



**CAPITALIZE ALBANY**  
**CORPORATION**

**Monday, April 14, 2025**  
21 Lodge St., Albany, NY  
11:00 a.m.

**Capitalize Albany Corporation**  
**Finance and Investment Committee Meeting**

**Agenda**

*Detailed minutes of the proceedings will be posted on the Corporation's website following the meeting.*

1. Review of the minutes from the Finance & Investment Committee meeting of March 17, 2025
2. Quarterly Financial Report & Investment Review
3. Other Business
4. Executive Session (if necessary)

Next Meeting: May 12, 2025, 11:00 a.m.

# MINUTES



CAPITALIZE ALBANY  
CORPORATION

**Date of Meeting:** March 17, 2025

**Meeting:** Capitalize Albany Corporation Finance & Investment Committee Meeting

---

The meeting of the Capitalize Albany Corporation Finance & Investment Committee was held at 11:00 a.m. March 17, 2025 at 21 Lodge Street in Albany, New York.

The following were in attendance:

*Committee Members:* Anders Tomson, John Harris and John Vero

*Excused Members:* Richard Sleasman

*Other:* Thomas M. Owens, Esq.

*Staff:* Ashley Mohl, Andrew Biggane, Andrew Corcione, Maria Lynch and Cassidy Roberts

Finance Committee Chair Anders Tomson called the meeting of the Finance Committee to order at 11:02 a.m.

## **Review of the minutes from the Finance & Investment Committee meeting of January 21, 2025**

The Committee reviewed the minutes of the previous meeting. John Harris made a motion for approval and John Vero seconded. The Committee voted unanimously to approve the minutes from the Finance & Investment Committee meeting of January 21, 2025.

## **Finance Update**

### *Loan Receivables*

Staff presented the Capitalize Albany Corporation's loan portfolio report for review, which had been disseminated to the Committee in advance of the meeting. In preparation for CAC's independent audit for the fiscal year ending December 31, 2024, and upon General Counsel's recommendation, the Corporation engaged Hacker Murphy, LLP in 2024 to conduct a comprehensive review of its loan portfolio. The review included eight (8) borrowers and their outstanding debt obligations, some dating back to the 1980s. Hacker Murphy's assessment determined that five (5) of these loans were deemed uncollectible due to factors such as debtor bankruptcy, lack of security interest, prolonged delinquency, or insolvency. While historically maintained for statutory and compliance reporting, these affordable housing and urban development loans have been fully reserved from an accounting perspective. Based on the review by Special Counsel, Capitalize Albany staff recommends that the Board approve the write-off of all but three of these legacy loans, two of which have repayment schedules deferred for at least ten years unless the property is subject to an interim sale. Counsel has advised staff to monitor these properties for potential future recovery.

Additionally, in February 2025, Staff solicited and received email consultation from the New York State Authorities Budget Office (ABO) regarding the reporting of these write-offs in the Public Authorities Reporting Information System (PARIS) for 2024. The ABO confirmed that loans deemed uncollectible by a public authority should be reported as such on an individual basis in the PARIS filing and should be excluded from reporting in future fiscal years.

Following the discussion, the Committee agreed to positively recommend the report of the Capitalize Albany Corporation's loan portfolio to the full Board. John Harris made a motion and John Vero seconded. A vote being taken, the motion passed unanimously with all members voting aye.

### *Review of Bank Account*

Staff noted that, as part of routine corporate administrative practices, the Corporation regularly reviews the banking relationship which is used for its operational accounts. Staff reviewed the Corporation's operational banking accounts with the Committee, evaluating interest rates, strategic administrative and fiscal benefits, and other terms. The discussion focused on exploring opportunities for improvement. The Committee advised staff to proceed in alignment with the Corporation's Procurement Policy to ensure that the Corporation secures the most competitive rates in the current market. Counsel advised that, while utilizing an RFP process could be a strategic approach in evaluating banking service providers, it is not a material requirement under the Corporation's Procurement Policy guidelines, and therefore, an informal solicitation process is permissible. Staff will proceed with a review of opportunities and report back to the Committee.

