



**Chautauqua, Cattaraugus, Allegany & Steuben Counties  
Southern Tier Extension Railroad Authority**

Center for Regional Excellence, 4039 Route 219, Suite 200, Salamanca, New York 14779

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"This institution is an equal opportunity organization"

Terry Everetts, Chairman  
Richard Zink, Chief Executive Director

**STERA Audit Committee**

**Notice of Upcoming Meeting**

**Date:** Monday, March 30, 2020  
**Time:** 9:00 AM  
**Place:** Southern Tier West Planning and Development Board Small Conference Room  
Center for Regional Excellence  
4039 Route 219  
Salamanca, New York

Please see <http://www.ccasstera.org/htm/document%20to%20be%20discussed/2020/march30.20.html> for access to documents that will be discussed at this meeting.

**Agenda**

1. Roll Call and Introduction of Those Present
2. Reading and Approval of the Minutes of the Previous Meeting (October 21, 2019)
3. Review of Bank Statements and Interim Financial Statements
4. Unfinished Business
5. New Business
  - A. Presentation of Audit and Management Letter (Edward Bysiek, Bysiek CPA, PLLC)
  - B. Review of Policy
    1. Internal Controls Policy
  - C. Review of Reports
    1. Effectiveness of Internal Controls Report
    2. Audit Committee Charter Review Report March 2020
    3. Audit Committee Self-Evaluation Report FYE 12-31-19
  - D. Other New Business
6. Public Comment
7. Next Meeting Date (June 15, 2019) and Agenda for Next Meeting
8. Adjournment

Please contact STERA Corporate Secretary Tom Barnes at 716-945-5301 x 2209 or direct at 716-373-8880 or [tbarnes@southern-tier-west.org](mailto:tbarnes@southern-tier-west.org) to indicate whether or not you will be able to attend.