











**Ulster County Capital Resource Corporation**  
**Statement of Activity Budget vs. Actual**  
June & January through June 2021

	<u>Jun 21</u>	<u>Jan-Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>4000 · Charges for Services</b>					
4025 · Annual Administrative Fees	0.00	3,250.00	2,250.00	1,000.00	144.44%
4030 · Application Fees	0.00	0.00	500.00	-500.00	0.0%
4090 · Project Admin Fees (Pass-Thru)	0.00	0.00	500.00	-500.00	0.0%
<b>Total 4000 · Charges for Services</b>	<u>0.00</u>	<u>3,250.00</u>	<u>3,250.00</u>	<u>0.00</u>	<u>100.0%</u>
<b>Total Income</b>	0.00	3,250.00	3,250.00	0.00	100.0%
<b>Expense</b>					
<b>6000 · Professional Fees</b>					
6010 · Administrative Staff Fees	5,075.00	7,550.00	8,000.00	-450.00	94.38%
6030 · Legal Fees	0.00	0.00	1,000.00	-1,000.00	0.0%
6040 · Auditing Fees	0.00	0.00	4,500.00	-4,500.00	0.0%
6050 · Website/Marketing	0.00	0.00	5,000.00	-5,000.00	0.0%
6060 · Contracts for Other Services	0.00	0.00	1,000.00	-1,000.00	0.0%
<b>Total 6000 · Professional Fees</b>	<u>5,075.00</u>	<u>7,550.00</u>	<u>19,500.00</u>	<u>-11,950.00</u>	<u>38.72%</u>
6100 · Project Admin Fees (Pass-Thru)	0.00	0.00	1,000.00	-1,000.00	0.0%
<b>6200 · Other Expenses</b>					
6210 · Office Expense & Postage	16.83	5.13	100.00	-94.87	5.13%
6220 · Insurance	0.00	407.19	500.00	-92.81	81.44%
6230 · Travel/Meals	0.00	0.00	200.00	-200.00	0.0%
6240 · PPE Grants Program	0.00	84,098.35			
<b>Total 6200 · Other Expenses</b>	<u>16.83</u>	<u>84,510.67</u>	<u>800.00</u>	<u>83,710.67</u>	<u>10,563.83%</u>
<b>Total Expense</b>	<u>5,091.83</u>	<u>92,060.67</u>	<u>21,300.00</u>	<u>70,760.67</u>	<u>432.21%</u>
<b>Net Ordinary Income</b>	-5,091.83	-88,810.67	-18,050.00	-70,760.67	492.03%
<b>Other Income/Expense</b>					
<b>Other Income</b>					
7010 · Interest Income	118.72	766.91	8,400.00	-7,633.09	9.13%
7900 · Net Asset Appropriation	0.00	0.00	9,650.00	-9,650.00	0.0%
<b>Total Other Income</b>	<u>118.72</u>	<u>766.91</u>	<u>18,050.00</u>	<u>-17,283.09</u>	<u>4.25%</u>
<b>Net Other Income</b>	118.72	766.91	18,050.00	-17,283.09	4.25%
<b>Net Income</b>	<u><u>-4,973.11</u></u>	<u><u>-88,043.76</u></u>	<u><u>0.00</u></u>	<u><u>-88,043.76</u></u>	<u><u>100.0%</u></u>

**Ulster County Capital Resource Corporation**  
**Statement of Financial Position**

07/06/21

As of June 30, 2021

Accrual Basis

	Jun 30, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · Cash, Checking (BOGC)	237,291.52
1020 · Cash, Checking (M&T 3931)	27,769.51
1030 · Cash, Savings (M&T 4436)	50,004.61
1090 · Rhinebeck Savings CD 9000	201,178.48
<b>Total Checking/Savings</b>	516,244.12
<b>Total Current Assets</b>	516,244.12
<b>TOTAL ASSETS</b>	<b>516,244.12</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2030 · Due to (from) UCIDA	100.00
<b>Total Other Current Liabilities</b>	100.00
<b>Total Current Liabilities</b>	100.00
<b>Total Liabilities</b>	100.00
<b>Equity</b>	
3000 · Unrestricted Net Assets	604,187.88
Net Income	-88,043.76
<b>Total Equity</b>	516,144.12
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>516,244.12</b>

