

**ONTARIO COUNTY FOUR SEASONS LOCAL
DEVELOPMENT CORP.**

ADVISORY COMMENT LETTER

SEPTEMBER 30, 2021



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

December 13, 2021

Management and Board of Directors
Ontario County Four Seasons Local Development Corp.

In planning and performing our audit of the financial statements of Ontario County Four Seasons Local Development Corp. as of and for the year ended September 30, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered Ontario County Four Seasons Local Development Corp.'s internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

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 a 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 reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible.* The chance of the future event or events occurring is more than remote but less than likely.
- *Probable.* The future event or events are likely to occur.

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

Status of other matters included in our letter as of September 30, 2020, dated December 9, 2020:

Auditor Adjustments

During our 2020 audit, we noted adjustments were required to properly record a fixed asset (which had been booked as an expense) and to adjust accrued payroll. Based on discussions with management regarding accrued payroll, a clerical error occurred when preparing the year-end accrued payroll reconciliation and the error was not detected through the Organization's internal review procedures. In addition, the fixed asset that was booked as an expense was overlooked as it was similar in nature to the amount of the contract with the same vendor for services.

Recommendation

Although the above adjustments were not material to the financial statements, we recommend updating the internal procedures to train the Executive Assistant in preparing and performing additional year-end procedures, so they can in turn be reviewed by the consultant CPA. We believe this will increase the likelihood of ensuring errors are detected and corrected on a timely basis.

Status as of September 30, 2021

During our 2021 audit, we noted the Executive Assistant assumed additional duties including recording payroll for each pay period and ensuring proper documentation is on hand for all bank transactions prior to the consultant CPA performing the bank reconciliations.

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We would like to express our appreciation for the courtesies extended to us by management and their staff. Should you have any questions or comments, please contact Jackie Lee or Caitlin Langmead.

The purpose of this communication is solely to describe the scope of our testing of internal control over financial reporting and the results of that testing. This communication is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Ontario County Four Seasons Local Development Corp.'s internal control over financial reporting. Accordingly, this communication is not suitable for any other purpose.

Very truly yours,

Mengel, Metzger, Barr & Co. LLP

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