### **Other Business**

#### *2024 Audit Update*

Staff informed the Committee that the Draft 2024 Financial Statements and Audit have been completed and are scheduled for review by the Audit Committee on Thursday, March 20, 2025. The audit identified no issues, and the Corporation received a clean, unmodified opinion from the auditors, which is the highest level of opinion available.

#### *Capitalize Albany Real Estate Loan Fund*

Staff provided an overview of the Capitalize Albany Real Estate Loan Program, noting its underutilization in recent years and is seeking Committee guidance on whether to revamp or retire the program. The Real Estate Loan Program has historically provided financing to qualifying real estate development projects and prioritized vacant or underutilized properties with revitalization potential and economic benefits. The Corporation typically takes a subordinate collateral position to private lenders. Following discussion, the Committee recommended Staff to review the program guidelines and present recommendations on any modifications at a subsequent meeting. Staff will proceed accordingly.

### **Adjournment**

There being no further business, the Capitalize Albany Corporation Finance & Investment Committee meeting was adjourned at 11:39 a.m.



## Capitalize Albany Corporation Finance Committee Meetings for 2025

January 21<sup>st</sup>  
March 17<sup>th</sup>  
April 14<sup>th</sup>  
May 12<sup>th</sup>  
June 16<sup>th</sup>  
July 21<sup>st</sup>  
September 15<sup>th</sup>  
October 20<sup>th</sup>  
December 8<sup>th</sup>

**\*\*Please Note\*\***

All Capitalize Albany Corporation **Finance Committee** meetings will be held at 21 Lodge Street at **11:00 A.M.**  
(unless otherwise scheduled)

