

Assessment of Internal Controls for 2025

Cortland County Business Development Corporation

CCBDC CEO Melanie Vilardi met with CFO Andrea Skeels on January 21, 2026 to assess the adequacy and efficiency of the agencies' internal control structure. A review determined that the agency's systems are adequate and satisfactory in pursuit of the mission. The assessment focused on internal controls as they impact:

- **Finances**
Significant redundancy in processing all aspects of agency finances
- **Policies and Procedures**
All requisite policies and procedures are in place, are familiar to the staff, and are followed
- **Board governance and agency adherence to public authority statute**
The agencies are careful to adhere to all requirements of them under Public Authority Law and are in full compliance with same

Melanie Vilardi

Melanie Vilardi
CCBDC CEO