



**Tioga County Industrial Development Agency
June 3, 2026 – 4:30 PM
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Legislative Conference Room, 1st Floor
Agenda**

1. Call to Order and Introductions:

2. Attendance:

- a. Roll Call: J. Ward, B. Evaneck, T. Monell, E. Knolles, K. Gillette, B. Case, R. Ciotoli
- b. Excused:
- c. Guests: J. Meagher, C. Yelverton, B. Woodburn, L. Williams

3. Privilege of the Floor:

4. Approval of Minutes: May 6, 2026, Regular BOD Meeting

5. Financials: April/May

- a. Balance Sheet
- b. Profit & Loss
- c. Transaction Detail

6. Committee Reports:

- a. Audit Committee Report: No update
- b. Governance Committee: No update.
- c. Finance Committee: No update.
- d. Loan Committee: Sheppard Hills Facade Loan application
- e. Railroad Committee: No update.
- f. Public Relations Committee: No update.

7. New Business:

- a. NYSEG Easement - 540 Stanton Hill Rd, Nichols
- b. ED&P Update

8. Old Business:

- a. MRB Policy Review
- b. HUD "Small Cities" Loan Funds
- c. Depot Road Property – Appraisals in process
- d. 48-50 Lake Street Redevelopment Project
- e. William Wunder Lease Payment
- f. Standard Operating Procedure (SOP) – Invoice processing and check disbursement



9. PILOT Updates:

- a. Suneast Solar Pilot – Construction in process.
- b. Lockheed Martin PILOT – Closing in process.
- c. Sales Tax Exemptions Update:
 - i. Best Bev LLC - \$2,628,331.53 / \$5,200,000 (December 2024) – Closeout documentation received.
 - ii. Arteast Café LLC - \$18,865 / \$24,000 (March 2026)

10. Project/Grant Updates:

- a. Lounsberry Pre-engineering Study
 - i. USDA RBDG – Scope of work change for the sign is being reviewed by USDA.
- b. Northern Tioga Rail-With-Trail Preliminary Engineering Project
 - i. OPRHP EPF – Grant Agreement to be issued.
 - ii. ARC - Application for \$150,000 project match has been submitted.
- c. DRI Multisite Program
- d. USDA RBDG Equipment Lease program
- e. USDA IRP Loan Application –
 - i. The IDA was awarded \$299,000 in IRP Funds.
 - ii. IRP Loan Letter of Conditions package is ready to be issued by USDA

11. Motion to move into Executive Session

12. Motion to adjourn the meeting

Next Regular Meeting: July 1, 2026, at 4:30 PM in the Legislative Conference room.

DRAFT

TEAM TIOGA

we work for you

ECONOMIC DEVELOPMENT & PLANNING

INDUSTRIAL DEVELOPMENT AGENCY

LOCAL DEVELOPMENT CORPORATION

**Tioga County Industrial Development Agency
May 6, 2026 – 4:30 PM
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Legislative Conference Room, 1st Floor
Minutes**

1. Call to Order and Introductions: 4:38 PM

2. Attendance:

- a. Roll Call: J. Ward, B. Evanek, K. Gillette, R. Ciotoli, B. Case-virtual
- b. Excused: T. Monell, E. Knolles
- c. Guests: J. Meagher, C. Yelverton, B. Woodburn, L. Williams

3. Privilege of the Floor:

4. Approval of Minutes: April 1, 2026, Regular BOD Meeting

Motion to approve April 1, 2026, Regular Meeting Minutes (K. Gillette, R. Ciotoli)

Aye: 4

Abstain: 0

Nay: 0

Carried

5. Financials: March/April

- a. Balance Sheet
- b. Profit & Loss
- c. Transaction Detail

Motion to approve March/April Financials as written (R. Ciotoli, K. Gillette)

Aye: 4 Abstain: 0

Nay: 0 Carried

6. Committee Reports:

- a. Audit Committee Report – The board discussed the overage invoice presented to them from The Bonadio Group for the audit work they completed this year for the 2025 audit. Additional reviews and reconciliation work were required to complete the audit, therefore increasing the audit final costs. The board discussed the concern regarding this final cost, noting that the cost exceeded the quoted cost significantly. While the audit engagement contract stated the

final price is subject to change, concerns were raised that notice of the increase was not provided until late in the process. The board also discussed whether to seek a different audit firm for the following year. It was noted that the qualified opinion may continue until the GASB 87 lease matter is resolved, and the board noted the potential of addressing the underlying issue before transitioning to a new auditing firm. Along with the leases, the DRI funds presented as a large reconciliation challenge, a resolution that requires detailed expenditure documentation from property owners may help facilitate and streamline the audit process in the future. The board discussed whether to dispute the charges or remit payment, and legal counsel advised that payment was required under the contract terms. Payment options were brought up, including installment payments versus paying in full. Following discussion, the board agreed to remit the payment in full.

- b. Governance Committee: No update.
- c. Finance Committee: No update.
- d. Loan Committee: There is a meeting scheduled on May 11th to discuss current loan application and the progress made.
- e. Railroad Committee: No update.
- f. Public Relations Committee: No update.

7. New Business:

- a. Right of Entry permit along Owego Harford Railway – LaBella contacted the IDA requesting right of way access to land owned by the IDA to perform maintenance on a utility pole near Blodgett Road. The board discussed whether legal requirements would need to be completed prior to granting access. It was noted that the proposed work would not interfere with stream bank stabilization work recently completed by Tioga County Soil and Water. J. Meagher advised, prior to allowing access, the IDA should obtain a certificate of liability insurance from the utility company requiring access and a temporary easement may be required depending on the scope and duration of the work.
- b. Standard Operating Procedure (SOP) – The board reviewed a draft of a new standard operating procedure for processing invoices and check disbursement. The new procedure is intended to streamline internal financial processes and improve efficiency. The accountant has already reviewed the procedure and indicated that it is sound. The board was encouraged to review the documents and bring questions or comments to the following board meeting.
- c. IDA Directors and Officers Liability Insurance Renewal- the new Directors and Officers Liability Insurance was up for renewal. The board discussed that this policy is required to ensure the safety of the members of the board. The chair’s signature is needed to continue coverage.

The motion to approve the renewal of Directors and Officers Liability Insurance Policy through Philadelphia Indemnity Insurance Company with a premium amount of \$4,065.00 (B. Evanek, R. Ciotoli).