DRAFT

**ULSTER COUNTY CAPITAL RESOURCE CORPORATION  
RESOLUTION REGARDING FREEDOM OF INFORMATION LAW POLICY**

A regular meeting of Ulster County Capital Resource Corporation (the "Corporation") was convened in public session at the Ulster County Office Building, Legislative Chambers, 6<sup>th</sup> floor located at 244 Fair Street in the City of Kingston, Ulster County, New York on July 21, 2021 at 9:00 o'clock a.m., local time.

The meeting was called to order by the (Vice) Chair of the Corporation and, upon roll being called, the following members of the Corporation were:

PRESENT:

James Malcolm	Chair
Diane Eynon, Ph.D.	Vice Chair/Treasurer
Faye Storms	Assistant Treasurer
Michael J. Ham	Secretary
Orlando Reece	Assistant Secretary
Daniel Savona	Assistant Secretary
Richard O. Jones	Chief Financial Officer/Member

ABSENT:

CORPORATION STAFF PRESENT INCLUDED THE FOLLOWING:

Rose Woodworth	Chief Executive Officer
A. Joseph Scott, III, Esq.	Corporation Counsel

The following resolution was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, to wit:

Resolution No. 0721-

**RESOLUTION APPROVING A FREEDOM OF INFORMATION LAW POLICY OF THE  
ULSTER COUNTY CAPITAL RESOURCE CORPORATION.**

WHEREAS, the Corporation is authorized and empowered by the provisions of Section 1411 of the New York State Not-For-Profit Corporation Law (the "NFPCL") to take steps to relieve and reduce unemployment, promote and provide for additional and maximum employment, better and maintain job opportunities, instruct or train individuals to improve or develop their capabilities for such jobs, carry on scientific research for the purpose of aiding a community or geographical area by attracting new industry to the community or area or by encouraging the development of, or retention of, an industry in the community or area, lessening the burdens of government and acting in the public interest; and

WHEREAS, the NFPCL and the Corporation's certificate of incorporation allow the Corporation to approve certain administrative matters; and

WHEREAS, the Corporation desires to adopt a policy entitled the "Policy Regarding Freedom of Information Law Policy" (the "FOIL Policy"); and



WHEREAS, as provided in the Corporation's by-laws and the Governance Committee Charter, the members of the Governance Committee have reviewed the FOIL Policy and made certain recommendations to the full board regarding the adoption of the FOIL Policy; and

WHEREAS, the members of the Corporation desire to adopt the FOIL Policy recommended by the Governance Committee;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE ULSTER COUNTY CAPITAL RESOURCE CORPORATION, AS FOLLOWS:

Section 1. The Corporation hereby takes the following action: Approves the adoption of the FOIL Policy, as described as Schedule A attached.

Section 2. The Corporation hereby authorizes the (Vice) Chair and the Chief Executive Officer to take all steps necessary to implement the matters described in Schedule A attached.

Section 3. This Resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to vote on roll call, which resulted as follows:

James Malcolm	VOTING	_____
Diane Eynon, Ph.D.	VOTING	_____
Faye Storms	VOTING	_____
Michael J. Ham	VOTING	_____
Orlando Reece	VOTING	_____
Daniel Savona	VOTING	_____
Richard O. Jones	VOTING	_____

The resolution was thereupon declared duly adopted.