	January 1, 2025 to March 31, 2025				2025 Projection	Original Budget	Projected Variance from Budget
	YTD Actual	YTD Budget	Variance - \$	Variance - %			
<b>REVENUE</b>							
General Economic & Community Development Support Income	\$ 62,500	\$ 62,500	\$ -	0%	\$ 490,118	\$ 490,118	\$ -
Real Estate Income	24,233	10,588	13,645	129%	219,848	214,235	5,613
Professional Service Agreement Income	163,395	173,054	(9,659)	-6%	647,231	692,228	(44,997)
Loan Interest Income	8,295	8,298	(3)	0%	33,030	33,030	-
Fee Income	500	-	500	100%	500	-	500
Direct Finance Lease Income	-	-	-	0%	-	-	-
Investment & Interest Income	71,162	72,870	(1,708)	-2%	291,317	291,480	(163)
FMV Adj on Fidelity Inv	(15,479)	-	(15,479)	100%	(15,479)	-	(15,479)
G/L on Sale/Redemption	37,781	-	37,781	0%	37,781	-	37,781
Membership & Event Support	1,000	5,000	(4,000)	-80%	45,162	35,500	9,662
<b>TOTAL REVENUE</b>	<b>\$ 353,387</b>	<b>\$ 332,310</b>	<b>\$ 21,077</b>	<b>6%</b>	<b>\$ 1,749,508</b>	<b>\$ 1,756,591</b>	<b>\$ (7,083)</b>
<b>EXPENSE</b>							
Salaries & Fringe Expense	\$ 257,724	\$ 334,308	\$ (76,584)	-23%	\$ 1,260,646	\$ 1,337,230	\$ (76,584)
Approved At Risk Compensation Pool	-	-	-	0%	-	-	-
Professional Fees	72,987	118,705	(45,718)	-39%	351,320	351,320	-
Administrative Expenses	24,569	29,428	(4,859)	-17%	137,903	149,903	(12,000)
Interest Expense	-	-	-	0%	-	-	-
Real Estate Expenses	-	-	-	0%	3,000	3,000	-
Occupancy Expense	10,446	15,590	(5,144)	-33%	71,060	71,060	-
Bad Debt Expense (recovery)	-	-	-	0%	-	-	-
Membership, Event & Marketing Expenses	8,481	2,450	6,031	246%	38,879	30,900	7,979
<b>TOTAL EXPENSES BEFORE DEPRECIATION</b>	<b>\$ 374,207</b>	<b>\$ 500,481</b>	<b>\$ (126,274)</b>	<b>-25%</b>	<b>\$ 1,862,808</b>	<b>\$ 1,943,413</b>	<b>\$ (80,605)</b>
<b>NET INCOME BEFORE DEPRECIATION &amp; PROGRAM ACTIVITY</b>	<b>\$ (20,820)</b>	<b>\$ (168,171)</b>	<b>\$ 147,351</b>	<b>88%</b>	<b>\$ (113,300)</b>	<b>\$ (186,822)</b>	<b>\$ 73,522</b>
<b>DEPRECIATION</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 264,216</b>	<b>\$ 264,216</b>	<b>\$ -</b>
<b>NET INCOME (LOSS) AFTER DEPRECIATION</b>	<b>\$ (20,820)</b>	<b>\$ (168,171)</b>	<b>\$ 147,351</b>	<b>88%</b>	<b>\$ (377,516)</b>	<b>\$ (451,038)</b>	<b>\$ 73,522</b>
<b>PROJECT &amp; PROGRAM REVENUE</b>							
Liberty Park and 34 Hamilton	\$ 45,356	\$ 42,000	\$ 3,356	8%	168,000	\$ 168,000	\$ -
Capitalize Albany Grant Programs including BIG	104,715	-	104,715	100%	156,386	75,000	81,386
Gain (Loss) on sale of Property	-	-	-	100%	-	-	-
Clinton Market Collective	9	1,003,000	(1,002,991)	0%	1,012,000	1,012,000	-
<b>Total Program Income</b>	<b>\$ 150,080</b>	<b>\$ 1,045,000</b>	<b>\$ (894,920)</b>	<b>-86%</b>	<b>\$ 1,336,386</b>	<b>\$ 1,255,000</b>	<b>\$ 81,386</b>
<b>PROJECT &amp; PROGRAM EXPENSE</b>							
Liberty Park and 34 Hamilton	\$ 58,274	\$ 79,272	\$ (20,998)	-26%	110,400	\$ 110,400	\$ -
Capitalize Albany Grant Programs	104,715	-	104,715	100%	75,000	75,000	-
Clinton Market Collective	7,646	10,000	(2,354)	0%	40,000	40,000	-
<b>Total Program Expense</b>	<b>\$ 170,635</b>	<b>\$ 89,272</b>	<b>\$ 81,363</b>	<b>91%</b>	<b>\$ 225,400</b>	<b>\$ 225,400</b>	<b>\$ -</b>
<b>NET INCOME (LOSS) FROM PROGRAM ACTIVITY</b>	<b>\$ (20,555)</b>	<b>\$ 955,728</b>	<b>\$ (976,283)</b>	<b>102%</b>	<b>\$ 1,110,986</b>	<b>\$ 1,029,600</b>	<b>\$ 81,386</b>
<b>NET INCOME (LOSS) AFTER DEPRECIATION &amp; PROGRAM ACTIVITY</b>	<b>\$ (41,375)</b>	<b>\$ 787,557</b>	<b>\$ (828,932)</b>	<b>-105%</b>	<b>\$ 733,470</b>	<b>\$ 578,562</b>	<b>\$ 154,908</b>

\*\*\*These financial statements omit substantially all disclosures required by US GAAP. They have not been subjected to an audit, review or compilation agreement, and therefore no assurance is provided on them.\*\*\*