Aye: 4 Abstain: 0

Nay: 0 Carried

8. Old Business:

- a. MRB Policy Review – C. Yelverton is reviewing the recommendations the MRB Group has sent regarding updating IDA’s Internal Controls Policy, Procurement Policy, UTEP Policy and PILOT Application. A meeting will be scheduled with MRB Group to discuss the recommendations before being brought to the board for approval.
- b. HUD “Small Cities” Loan Funds – A proposed draft loan guideline for a community revitalization program was submitted to Hud for review. Currently waiting to hear from HUD about the guidelines.
- c. Depot Road Property – The board discussed the pending appraisal request for the IDA related properties and noted that the appraisal group would like to waive the liability insurance. B. Woodburn will reach out to the appraisal group to get clarification regarding insurance.
- d. 48-50 Lake Street Redevelopment Project – B. Woodburn presented a collaboration between ED&P, IDA and the Landbank regarding the redevelopment of 48-50 Lake Street. A joint meeting was held between representatives on all boards to outline a potential partnership. Under these arrangements, EDP would serve as the project manager and assist with securing and administering grant funding, IDA would serve as the financing partner, while the Landbank would serve as the property owner. The project will be conducted in phases – Phase 1 would include roof replacement and brick repointing, for which the funding is currently available. Phase 2 would involve the development of residential units on the second floor and will require additional funding source. A potential Phase 3, contingent upon available funding, would include the addition of residential units on the third floor. It was noted that phases 1 and 2 are necessary to meet Restore NY grant requirements. Design work and environmental review have already been completed. The board was informed that reoccurring meetings will be held with the chairs of all three boards to keep each board up to date.
- e. Tractor Supply – No update. Potential opening date February 2027

9. PILOT Updates:

- a. Suneast Solar Pilot – Construction in process.
- b. Lockheed Martin PILOT – Closing in process. J. Meagher is reviewing comments made by Lockheed Martin’s attorney and hopes to close this month.
- c. Sales Tax Exemptions Update:
 - i. Best Bev LLC - \$2,628,331.53 / \$5,200,000 (December 2024) – B. Woodburn and J. Meagher met with the new CFO May 6th. The CFO is going to confirm the numbers match on their end, and they will be sending the IDA the outstanding forms.
 - ii. Arteast Café LLC - \$18,865 / \$24,000 (March 2026)- B. Woodburn will be reaching out to the owner regarding finalizing the project.

10. Project/Grant Updates:

- a. Lounsberry Pre-engineering Study
 - i. USDA RBDG – Extra grant funds were leftover, and the board was agreeable to the proposed plan to use the remaining funds for a Corporate Park monument sign in Lounsberry. The scope of work and

- budget have been updated and submitted to the USDA for approval for the proposed project change.
- ii. ARC Grant – The grant reimbursement has been received and project is closed out.
- b. Northern Tioga Rail-With-Trail Preliminary Engineering Project
 - i. OPRHP EPF – The state had some questions regarding the Rail-with-Trail Preliminary Engineering Project. Staff have submitted a response and are currently waiting to hear back from OPRHP.
 - ii. ARC - Application for \$150,000 project match has been submitted
 - c. DRI Multisite Program – Updates previously discussed.
 - d. USDA RBDG Equipment Lease program – A new applicant could be applying for the equipment lease soon.
 - e. USDA IRP Loan Application –
 - i. The IDA was awarded \$299,000 in IRP Funds.
 - ii. IRP Loan Letter of Conditions package is ready to be issued by USDA.

11. Motion to move into Executive Session – No Executive Session

12. Motion to adjourn the meeting: 5:27 PM (K. Gillette, B. Evanek)

Next Regular Meeting: June 3, 2026, at 4:30 PM in the Legislative Conference room

Tioga County Industrial Development Agency

Balance Sheet - updated report

As of Apr 30, 2026

	TOTAL		
	AS OF APR 30, 2026	AS OF APR 30, 2025 (PY)	\$ CHANGE (PY)
Assets			
Current Assets			
Bank Accounts			
1000 CCTC- CDs			
1001 Land Acquisition (150)	613,783.38	589,474.31	24,309.07
1002 Site Dev 2487 (previously 0847)	112,642.18	108,351.01	4,291.17
Total for 1000 CCTC- CDs	\$726,425.56	\$697,825.32	\$28,600.24
1003 CD Cap Improvement TSB 1484	357,648.84	345,058.05	12,590.79
1004 CD Site Dev Com Bank 156	112,138.33	108,507.58	3,630.75
1005 CD Site Dev Com Bank 158	112,208.98	108,502.01	3,706.97
1006 Restricted Cash Accounts			
1007 USDA Funds			
1008 CCTC- Loan Loss Reserve	40,532.07	40,519.91	12.16
1009 TSB- IRP 2016 (Formerly IRP 4)	97,595.35	92,444.52	5,150.83
1010 TSB- RBEG	125,801.69	103,034.10	22,767.59
Total for 1007 USDA Funds	\$263,929.11	\$235,998.53	\$27,930.58
Community- Facade Improvement (deleted)	0.00	227,901.74	-227,901.74
Total for 1006 Restricted Cash Accounts	\$263,929.11	\$463,900.27	-\$199,971.16
1011 Temporarily Restricted Cash Acc			
1012 TSB- PILOTS (Previously OG)	445,599.91	408,243.52	37,356.39
Community- BestBuy PILOT Acct. (deleted)	0.00	369.98	-369.98
Total for 1011 Temporarily Restricted Cash Acc	\$445,599.91	\$408,613.50	\$36,986.41
1013 Unrestricted Cash Accounts			
1014 TSB ICS	1,158,778.89	0.00	1,158,778.89
1015 TSB- Checking	213,694.29	811,195.73	-597,501.44
1016 TSB- General Fund	25,893.70	25,852.63	41.07
Total for 1013 Unrestricted Cash Accounts	\$1,398,366.88	\$837,048.36	\$561,318.52
1017 TSB- Commercial Facade Loan Program	230,237.36		230,237.36
Total for Bank Accounts	\$3,646,554.97	\$2,969,455.09	\$677,099.88