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STATE OF NEW YORK        )  
  ) SS.:  
COUNTY OF ULSTER        )

I, the undersigned (Assistant) Secretary of Ulster County Capital Resource Corporation (the “Corporation”), DO HEREBY CERTIFY that I have compared the foregoing annexed extract of the minutes of the meeting of the members of the Corporation, including the Resolution contained therein, held on July 21, 2021 with the original thereof on file in my office, and that the same is a true and correct copy of said original and of such Resolution contained therein and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (A) all members of the Corporation had due notice of said meeting; (B) said meeting was in all respects duly held; (C) pursuant to Article 7 of the Public Officers Law (the “Open Meetings Law”), said meeting was open to the general public, and due notice of the time and place of said meeting was duly given in accordance with such Open Meetings Law; and (D) there was a quorum of the members of the Corporation present throughout said meeting.

I FURTHER CERTIFY that, as of the date hereof, the attached Resolution is in full force and effect and has not been amended, repealed, or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Corporation this \_\_\_\_\_ day of July, 2021.

\_\_\_\_\_  
(Assistant) Secretary

(SEAL)

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SCHEDULE A

- SEE ATTACHED -

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# PUBLIC ACCESS TO RECORDS OF THE ULSTER COUNTY CAPITAL RESOURCE CORPORATION

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- Section 1. Purpose and Scope
- Section 2. Designation & Scope of Duties of Responsive Personnel
- Section 3. Location
- Section 4. Hours for Public Inspection
- Section 5. Requests for Public Access to Records
- Section 6. Appeals
- Section 7. Fees
- Section 8. Public Notice
- Section 9. Severability

## **Section 1 - Purpose and Scope:**

- (a) The people's right to know the process of government decision-making and the documents and statistics leading to determinations is basic to our society. Access to records of governmental agencies is permissible under New York law, subject to certain exemptions and privileges.
- (b) This Freedom of Information Law policy ("Policy") provides information concerning the procedures by which records of the Ulster County Capital Resource Corporation ("UCCRC" or "Corporation") may be obtained.
- (c) Personnel shall furnish to the public the information and records required by the Freedom of Information Law, as well as records otherwise available by law ("Law").
- (d) Except as explicitly provided for in this Policy or by law, the Corporation is under no obligation to prepare any record not possessed or maintained by the Corporation.
- (e) Any conflicts among laws governing public access to records shall be construed in favor of the widest possible availability of public records.

## **Section 2 - Designation & Scope of Duties of Responsive Personnel:**

- (a) Records Custodian and FOIL Appeals Officer

(1) The Corporation is responsible for ensuring compliance with this Policy and designates the Corporation's CEO as records custodian ("Custodian") to whom all requests for information hereunder shall be directed. Requests shall be directed to the Custodian by email to [info@ulstercountyida.com](mailto:info@ulstercountyida.com) ("Corporation's Email Address"), by U.S. mail to P.O. Box 4265, Kingston, NY 12402 ("Corporation's Mailing Address"), or by hand delivery to UCCRC c/o Christopher J. O'Connor, CPA, PC, 130 N Front Street, Suite 4, Kingston, NY 12401 ("Corporation's Office").













































































SCHEDULE A

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## COMPENSATION POLICY

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1. Generally. Members of the Ulster County Capital Resource Corporation shall serve without compensation.
2. Reimbursement. Members of the Board may be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their regular duties as specified in Section 858 of the Act. Members may not be compensated for rendering services to the Corporation in any capacity other than member unless such other compensation is reasonable and is allowable under the provisions of Section 858 of the Act.
3. Time and Attendance. Members of the Board and Officers of the Corporation shall be available as required to perform the operations of the Corporation and as set forth within the By-Laws of the Corporation, as may be amended, restated, or revised by the Board from time to time. Board Members are encouraged to attend all meetings, but more than five absences per year may be reported to the CRC's oversight entity, the Authorities Budget Office, at the discretion of the Board Chair. Said members and officers of the Corporation shall put forth their best efforts to perform their respective duties as outlined in the By-Laws of the Corporation and any other directives of the Board relating to same.

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Updated July 21, 2021