Corporation	38,600	(38,200)
Prepaid expenses	941	(15,016)
Due to Jamestown Local Development Corporation	<u>(21,463)</u>	<u>21,463</u>
<b>Net cash provided by (used in) operating activities</b>	<u>\$ 14,573</u>	<u>\$ (11,444)</u>

See the accompanying notes to financial statements.

**JAMESTOWN URBAN RENEWAL AGENCY**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Purpose of Agency**

Jamestown Urban Renewal Agency is an independent corporate governmental unit established on June 21, 1966 by the New York State Legislature. The responsibilities of the Agency include housing, building, and zoning code enforcement; housing rehabilitation and development; public infrastructure improvement; industrial and commercial site preparation; downtown development; land banking activities; community and economic development planning activities; economic development loans and grant administration; fair housing activities; energy conservation/development of alternative energy sources; historic preservation; and annual administration of the City of Jamestown, New York's Community Development Block Grants (CDBG), Home Investment Partnership Program (HOME).

**Reporting Entity**

Jamestown Urban Renewal Agency is a component unit of the City of Jamestown, New York. The financial activities of the Agency are combined with the financial activities of the City of Jamestown, New York and other component units, which constitutes the entire reporting entity of the City of Jamestown, New York. The audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) have been satisfied at the reporting entity level.

**Basis of Accounting and Presentation**

The financial statements of the Agency have been prepared on the accrual basis of accounting and are presented in accordance with generally accepted accounting principles (GAAP) promulgated in the United States of America. In addition, the Agency utilizes the provisions of Governmental Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. Statement No. 54 defines terminology and classification of fund balance to reflect spending constraints on resources, rather than the availability for appropriation. This approach is intended to provide users more consistent and understandable information about a fund's net resources.

Constraints are broken into five classifications: non spendable, restricted, committed, assigned, and unassigned. These classifications serve to inform readers of the financial statements of the extent to which the Agency is bound to honor any constraints on specific purposes for which resources in a fund can be spent.

**Non spendable** - Consists of assets inherently non spendable in the current period either because of their form or because they must be maintained intact; including prepaid items, inventories, long-term portions of loans receivable, and financial assets held for resale.

**Restricted** - Consists of amounts subject to legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments and enforced externally; or through constitutional provisions or enabling legislation. The Agency's legally adopted reserves are reported here.

**Committed** - Consists of amounts subject to a purpose constraint imposed by formal action of the Agency's highest level of decision making authority prior to the end of the fiscal year, which requires the same level of formal action to remove the said constraint.

**Unassigned** - Represents the residual classification of the Agency, and could report a surplus or deficit.



**JAMESTOWN URBAN RENEWAL AGENCY**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)**

**Use of Estimates**

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires the Agency's management to make estimates and assumptions in determining the reported amounts of assets, liabilities, disclosure of contingent assets and liabilities as of the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

**Support and Revenue**

The Agency is funded principally through budget allocations from the City of Jamestown, New York, administration fees from the Community Development Block Grant and Home Investment Partnership Program, the Jamestown Local Development Corporation (a component unit of the City of Jamestown, New York), and the New York State Empire Development Zone.

**Date of Management's Review**

Management has evaluated events and transactions for potential recognition or disclosure in the financial statements through March 26, 2020, the date the financial statements were available to be issued.

**NOTE 2 - CHECKING**

Cash and cash equivalents included bank deposits of \$41,767 and \$27,194 as of December 31, 2019 and 2018, respectively. At December 31, 2019 and 2018, the Agency's's accounts were covered 100% by the Federal Deposit Insurance Corporation (FDIC).

**NOTE 3 - MONEY MARKET ACCOUNT**

Cash and cash equivalents includes a money market account of \$3,775 and \$3,775 as of December 31, 2019 and 2018, respectively. These deposits are pooled with other monies administered by the City of Jamestown, New York's Department of Development.

**NOTE 4 - ADMINISTRATION FEES**

The Agency received administration fees for services rendered in connection the following:

	<b>2019</b>	<b>2018</b>
Federal grant programs:		
Community Development Block Grants	\$ 332,644	\$ 324,316
Home Improvement Partnership Program	-	16,333
Jamestown Local Development Corporation	140,000	140,000
Land Bank	27,649	33,050
	<b>\$ 500,293</b>	<b>\$ 513,699</b>

Jamestown Local Development Corporation is a blended component unit of the City of Jamestown, New York.

**JAMESTOWN URBAN RENEWAL AGENCY**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 5 - BUDGET ALLOCATION FROM THE CITY OF JAMESTOWN, NEW YORK**

The Agency receives an annual budget allocation from the City of Jamestown New York's General Fund. The budget allocation totaled \$410,000 and \$405,000 for the years ended December 31, 2019 and 2018, respectively.

