

March 30, 2020

Albrecht, Viggiano, Zureck & Company, P.C.
25 Suffolk Court
Hauppauge, NY 11788

This representation letter is provided in connection with your audit of the financial statements of the Town of Babylon Industrial Development Agency (the "Agency"), a component unit of the Town of Babylon, New York, which comprise the respective financial position of the Agency as of December 31, 2019 and 2018 and the respective changes in financial position and cash flows for the years then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP").

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of March 30, 2020, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated September 5, 2019, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for the preparation of supplementary information in accordance with the applicable criteria
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the Agency required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for 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.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates are reasonable.
- 6) Related party relationships and transactions, including revenues, expenses, loans, transfers, leasing arrangements, guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.

Financial Statements (continued)

- 7) All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed. No events, including instances of noncompliance, have occurred subsequent to the statements of net position date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements.
- 8) Adjustments or disclosures have been made for all events, including instances of noncompliance, if any, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statement.
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 10) Guarantees, whether written or oral, under which the Agency is contingently liable, if any, have been properly recorded or disclosed.
- 11) Compensated absences including the vacation/sick time accrual is a noncurrent liability at December 31, 2019 except for the current portion which is expected to be paid during 2020.

Information Provided

- 12) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the Agency from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the Board of Directors or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 13) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 14) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 15) We have no knowledge of any fraud or suspected fraud that affects the Agency and involves:
 - a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.
- 16) We have no knowledge of any allegations of fraud or suspected fraud affecting the Agency's financial statements communicated by employees, former employees, regulators, or others.
- 17) We have disclosed to you all known instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse whose effects should be considered when preparing the financial statements, if any.
- 18) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.

Information Provided (continued)

- 19) We have disclosed to you the identity of the Agency's related parties and all the related party relationships and transactions of which we are aware. The Town of Babylon and the Agency renegotiated a new lease agreement for five years and expires in December 31, 2024. The lease commitment for the next year will be paid in equal monthly installments of \$2,000 (\$24,000 annually).

Government-specific

- 20) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 21) We have made available to you all financial records and related data.
- 22) The Agency has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities or net position.
- 23) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 24) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- 25) We have identified and disclosed to you all instances, if any, which have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- 26) We have identified and disclosed to you all instances, if any, that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- 27) We have identified and disclosed to you all instances, if any, that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- 28) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 29) As part of your audit, you have assisted with the following nonattest (nonaudit) services: 1) assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to these nonaudit services, including that we assumed all management responsibilities; designated an individual, preferably within senior management, with suitable skill, knowledge, or experience to oversee these services; evaluated the adequacy and results of the services performed; and accepted responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for these nonaudit services.
- 30) The Agency has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

Government-specific (continued)

- 31) The Agency has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 32) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations as applicable.
- 33) Components of net position (net investment in capital assets; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.
- 34) The financial statements properly classify all funds and activities, in accordance with GASB Statement No. 34, as amended, and GASB No. 84.
- 35) Provisions for uncollectible receivables have been properly identified and recorded, where applicable.
- 36) Expenses have been appropriately classified in or allocated to functions and programs in the statements of revenue, expenses, and changes in net position, and allocations have been made on a reasonable basis.
- 37) Revenues are appropriately classified in the statements of revenues, expenses, and changes in net position within operating and non-operating revenues.
- 38) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed, if applicable.
- 39) Capital assets are properly capitalized, reported, and, if applicable, depreciated/amortized.
- 40) We have appropriately disclosed the Agency's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position was properly recognized under the policy.
- 41) We acknowledge our responsibility for the required supplementary information ("RSI"). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 42) Actuarial assumptions used to measure pension and OPEB liabilities and costs are appropriate.

Signed: _____

Thomas Dolan
Chief Executive Officer

Signed: _____

Gary Rupp, CPA
Chief Financial Officer