Tioga County Industrial Development Agency

Balance Sheet - updated report

As of Apr 30, 2026

	TOTAL		
	AS OF APR 30, 2026	AS OF APR 30, 2025 (PY)	\$ CHANGE (PY)
Other Current Assets			
1201 Accounts Receivable 1300.01	0.00	42,453.05	-42,453.05
1202 Allowance for Doubtful Accounts	0.00	-35,000.00	35,000.00
1205 Facade Loan Program	-\$277.78		-\$277.78
1206 Loan Rec 2024-01	16,944.42	20,000.00	-3,055.58
Total for 1205 Facade Loan Program	\$16,666.64	\$20,000.00	-\$3,333.36
1210 IRP 4	\$0.00	\$0.00	\$0.00
1211 IRP 4 2023-01-A	49,345.72	54,649.87	-5,304.15
1212 Loan Rec - 2019 - 06A	36,080.00	46,557.80	-10,477.80
1213 Loan Rec 2017-01-A	1,815.98	5,388.00	-3,572.02
1214 Loan Rec 2017-04-A	20,289.71	22,982.60	-2,692.89
1215 Loan Rec 2018-01-A	40,286.44	44,704.65	-4,418.21
1216 Loan Rec 2019-07-A	28,027.65	30,348.98	-2,321.33
1217 Loan Rec 2021-01-A	43,158.18	51,022.24	-7,864.06
1218 Loan Rec 2021-02-A	570.34	4,498.00	-3,927.66
Total for 1210 IRP 4	\$219,574.02	\$260,152.14	-\$40,578.12
1230 Prepaid Expenses	12,012.61	0.00	12,012.61
1250 RBEG			
1251 Loan Rec - RBEG 2019 -06	28,863.99	37,246.40	-8,382.41
1252 RBEG 2023-01-A	78,952.93	87,439.67	-8,486.74
Total for 1250 RBEG	\$107,816.92	\$124,686.07	-\$16,869.15
Total for Other Current Assets	\$356,070.19	\$412,291.26	-\$56,221.07
Total for Current Assets	\$4,002,625.16	\$3,381,746.35	\$620,878.81
Fixed Assets			
1500 Equipment	0.00	0.00	0.00
1501 Land 434	376,800.36	376,800.36	0.00
1502 Land- Cavataio	2,500.00	2,500.00	0.00
1503 Land-general	601,707.05	601,707.05	0.00
1504 Land-Louns	\$143,812.53	\$143,812.53	\$0.00
1505 Berry	3,199.80	2,452.20	747.60
1506 Hess	259,561.43	259,561.43	0.00
1507 Lopke	8,993.03	8,993.03	0.00
1508 Town of Nichols	20,000.00	20,000.00	0.00
Total for 1504 Land-Louns	\$435,566.79	\$434,819.19	\$747.60
1509 Land-Rizzuto	78,395.16	78,395.16	0.00
1510 Railroad Improvements	2,077,650.50	2,077,650.50	0.00
1600 Accumulated Depreciation	-1,340,806.96	-1,308,664.24	-32,142.72
Asset WWTP	0.00	0.00	0.00
Total for Fixed Assets	\$2,231,812.90	\$2,263,208.02	-\$31,395.12
Total for Assets	\$6,234,438.06	\$5,644,954.37	\$589,483.69

Tioga County Industrial Development Agency

Balance Sheet - updated report

As of Apr 30, 2026

	TOTAL		
	AS OF APR 30, 2026	AS OF APR 30, 2025 (PY)	\$ CHANGE (PY)
Liabilities and Equity			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 Accounts Payable	933.60	0.00	933.60
Total for Accounts Payable	\$933.60	\$0.00	\$933.60
Other Current Liabilities			
21000 Payroll Liabilities	0.00	0.00	0.00
22000 Accrued Expenses	545.00	0.00	545.00
23000 Bond Discount	0.00	0.00	0.00
23001 Interest Payable	0.00	0.00	0.00
23020 PILOT Payments	\$100,904.00		\$100,904.00
23021 CNYOG	0.00	-0.01	0.01
23022 Crown Cork and Seal	299,989.13	300,000.00	-10.87
23023 Gateway Owego, LLC	2,200.00	2,100.00	100.00
23024 Midwestern Pet Foods, Inc.	0.01	0.00	0.01
23025 Nichols Cross Dock	0.01	-17,726.65	17,726.66
23026 Owego Gardens	42,623.87	25,474.99	17,148.88
23027 Tioga Downs Racetrack	-148.46	0.00	-148.46
23028 V&S New York Galvanizing	-33,159.85	-562.16	-32,597.69
Spencer-Tioga Solar (deleted)	0.00	98,926.00	-98,926.00
Total for 23020 PILOT Payments	\$412,408.71	\$408,212.17	\$4,196.54
Total for Other Current Liabilities	\$412,953.71	\$408,212.17	\$4,741.54
Total for Current Liabilities	\$413,887.31	\$408,212.17	\$5,675.14
Long-term Liabilities			
24000 Tioga County HUD Prog - Principal	0.00	0.00	0.00
24001 Loan Pay- IRP 1	14,519.43	22,553.42	-8,033.99
24002 Loan Pay- IRP 2	55,114.97	66,787.30	-11,672.33
24003 Loan Pay- IRP 3	117,195.99	138,881.10	-21,685.11
24004 Loan Pay- IRP 4	160,403.97	160,511.26	-107.29
Total for Long-term Liabilities	\$347,234.36	\$388,733.08	-\$41,498.72
Total for Liabilities	\$761,121.67	\$796,945.25	-\$35,823.58
Equity			
3000 Opening Bal Equity	0.00	0.00	0.00
3001 Board Designated Funds	1,406,302.63	1,406,302.63	0.00
1110 Retained Earnings	4,010,680.65	3,416,246.07	594,434.58
Net Income	56,333.11	25,460.42	30,872.69
Total for Equity	\$5,473,316.39	\$4,848,009.12	\$625,307.27
Total for Liabilities and Equity	\$6,234,438.06	\$5,644,954.37	\$589,483.69