**NOTE 6 - RETIREMENT PLAN**

**General Information**

Agency employees participate in the in the New York State and Local Employees' Retirement System (ERS) via the City of Jamestown, New York. The System offers a wide range of plans and benefits which are related to years of service and final average salary, vesting of retirement benefits, death, and disability.

**Employees Retirement System (ERS)**

The New York State and Local Employees' Retirement System provides retirement benefits as well as death and disability benefits. The New York State Retirement and Social Security Law govern obligations of employers and employees to contribute and benefits to employees. The System issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained in writing to the New York State and Local Retirement System, Gov. Alfred E. Smith State Office Building, Albany, NY 12244.

**Funding Policies**

The New York State and Employees Retirement System (ERS) is non-contributory except for employees who joined after July 27, 1976, who contribute 3% of their salary for the first ten years of membership, and employees who joined on or after January 1, 2010 who generally contribute 3.0% to 3.5% of their salary for their entire length of service. In addition, contribution rates under ERS tier VI very based on a sliding salary scale. For the New York State and Local Employees Retirement System, the Comptroller annually certifies the actuarially determined rates expressly used in computing the employers' contributions for the ERS' fiscal year ended March 31. The Agency paid 100% of the required contributions as billed by the ERS for the current year and each of the two preceding years.

<b><u>Year Ended</u></b>	<b><u>ERS</u></b>
December 31, 2019	\$ 64,272
December 31, 2018	\$ 65,019
December 31, 2017	\$ 71,802

The System is non-contributory except for employees who joined the New York State and Employees Retirement System (ERS) after July 27, 1996, who are required to contribute 3% of their salary during their first ten years of employment. For the New York State and Local Employees Retirement System, the State Comptroller shall certify annually the rates expressed as proportions of members payroll, which shall be used in computing the contributions required to be made by employers to the pension accumulation fund.

The Agency's contributions made to the Systems were equal to 100% of the contributions required for each year.

**JAMESTOWN URBAN RENEWAL AGENCY**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 6 - RETIREMENT PLAN (Cont'd)**

**Retirement Plan Expense**

Retirement plan expense totaled \$64,272 and \$65,019 for the years ended December 31, 2019 and 2018, respectively.

**NOTE 7 - HEALTH AND DENTAL INSURANCE**

Agency employees participate in the in the City of Jamestown, New York's health and dental insurance plan. The City of Jamestown, New York acts as a self-insurer for health and dental insurance. The City maintained stop/loss insurance for claims which exceed the individual specific deductible of \$175,000 for each of the years ended December 31, 2019 and 2018, respectively.

Health and dental insurance expense for the Agency totaled \$182,159 and \$185,718 for the years ended December 31, 2019 and 2018, respectively.

**NOTE 8 - WORKERS COMPENSATION INSURANCE**

The Agency participates in the City of Jamestown, New York's Workers Compensation Insurance Plan. Workers Compensation insurance expense totaled \$17,105 and \$17,110 for the years ended December 31, 2019 and 2018, respectively.

**NOTE 9 - CONCENTRATION OF RISK**

Financial instruments, which potentially subject the Agency to concentration of risk, consist of deposits with a single financial institution and cash in excess of FDIC insurance. The Agency generally places its cash and interest bearing deposits with qualifying institutions and collateralizes cash deposits in excess of FDIC coverage with obligations of the United States and its agencies. The Agency had an agreement for adequate collateralization with a banking institution as of December 31, 2019 and 2018.

***Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance  
and Other Matters Based on an Audit of Financial Statements Performed in  
Accordance with Government Auditing Standards***

To the Members of the Board of Directors  
of the Jamestown Urban Renewal Agency  
City of Jamestown, New York

I have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Controller General of the United States, the financial statements of the Jamestown Urban Renewal Agency (the Agency), a blended component unit of the City of Jamestown, New York, whose activity is reported in the Special Revenue Fund, a governmental fund in the City of Jamestown, New York's financial statements, as of and for the years ended December 31, 2019 and 2018, and the related notes to the basic financial statements, and have issued my report thereon dated March 26, 2020.

**Internal Control Over Financial Reporting**

In planning and performing the audit of the financial statements, I considered the Jamestown Urban Renewal Agency's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, I do not express an opinion on the effectiveness of the Agency's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

My consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during the audit, I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Agency's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of This Report**

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

 *John S. Trussalo CPA P.C.*

JOHN S. TRUSSALO, CPA, P.C.  
Jamestown, New York  
March 26, 2020