



September 21, 2023

To the Board of Directors
Olean Local Development Corporation
Olean, New York

In planning and performing our audits of the financial statements of *Olean Local Development Corporation* as of and for the years ended May 31, 2023 and 2022, in accordance with auditing standards generally accepted in the United States of America, we considered *Olean Local Development Corporation's* internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Organization's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiencies in *Olean Local Development Corporation's* internal control to be material weaknesses:

Segregation of Duties

Olean Local Development Corporation is a small organization made up of volunteers, one of which has been involved in the financial record keeping. In such an environment, it is difficult, if not impossible, to segregate duties of the accounting functions from custody and control over assets such as cash. The Organization should obtain involvement from its Board of Directors in reviewing of monthly financial reports.

Accounting Software

Currently, the Organization utilizes a spreadsheet to maintain cash receipts and cash disbursements and to monitor note receivable balances. We recommend the Organization consider acquiring accounting software which will allow it to track receipts and disbursements, complete bank reconciliations and prepare monthly financial reports (statement of financial position and activities) throughout the year.

This communication is intended solely for the information and use of management of *Olean Local Development Corporation*, and others within the Organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

Buffamante Whipple Buttafaro, P.C.

BUFFAMANTE WHIPPLE BUTTAFARO, P.C.