Tioga County Industrial Development Agency

Profit and Loss correct

January 1-April 30, 2026

	TOTAL		
	JAN 1 - APR 30 2026	JAN 1 - APR 30 2025 (PY)	\$ CHANGE (PY)
Income			
4110 Grants		\$68,650.00	-\$68,650.00
4111 DRI-HCR	24,275.07	68,345.56	-44,070.49
Total for 4110 Grants	\$24,275.07	\$136,995.56	-\$112,720.49
4160 RJ Corman	37,797.52	45,625.88	-7,828.36
4170 PILOT Program Fees			
4183 V&S NY Galvanizing LLC	33,159.85		33,159.85
Total for 4170 PILOT Program Fees	\$33,159.85		\$33,159.85
4600 Leases/Licenses	14,615.15	13,275.79	1,339.36
4700 Interest Income- All Accounts	11,978.01	13,080.52	-1,102.51
4920 Loan Interest Income	4,383.56	5,115.08	-731.52
4940 Loan Program Fee	400.00		400.00
Total for Income	\$126,609.16	\$214,092.83	-\$87,483.67
Cost of Goods Sold			
Gross Profit	\$126,609.16	\$214,092.83	-\$87,483.67
Expenses			
6120 Bank Service Charges	35.00	75.00	-40.00
6160 Dues and Subscriptions	330.00	210.00	120.00
6180 Insurance	2,419.32	13,069.70	-10,650.38
6210 Grant Expense		\$3,800.00	-\$3,800.00
DRI-HCR	24,275.07	68,345.56	-44,070.49
Total for 6210 Grant Expense	\$24,275.07	\$72,145.56	-\$47,870.49
6240 Miscellaneous	-148.54	-4,710.60	4,562.06
6270 Professional Fees	38,948.47	51,871.94	-12,923.47
6360 Marketing & Advertising	3,715.68	2,968.18	747.50
6430 Loan Interest	1,604.06	1,815.58	-211.52
6440 Loan Program Expense	92.60		92.60
6550 Office Supplies	559.90	1,710.47	-1,150.57
6600 Property Taxes	807.97	774.71	33.26
6420 Loan Admin Fee		459.89	-459.89
6670 Program Expense			
6671 Facade Improvement Loan Program		190.40	-190.40
Total for 6670 Program Expense		\$190.40	-\$190.40
6998 Bad Debts		48,051.58	-48,051.58
Total for Expenses	\$72,639.53	\$188,632.41	-\$115,992.88
Net Operating Income	\$53,969.63	\$25,460.42	\$28,509.21
Other Income			
7010 Interest Income	2,363.48		2,363.48
Total for Other Income	\$2,363.48		\$2,363.48

Tioga County Industrial Development Agency

Profit and Loss correct

January 1-April 30, 2026

TOTAL			
	JAN 1 - APR 30 2026	JAN 1 - APR 30 2025 (PY)	\$ CHANGE (PY)
Other Expenses			
Net Other Income	\$2,363.48		\$2,363.48
Net Income	\$56,333.11	\$25,460.42	\$30,872.69

Tioga County Industrial Development Agency

Transaction List by Date - Correct

April 1-May 31, 2026

DATE	TRANSACTION TYPE	NAME	MEMO	SPLIT	AMOUNT
04/01/2026	Check	BiziLife LLC	January, February & March 2026 Social Media		-1,703.22
04/01/2026	Check	Tioga County ED&P	reimbursement for deluxe check purchase	6240 Miscellaneous	-242.91
04/01/2026	Deposit	HeaHea Retreat	TRANSFER TIOGA ST BANK XXXX0348 TRANSFER 26/04/01 TRANSFER TIOGA ST BANK XXXXXX0348 TRANSFER 26/04/01		1,072.92
04/01/2026	Deposit	Pristine Vision, LLC	TRANSFER TIOGA ST BANK XXXX0348 TRANSFER 26/04/01 TRANSFER TIOGA ST BANK XXXXXX0348 TRANSFER 26/04/01		809.96
04/01/2026	Deposit	Pristine Vision, LLC	TRANSFER TIOGA ST BANK XXXX0348 TRANSFER 26/04/01 TRANSFER TIOGA ST BANK XXXXXX0348 TRANSFER 26/04/01		1,012.45
04/01/2026	Deposit	HeaHea Retreat	TRANSFER TIOGA ST BANK XXXX0348 TRANSFER 26/04/01 TRANSFER TIOGA ST BANK XXXXXX0348 TRANSFER 26/04/01		670.57
04/01/2026	Deposit	R&C Auto	TRANSFER TIOGA ST BANK XXXX0348 TRANSFER 26/04/01 TRANSFER TIOGA ST BANK XXXXXX0348 TRANSFER 26/04/01		306.00
04/06/2026	Deposit	Patrick Elston	TRANSFER TIOGA ST BANK XXXX0348 TRANSFER 26/04/06 TRANSFER TIOGA ST BANK XXXXXX0348 TRANSFER 26/04/06		321.55
04/08/2026	Check	Owego Gardens - Home Leasing	Voided - 2026 Sewer subsidy	23020 PILOT Payments:23026 Owego Gardens	0.00
04/10/2026	Deposit	Broad Street Barber Shop	TRANSFER TIOGA ST BANK XXXX0348 TRANSFER 26/04/10 TRANSFER TIOGA ST BANK XXXXXX0348 TRANSFER 26/04/10		559.08
04/15/2026	Check	Thomas, Collison & Meagher	January 2026 Legal Fees	6270 Professional Fees	-5,425.00
04/15/2026	Check	Factual Data	Compliance fee 2026	6440 Loan Program Expense	-64.80
04/15/2026	Deposit	Jessica Jobbman	DEPOSIT		250.00
04/15/2026	Deposit	Park Outdoor Advertising	DEPOSIT	4600 Leases/Licenses	3,700.00
04/16/2026	Transfer		TRANSFER FROM X5345 TO X1070	1013 Unrestricted Cash Accounts:1015 TSB- Checking	-101.93
04/29/2026	Bill Payment (Check)	PILOT- Town of Owego		20000 Accounts Payable	0.00
04/29/2026	Bill Payment (Check)	PILOT- Town of Owego	Voided	20000 Accounts Payable	0.00
04/29/2026	Deposit	V&S New York Galvanizing	DEPOSIT	4170 PILOT Program Fees:4183 V&S NY Galvanizing LLC	33,159.85
04/29/2026	Deposit	At Your Door Mobile Dog Grooming	DEPOSIT April & May		572.36
04/29/2026	Deposit	Jim Mead	DEPOSIT	4940 Loan Program Fee	400.00
04/30/2026	Deposit		INTEREST DEPOSIT	4700 Interest Income- All Accounts	15.51
04/30/2026	Deposit		INTEREST	7010 Interest Income	1.00
04/30/2026	Deposit		INTEREST DEPOSIT	4700 Interest Income- All Accounts	1.59
04/30/2026	Deposit		INTEREST DEPOSIT	4700 Interest Income- All Accounts	28.81
04/30/2026	Deposit		INTEREST DEPOSIT	4700 Interest Income- All Accounts	3.19
04/30/2026	Bill	Bowers CPAs & Advisors	Professional Services through 4/30/2026- Client Correspondence, Bank Reconciliations & Quickbook review	6270 Professional Fees	900.00

