

March 27, 2018

To the Members of Management of  
Greater Syracuse Property Development Corporation  
d/b/a Greater Syracuse Land Bank:

In planning and performing our audit of the basic financial statements of Greater Syracuse Property Development Corporation d/b/a Greater Syracuse Land Bank (the Corporation) as of and for the year ended December 31, 2017, 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 matters that are opportunities for strengthening internal controls and operating efficiency. This letter does not affect our report dated March 27, 2018 on the basic financial statements of the Corporation.

We have already discussed these comments 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 the 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's current internal controls do not require the development of a budget within a reasonable time before the fiscal year begins. Pursuant to Section 2801 of Public Authorities Law, public authorities are required to submit a budget report 60 days prior to the start of the fiscal year. The Corporation failed to satisfy this requirement and did not submit a 2018 fiscal year end budget report by November 1, 2017.

**Recommendation:**

We recommend that the Corporation review its policies and procedures related to the budgeting process to ensure budgets are completed timely and a budget report is submitted in accordance with Section 2801 of Public Authorities Law.

**2. Observation:**

The Corporation's current controls do not require a process over reconciling grant tracking and reporting to financial records to ensure the proper recognition of revenue when earned.

**Recommendation:**

We recommend that the Corporation consider implementing a process to reconcile grant tracking to financial records at the time of grant reporting.