

March 26, 2019

To the Members of Management of  
Greater Syracuse Soundstage Development Corporation

In planning and performing our audit of the basic financial statements of Greater Syracuse Soundstage Development Corporation (the Corporation), a blended component unit of the County of Onondaga, New York (the County) as of and for the year ended December 31, 2018, we considered the Corporation's internal control in order to determine our auditing procedures for the purpose of expressing an opinion on the basic financial statements and not to provide assurance on the internal control.

During our audit, we became aware of several matters that are opportunities for strengthening internal controls and operating efficiency. This letter does not affect our report dated March 26, 2019 on the basic financial statements of the Corporation.

We have already discussed many of these comments and suggestions with various Corporation personnel, and we will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

This letter is intended solely for the information and use of the Board of Greater Syracuse Soundstage Development Corporation and management, and is not intended to be and should not be used by anyone other than these specified parties.

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**1. Observation:**

The Corporation was not in compliance with the requirements dictated by the New York State Authorities Budget Office (ABO) to upload and submit a copy of the next year's budget to the Public Authorities Reporting Information System (PARIS), at least 60 days prior to the next year's fiscal year start.

**Recommendation:**

We recommend that the Corporation develop policies and procedures to ensure the budget report is filed 60 days prior to the start of the fiscal year in compliance with Section 2801 of Public Authorities Law.

**2. Observation:**

As all public authorities are required, the Corporation did not adopt an investment policy.

**Recommendation:**

We recommend that the Corporation adopt and document a formal investment policy. This policy should be reviewed on an annual basis, revised as necessary, and readopted. Evidence of this process should be documented and retained, such as through board minutes.

**3. Observation:**

The Corporation does not have a purchasing policy as of yearend. Current controls do not include consideration for formalized bidding, obtaining quotes etc.

**Recommendation:**

We recommend that the Corporation develop and document a formal purchasing policy in order to provide evidence of internal controls in regards to purchasing, formalized bidding, obtaining quotes, etc.