Tioga County Industrial Development Agency

Transaction List by Date - Correct

April 1-May 31, 2026

DATE	TRANSACTION TYPE	NAME	MEMO	SPLIT	AMOUNT
04/30/2026	Bill	Factual Data	Identity Cross Check	6440 Loan Program Expense	10.60
05/01/2026	Bill	BizLife LLC	April 2026 Social Media	6270 Professional Fees	579.09
05/01/2026	Bill	Casey Yelverton	April 2026 Admin Services	6270 Professional Fees	1,200.00
05/01/2026	Bill	Brittany Woodburn	April 2026 Admin Services	6270 Professional Fees	1,900.00
05/01/2026	Deposit	HeaHea Retreat	TRANSFER TIOGA ST BANK XXXX0348 TRANSFER 26/05/01 TRANSFER TIOGA ST BANK XXXXXX0348 TRANSFER 26/05/01		1,072.92
05/01/2026	Deposit	Pristine Vision, LLC	TRANSFER TIOGA ST BANK XXXX0348 TRANSFER 26/05/01 TRANSFER TIOGA ST BANK XXXXXX0348 TRANSFER 26/05/01		809.96
05/01/2026	Deposit	R&C Auto	TRANSFER TIOGA ST BANK XXXX0348 TRANSFER 26/05/01 TRANSFER TIOGA ST BANK XXXXXX0348 TRANSFER 26/05/01		306.00
05/01/2026	Deposit	Pristine Vision, LLC	TRANSFER TIOGA ST BANK XXXX0348 TRANSFER 26/05/01 TRANSFER TIOGA ST BANK XXXXXX0348 TRANSFER 26/05/01		1,012.45
05/01/2026	Deposit	HeaHea Retreat	TRANSFER TIOGA ST BANK XXXX0348 TRANSFER 26/05/01 TRANSFER TIOGA ST BANK XXXXXX0348 TRANSFER 26/05/01		670.57
05/01/2026	Deposit	Historic Owego Marketplace	CUSTODIA - 1990 20190297 HTFCPYMT	4110 Grants:4111 DRI-HCR	25,000.00
05/04/2026	Check	Historic Owego Marketplace	DRI Reimbursement HOM	6210 Grant Expense:DRI-HCR	-25,000.00
05/05/2026	Expense	USDA	USDA RD RUS 260504 0000 PAYMENT		-12,339.00
05/06/2026	Bill Payment (Check)	Casey Yelverton		20000 Accounts Payable	-1,200.00
05/06/2026	Bill Payment (Check)	Brittany Woodburn	021308642	20000 Accounts Payable	-1,900.00
05/06/2026	Bill Payment (Check)	BizLife LLC		20000 Accounts Payable	-579.09
05/06/2026	Bill Payment (Check)	Bowers CPAs & Advisors		20000 Accounts Payable	-900.00
05/06/2026	Bill	MRB Group DPC	Professional Services from 4/5-5/2	6270 Professional Fees	1,050.00
05/06/2026	Deposit	Patrick Elston	TRANSFER TIOGA ST BANK XXXX0348 TRANSFER 26/05/06 TRANSFER TIOGA ST BANK XXXXXX0348 TRANSFER 26/05/06		321.55
05/08/2026	Deposit	Broad Street Barber Shop	TRANSFER TIOGA ST BANK XXXX0348 TRANSFER 26/05/08 TRANSFER TIOGA ST BANK XXXXXX0348 TRANSFER 26/05/08		559.08
05/08/2026	Deposit	Ti-Ahwaga Community Players, Inc.	CUSTODIA - 1990 20190297 HTFCPYMT	4110 Grants:4111 DRI-HCR	29,855.92
05/11/2026	Check	Ti-Ahwaga Community Players, Inc.	DRI-HCR Ti-Ahwaga	6210 Grant Expense:DRI-HCR	-29,855.92
05/13/2026	Deposit	Coughlin and Gerhart LLP	DEPOSIT	1205 Facade Loan Program	277.78
05/13/2026	Expense	USDA	USDA RD RUS 260512 0000 PAYMENT		-8,259.14
05/13/2026	Deposit	The Club at Shepard Hills	DEPOSIT	4940 Loan Program Fee	400.00
05/18/2026	Check	Owego Gardens - Home Leasing	2025 Sewer subsidy- Reissued check. Voided check 2143	23020 PILOT Payments:23026 Owego Gardens	-16,625.00
05/20/2026	Deposit	Belles Blue LLC	DEPOSIT		754.16
05/20/2026	Deposit		DEPOSIT		31,623.50
05/21/2026	Bill Payment (Check)	Factual Data		20000 Accounts Payable	-10.60

Tioga County Industrial Development Agency

Transaction List by Date - Correct

April 1-May 31, 2026

DATE	TRANSACTION TYPE	NAME	MEMO	SPLIT	AMOUNT
05/21/2026	Bill Payment (Check)	MRB Group DPC		20000 Accounts Payable	-1,050.00
05/21/2026	Bill	Finger Lakes and Southern Tier Appraisal Group	Appraisal Services for parcels in Nichols	6270 Professional Fees	2,000.00
05/21/2026	Bill Payment (Check)	Finger Lakes and Southern Tier Appraisal Group		20000 Accounts Payable	-2,000.00
05/29/2026	Bill	Brittany Woodburn	May 2026 Admin Services	6270 Professional Fees	1,900.00
05/29/2026	Bill	Casey Yelverton	May 2026 Admin Services	6270 Professional Fees	1,200.00
TOTAL					\$39,031.81

Tioga County Commercial Façade Improvement Loan Program

Application Summary

Loan Request: \$40,000.00 - Total Project Cost - **\$57,500**

1% interest rate for 10 years (\$350.41/mon.)

17 Chemung Street Waverly, NY 14892

The Club at Sheppard Hills

Tax Map Parcel #166.14-1-4

Project Description and Financial Information

James and Doug Friend and John Snow own, The Club at Sheppard Hills located at 17 Chemung Street Waverly, NY 14892. The Club at Shepard Hills, LLC is the loan applicant. James owns 64% of the business and Doug owns 33%. The third owner is John Snow, and he is not a part of the subject request but appears to be a part owner of the collateral property and will therefore need to execute the mortgage. This is a request for \$40,000.00 in funding for exterior façade renovations with a total project cost of \$57,500.

Façade improvements include removal of front entrance roof and columns, replacement of front column and support beams, installation of new trusses over entryway and front roof replacement, Description and estimates for work are attached.

