

Town of Bolton Local Development Corporation
P.O. Box 7
Bolton Landing, NY 12814

April 5, 2022

Marvin and Company, P.C.
111 Everts Ave.
Queensbury, NY 12804

This representation letter is provided in connection with your audit of the consolidated financial statements of the Town of Bolton Local Development Corporation (the Organization), which comprise the consolidated balance sheet of the business-type activities as of December 31, 2021 and 2020 and the related consolidated statements of operations and accumulated deficit, consolidated functional expenses and consolidated cash flows for the year then ended, and the related notes to the consolidated 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 (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 the date of this letter, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in terms of the audit engagement letter dated February 4, 2022, including our responsibility for the preparation and fair presentation of the consolidated financial statements in accordance with U.S. GAAP.
- 2) The consolidated financial statements referred to above are fairly presented in conformity with U.S. GAAP.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated 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, including those measured at fair value, are reasonable.
- 6) Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) All events subsequent to the date of the consolidated financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.

- 8) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 9) Significant estimates and material concentrations have been appropriately disclosed in accordance with U.S. GAAP.
- 10) Guarantees, whether written or oral, under which the Town of Bolton Local Development Corporation is contingently liable, if any, have been properly recorded or disclosed in accordance with U.S. GAAP.
- 11) The Organization has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities or net asset balances.
- 12) We are in agreement with the proposed audit adjustments, if any, and they have been posted to the accounting system maintained by the Organization.

Information Provided

- 13) 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 consolidated 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 Organization 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.
- 14) All material transactions have been recorded in the accounting records and are reflected in the consolidated financial statements.
- 15) We have disclosed to you the results of our assessment of the risk that the consolidated financial statements may be materially misstated as a result of fraud.
- 16) We have no knowledge of any fraud or suspected fraud that affects the Organization 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.
- 17) We have no knowledge of any allegations of fraud or suspected fraud affecting the Organization's consolidated financial statements communicated by employees, former employees, regulators, or others.
- 18) We have no knowledge of instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing the consolidated financial statements.
- 19) We are not aware of any pending or threatened litigation claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements, and we have not consulted a lawyer concerning litigation, claims, or assessments.

- 20) We have disclosed to you the identity of the Town of Bolton Local Development Corporation's related parties and all the related party relationships and transactions of which we are aware.
- 21) Town of Bolton Local Development Corporation has satisfactory title to all owned assets, and except as made known to you, there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 22) We are responsible for reviewing fixed assets and determining the estimated useful life of such fixed assets.
- 23) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us.
- 24) There are no estimates that may be subject to a material change in the near term that have not been properly disclosed in the financial statements. We understand that *near term* means the period within one year of the date of the financial statements. In addition, we have no knowledge of concentrations existing at the date of the financial statements that make the Organization vulnerable to the risk of severe impact that have not been properly disclosed in the financial statements.
- 25) We have received no federal grant amounts or state aid or grants which would require a Single Audit under Title 2 *U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)* or an audit in accordance with *Government Auditing Standards*.
- 26) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 27) We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
- 28) The Town of Bolton Local Development Corporation has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 29) Receivables recorded in the financial statements represent valid claims against debtors for sales or other charges arising on or before the statement of financial position date and have been reduced to their estimated net realizable value.
- 30) In regards to the preparation of financial statements and related notes to the financial statements services performed by you, we have:
 - a) Assumed all management responsibilities.
 - b) Designated Kerry V. Girard, CPA, who has suitable skill, knowledge or experience, to oversee the services.
 - c) Evaluated the adequacy and results of the services performed.
 - d) Accepted responsibility for the results of the services.
- 31) Disclosures included in the financial statements regarding the relevant significant business, financial, and reporting impacts of the COVID-19 outbreak accurately reflect management's full consideration of such impacts.

Signature: Scott Andersen Title: President