The building was purchased by James and Doug Friend and John Snow in March of 2002 for \$605,000. As of 12/9/2025 the mortgage balance of 17 Chemung Street was \$361,760.00. Additional outstanding borrowings relate to a Small Business Administration Economic Injury Disaster Assistance Loan taken out during the COVID pandemic for \$196,000.

The renovation costs will be covered by the owners' equity until loan closing. School, county taxes and water/sewer costs are paid to date. J. Friend has a credit score of 804 and has an approximate balance of \$78,605 in credit card debt. Doug Friend has a credit score of 753 with \$86,249 in credit card debt and a mortgage balance of \$267,131. Doug reports that he pays off the full balance of credit cards each month. Neither James nor Doug have past due accounts, bankruptcies or other debt. Doug Friend owns 9 properties and 3 businesses and reports a sizeable 8-figure net worth. 6 of the properties are rental properties that generate rental income.

Revenue: See cash flow and financial spread worksheets.

Expenses/Debt Service: See cash flow and financial spread worksheets.

Strengths

Meets loan criteria and is good funding to renovate a historic building.

Good credit score.

Strong collateral.

Doug Friend shows willingness to personally contribute to the business when needed based on capital account details.

Weaknesses

The business is not financially self-supportive in the years tax returns are available.

Proposed Loan Terms and Conditions

- \$40,000.00 loan at 1% fixed interest for two (10) years (\$350.41/month)

- J. Friend and D. Friend shall provide unconditional personal guarantees.

- Loan funds will be used to reimburse \$40,000 of total project cost for exterior renovations of 17 Chemung Street Waverly.

- Collateral includes 2nd security interest on the real property located at 17 Chemung Street Waverly. This is the most sizeable portion of the golf course but does not include the entire property.

- Applicant to cover all related closing costs.

- All applicable local, state and federal requirements to apply.

May 12, 2026

Tioga County IDA
56 Main St.
Owego, NY 13827

RE: Tax Parcel ID #138.00-1-44.11
Stanton Hill Rd.
Nichols, NY

Dear Property Owner:

This is a courtesy letter to let you know there will be line crews working in the Town of Nichols, NY in the coming months. The **South Owego 540 Project**, which serves this area, is an initiative to improve electric service and reliability to the area. The project consists of replacing poles, wire and installing midspan poles to shorten span lengths.

NYSEG will be installing larger poles and covered wire where needed to help avoid impacts from system events. In addition, tree clearing will occur along the route, based on an Enhanced Vegetation Management Specification commonly referred to as "Ground to Sky" tree trimming. Having a clear right of way for the electric lines will help eliminate the impact of trees.

You are being notified as this line crosses your property and NYSEG is requesting an easement to install new facilities (**specifically pole 117, as per the attached sketch**), on your property. Please sign the easement in the presence of a Notary Public and return it at your earliest convenience in the enclosed envelope.

We anticipate work commencing in 2026 but our preliminary field work is being conducted now. If you have any questions or concerns, or would like further information, please contact Rob Birdsall, Project Manager – Energy Land Management, at 607-220-4534, during normal business hours, or email at robert.birdsall@avangrid.com,

Sincerely,

Christine M. Baker

A member of the
Iberdrola Group

Christine Baker
Sr. Real Estate Agent/Real Estate and Land Management
Contractor to NYSEG & RGE
18 Link Dr., Binghamton, NY 13904





	OPCO: NYSEG
	DIVISION: BINGHAMTON
JOB TITLE: INSTALL AND RELOCATE LINE	
NOTIFICATION: 10105356734, 10105356776, 10105356750	
GOAL NUM: SOW 6.1B & 6.11	FIELD DESIGNER: A. WATTERS
WORK ORDER: 801000771936, 801000771937, 801000771941	
COUNTY: TIOGA	
TOWN: NICHOLS	
ROAD(S): STANTON HILL RD	
SYSTEM VOLTAGE & CONFIG: 4.8KV DELTA	
DESIGN VOLTAGE & CONFIG: 34.5 KV WYE	
SUB/CIRCUIT/LINE(S): S OWEGO 540 / L# 262	
	DATE: 2/14/26

EASEMENT

THIS INSTRUMENT WITNESSETH THAT _____ TIOGA COUNTY IDA BY _____

hereinafter called the Grantor(s), being the owner(s) of or having an interest in land situate in the _____ TOWN _____ of _____ NICHOLS _____, County of _____ TIOGA _____, State of New York, fronting on the street or highway known as _____ STANTON HILL ROAD _____, bounded _____ NORTHERLY _____ by lands of _____ STANTON HILL ROAD _____ and _____ EASTERLY _____ by lands of _____ N/F MCINTYRE _____, for and in consideration of the sum of One and No/100 Dollars (\$1.00), the receipt of which is hereby acknowledged, does hereby grant and release unto NEW YORK STATE ELECTRIC & GAS CORPORATION, a corporation organized under the laws of the State of New York, having an office at 18 Link Drive in the Town of Kirkwood, County of Broome, State of New York, hereinafter called the Grantee, its lessees, licensees, successors and assigns forever, a permanent easement and right of way, with the right, privilege and authority to construct, reconstruct, relocate, extend, operate, inspect, maintain, repair, replace, and at its pleasure, remove any poles or lines of poles, supporting structures, cables, crossarms, overhead and underground wires, guys, braces, communications facilities and other fixtures and appurtenances which the Grantee shall require now and from time to time for the transmission and/or distribution of electric current and/or for communication purposes, for public or private use, in, upon, over, under, and across said land and/or the highways abutting or running through said land.

The easement and right of way hereby granted and released is _____ -30- _____ feet in width throughout its extent, situate, lying and being as follows:

THE CENTERLINE OF SAID EASEMENT AND RIGHT OF WAY IS TO ENTER GRANTOR(S) LAND AT _____ GRANTOR(S) SOUTHWESTERLY PROPERTY LINE . THENCE SAID RIGHT OF WAY EXTENDS IN AN _____ EASTERLY DIRECTION TO A POINT (E117). SAID POINT BEING ABOUT 38 FEET SOUTHERLY OF THE CENTERLINE OF STANTON HILL ROAD. THENCE SAID RIGHT OF WAY EXTENDS IN A NORTHEASTERLY DIRECTION TO GRANTOR(S) NORTHEASTERLY PROPERTY LINE. TOGETHER WITH THE RIGHT FOR SERVICE EXTENSIONS AND GUY WIRES TO EXTEND OUTSIDE RIGHT OF WAY LIMITS.

THE GRANTEE, its successors and assigns, are hereby expressly given and granted the right to assign this easement and right of way, or any part thereof, or interest therein, and the same shall be divisible among two or more owners, as to any right or rights created hereunder, so that each assignee or owner shall have the full rights and privileges herein granted, to be owned and enjoyed either in common or severally.

TOGETHER with rights for free ingress and egress over the easement and right of way and other lands of the Grantor(s) for all of the above purposes and the right now and from time to time to trim, cut, burn, treat and/or remove by manual, mechanical and chemical means trees, brush, structures and other obstructions within said easement and right of way and such other trees adjacent to the right of way that, in the opinion of the Grantee, may interfere with the construction, operation and maintenance of its line or lines.

PROVIDED, however, that any damage (other than for trimming, cutting, treating, burning and/or removing trees, brush, structures and other obstructions as above provided) to the property of the Grantor(s), caused by the Grantee in the exercise of its rights under this instrument shall be borne by the Grantee.

RESERVING, however, to the Grantor(s) the rights to cultivate the ground between said poles, towers and supporting structures and beneath said wires and fixtures, and the right to cross and recross said easement and right of way provided that such use of said ground shall not interfere with, obstruct or endanger any rights granted as aforesaid and shall not disturb the grade of said ground as it now exists, and provided that no structure shall be erected, no trees shall be grown, cultivated or harvested, and no excavating, mining or blasting shall be undertaken within the limits of the easement and right of way without written consent of the Grantee. Grantor(s) in said use of said ground shall maintain a clearance of _____ -10- _____ feet or more from Grantee's aerial wires with vehicles, machinery and equipment.

This Instrument shall be binding on and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF, the Grantor(s) ha _____ hereunto set _____ hand(s) and seal(s) this _____ day of _____, _____.

IN PRESENCE OF:



Address: _____

(Personal or Corporate Acknowledgment)

State of New York)
County of) ss:
On the day of in the
year before me, the undersigned, a
Notary Public in and for said State, personally
appeared

personally known to me or proved to me on the
basis of satisfactory evidence to be the
individual(s) whose name(s) is (are) subscribed to
the within instrument and acknowledged to me
that he/she/they executed the same in
his/her/their capacity(ies), and that by his/her/their
signature(s) on the instrument, the individual(s) or
the person* upon behalf of which the individual(s)
acted, executed the instrument.

Notary Public

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On the day of in the
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the person* upon behalf of which the individual(s)
acted, executed the instrument.

Notary Public

(Subscribing Witness Acknowledgment)

State of New York)
County of) ss:

On the day of
before me personally came
the subscribing witness to the foregoing
instrument, with whom I am personally
acquainted, who being by me duly sworn, did
depose and say that he reside(s) in
in the
that he knew
to be the individual described in and who
executed the foregoing instrument; and that he,
said subscribing witness, was present and saw
said execute the
same; and that
witness, at the same time, subscribed h
name as a witness thereto.

Notary Public

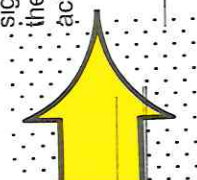
TAX MAP NUMBER

Section 138 Block 1 Lot 44.11

RETURN TO
PROPERTY MANAGEMENT
RECORDS CENTER
NEW YORK STATE ELECTRIC & GAS CORP.
POST OFFICE BOX 5224
BINGHAMTON, NEW YORK 13902-5224

* "For the purposes of this section, the term
"person" means any corporation, joint stock
company, estate, general partnership (including
any registered limited liability partnership or
foreign limited liability partnership), limited liability
company (including a professional service limited
liability company), foreign limited liability company
(including a foreign professional service limited
liability company), joint venture, limited
partnership, natural person, attorney in fact, real
estate investment trust, business trust or other
trust custodian, nominee or any other individual or
entity in its own or any representative capacity."

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company (including a professional service limited
liability company), foreign limited liability company
(including a foreign professional service limited
liability company), joint venture, limited
partnership, natural person, attorney in fact, real
estate investment trust, business trust or other
trust custodian, nominee or any other individual or
entity in its own or any representative capacity."



TCIDA SOP

INVOICE PROCESSING AND CHECK DISBURSEMENT

SOP NO.	APPROVED BY	EFFECTIVE DATE:	REVISED DATE:
1	TCIDA BOD	May 6, 2026	

PURPOSE:	To establish a standardized, controlled, and efficient process for receiving, validating, and paying invoices for goods and services, ensuring accuracy, compliance, and timely payment. This procedure applies to all invoices submitted to the TCIDA for payment.																						
DEFINITIONS:	<p>3-Way Match: A payment control process requiring documented board authorization, verification of goods or services received, and a matching vendor invoice before payment.</p> <p>Authorized Signatory: A Board-designated member (e.g., Chair, Treasurer, or appointed Board Member) approved by resolution to sign checks and authorize disbursements on behalf of the TCIDA.</p> <p>AP: Accounts Payable - Funds the TCIDA owes to vendors for goods or services received but not yet paid.</p>																						
ACCOUNTING SYSTEM AND FIRM:	<p>QuickBooks Online (QBO)</p> <p>Bowers Accountants & Advisors: External accounting firm</p>																						
INTERNAL CONTROL STRENGTH ASSESSMENT:	<p>This structure includes:</p> <ul style="list-style-type: none"> Physical control of blank checks separated from preparation Documented requests from Staff A → Staff B to release blank checks Dual Board signatures maintained Independent monthly reconciliation and review Segregation of preparation, authorization, and reconciliation 																						
SEGREGATION OF DUTIES SUMMARY:	<table border="1"> <thead> <tr> <th>Function</th> <th>Responsible Party</th> </tr> </thead> <tbody> <tr> <td>Invoice Logging</td> <td>Staff A</td> </tr> <tr> <td>Bill Entry in QBO</td> <td>Staff A</td> </tr> <tr> <td>Check Printing & Packet Assembly</td> <td>Staff A</td> </tr> <tr> <td>Check Stock Custody</td> <td>Staff B</td> </tr> <tr> <td>Review of Check Stock versus Bill Entry in QBO</td> <td>Staff B</td> </tr> <tr> <td>Check Signing</td> <td>Two Board Members</td> </tr> <tr> <td>Mailing</td> <td>Staff A</td> </tr> <tr> <td>Bank Reconciliation</td> <td>External Accounting Firm</td> </tr> <tr> <td>Financial Reporting</td> <td>External Accounting Firm</td> </tr> <tr> <td>Board Oversight</td> <td>Chair and Treasurer</td> </tr> </tbody> </table>	Function	Responsible Party	Invoice Logging	Staff A	Bill Entry in QBO	Staff A	Check Printing & Packet Assembly	Staff A	Check Stock Custody	Staff B	Review of Check Stock versus Bill Entry in QBO	Staff B	Check Signing	Two Board Members	Mailing	Staff A	Bank Reconciliation	External Accounting Firm	Financial Reporting	External Accounting Firm	Board Oversight	Chair and Treasurer
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SOP NO.	APPROVED BY	EFFECTIVE DATE:	REVISED DATE:
1	TCIDA BOD	May 6, 2026	

RESPONSIBILITIES:	<p>Vendor: Submits invoices to the dedicated AP mailing or email address.</p> <p>Staff A – Administrative Coordinator:</p> <ul style="list-style-type: none"> • Receives and date-stamps invoices • Assigns sequential Invoice Control Numbers • Performs 3-way matching • Enters bills into QBO and attaches supporting documentation • Prepares and prints checks using only check stock released by Staff B • Assembles check packets for Board review • Mails signed checks after Board signature and authorization • Maintains physical invoice files <p>Staff B – Economic Development Specialist:</p> <ul style="list-style-type: none"> • Reviews and initials invoices for payment • Maintains blank check stock in a locked cabinet • Releases checks to Staff A upon request and documents: <ul style="list-style-type: none"> ◦ Number of checks requested ◦ Invoice control numbers ◦ Date and initials • Monitors check stock usage and reconciles against QBO monthly • Performs periodic review of checks issued to Staff A • Retains voided check documentation <p>Board Authorized Signers:</p> <ul style="list-style-type: none"> • Board Chair • Board Treasurer • Other Board Member designated by resolution <p><i>All checks require two authorized board signatures.</i></p> <p>External Accounting Firm:</p> <ul style="list-style-type: none"> • Reviews QuickBooks transactions monthly • Performs independent bank reconciliations • Reviews check register • Prepares monthly financial statements • Provides financial reports to Board
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TCIDA SOP

INVOICE PROCESSING AND CHECK DISBURSEMENT

SOP NO.	APPROVED BY	EFFECTIVE DATE:	REVISED DATE:
1	TCIDA BOD	May 6, 2026	

PROCEDURE:	<p>1. Invoice Receipt and Invoice Register</p> <ul style="list-style-type: none"> o All invoices must be delivered, mailed, or e-mailed to TCIDA o Staff A date-stamps all invoices and ensures the invoice contains the required data: Unique invoice number, vendor name, invoice date, description or detailed itemization of goods/services, total amount due and payment terms. o Staff A enters the bill and uploads invoice in QBO within 24 hrs of receipt. <p>2. Invoice Verification (3-Way Match)</p> <p>Before payment, Staff A confirms:</p> <ul style="list-style-type: none"> o Authorization: Board approved contract, letter of engagement, resolution or budget line. o Proof of Receipt/Service: Goods received, services performed or confirmation of monthly service or subscription by Staff B. o Invoice: Vendor invoice must match authorization and proof of service. o Verify Details: Verify that goods received, services performed, and total amounts match the letter of engagement or contract. o Discrepancy Handling: If a discrepancy exists, contact the vendor for a corrected invoice immediately. o No duplicate invoices exists. <p>Payment is only processed when all three elements are consistent.</p> <p>3. Coding and Approval</p> <ul style="list-style-type: none"> o Staff A codes the invoice with the appropriate General Ledger (GL) account code in QBO. o Staff A routes the invoice electronically or via paper copy for approval o Invoices under \$1,000: Approved for payment processing by Staff B. o Invoices over \$1,000: Approved for payment processing by Board. o Staff B or Chair confirms if the goods/service were received, charges are accurate, expense is within budget, and expense is appropriate for payment. <p>4. Payment Processing</p> <ul style="list-style-type: none"> o Staff A schedules the payment based on cash flow considerations, vendor terms (e.g., Net 30) or as approved by management. Payments are typically processed on a bi-monthly basis.
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TCIDA SOP

INVOICE PROCESSING AND CHECK DISBURSEMENT

SOP NO.	APPROVED BY	EFFECTIVE DATE:	REVISED DATE:
1	TCIDA BOD	May 6, 2026	

PROCEDURE:	<p>4. Payment Processing (continued)</p> <ul style="list-style-type: none"> ○ Staff A generates payment via check. ○ Staff A assembles check packet for Board Member review: Check, invoice, authorization documentation and proof of receipt/service, and on the invoice writes the check #, date of the check and initials. ○ Two authorized board members are to sign checks and must also initial and date all pages of the corresponding invoice. <p>5. Mailing</p> <p>Once signed, checks are:</p> <ul style="list-style-type: none"> ○ Copied and the copy is attached to the check packet documentation. ○ Checks are placed in envelopes with remittance information. ○ TCIDA mailing code (999) is written on envelope. ○ Mailed to the vendor address listed on the invoice or vendor file. <p>6. Monthly Close-Out of A/R Aging Summary Report</p> <p>The monthly close-out process ensures that all invoices received during the month are properly recorded, processed, and reconciled within the Accounts Payable system.</p> <ul style="list-style-type: none"> ○ The A/R Aging Summary Report must be run in QBO and closed at the end of each month, typically within 3-5 business days after month-end. ○ Staff A will review the A/R Aging Summary Report for completeness and add explanation of unpaid bills in the Notes section of the report. ○ The A/R Aging Summary Report will be reviewed, initialed, and dated by Staff B ○ The monthly A/R Aging Summary Report and supporting documentation will be stored in the Accounting System. <p>7. Record Retention</p> <ul style="list-style-type: none"> ○ Store electronic copies of completed payment packets (paid invoices, copy of check, authorization documentation and proof of receipt/service) in the Accounting System. ○ Maintain records for a minimum of 7 years
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TCIDA SOP

INVOICE PROCESSING AND CHECK DISBURSEMENT

SOP NO.	APPROVED BY	EFFECTIVE DATE:	REVISED DATE:
1	TCIDA BOD	May 6, 2026	

RELATED DOCUMENTS:	<ul style="list-style-type: none">• Procurement Policy• TCIDA By-Laws• Authorized Signatories
NOTES:	