**CAPITALIZE ALBANY CORPORATION**  
**Comparative Balance Sheets**  
**Pre-Audited Draft**

	3/31/2025		3/31/2024
<b>Assets</b>			
Current Assets:			
Cash and cash equivalents	\$ 2,305,261	\$	2,177,654
Investments	6,028,195		6,467,893
Restricted cash	1,859,921		3,085,739
Mortgage notes receivable, net	474,758		481,844
Net investment in direct financing leases	51,559		348,677
Accrued interest receivable	42,882		32,962
Grants receivable	-		-
Lease receivables	-		-
Other receivables, net	295,618		552,823
Property held for investment and lease, net	13,513,000		11,155,540
Property and equipment, net	293,240		308,934
Other assets	49,836		60,618
	<hr/>		
<b>Total assets</b>	<b>\$ 24,914,270</b>	<b>\$</b>	<b>24,672,684</b>
	<hr/>		
<b>Deferred Outflows of Resources</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>
	<hr/>		
<b>Liabilities</b>			
Current Liabilities:			
Accounts payable and accrued expenses	\$ 117,051	\$	115,274
Due to the City of Albany	59,521		59,521
Unearned grant and other income	2,393,848		2,997,587
Bonds payable	-		255,000
Revolving loan fund liability	7,119		747,498
Unearned program support	-		-
	<hr/>		
<b>Total liabilities</b>	<b>\$ 2,577,539</b>	<b>\$</b>	<b>4,174,880</b>
	<hr/>		
<b>Deferred Inflows of Resources</b>	<b>\$ 1,144,008</b>	<b>\$</b>	<b>1,336,587</b>
	<hr/>		
<b>Net Position</b>			
Net invested in capital assets	\$ 13,164,861	\$	10,768,045
Restricted for:			
CDBG eligible activities	116,659		115,320
Unrestricted	7,911,198		8,277,847
	<hr/>		
<b>Total net position</b>	<b>\$ 21,192,718</b>	<b>\$</b>	<b>19,161,212</b>
	<hr/>		

\*\*\*These financial statements omit substantially all disclosures required by US GAAP. They have not been subjected to an audit, review or compilation agreement, and therefore no assurance is provided on them.\*\*

**Capitalize Albany Corporation**

**STATEMENTS OF REVENUES AND EXPENSES AND CHANGES IN NET ASSETS**

**Pre Audited Draft**

	<u>Year to Date</u> <u>March 31, 2025</u>	<u>Year to Date</u> <u>March 31, 2024</u>
Revenues		
Grant income and Contribution Income, including capital grant income	\$ 212,580	\$ 139,284
Rental income	24,233	23,603
Other interest and investment income	93,464	105,334
Interest income on mortgage notes	8,295	6,692
Gain on sale of properties	-	143,379
Fees and other income	164,895	174,308
	<u>-</u>	<u>-</u>
Total revenues	<u>503,467</u>	<u>592,600</u>
Expenses		
Salaries and fringe benefits	257,724	208,997
Program and project costs	171,137	99,397
Interest expense	-	-
Bad debt expenses (recovery)	-	-
Administrative Expenses	115,981	117,804
Total expenses	<u>544,842</u>	<u>426,198</u>
Excess of (expenses over revenues) revenues over expenses	(41,375)	166,402
Net Position, Beginning of Year	<u>21,234,098</u>	<u>18,994,808</u>
Net Position, End of Month	<u>\$ 21,192,723</u>	<u>\$ 19,161,210</u>

**CAPITALIZE ALBANY CORPORATION**  
**STATEMENTS OF CASH FLOWS**  
**Pre-Audited Draft**

	March 31, 2025	December 31, 2024
<b>Cash Flows From Operating Activities</b>		
Cash received from customers	\$ (76,788)	\$ 598,620
Cash received from grantors	570,629	776,303
Other operating cash receipts	164,895	673,882
Cash payments to suppliers and grantees	(327,732)	(1,121,470)
Cash payments to employees	(257,724)	(946,417)
Net cash provided by operating activities	<u>73,280</u>	<u>(19,082)</u>
<b>Cash Flows From Capital and Related Financing Activities</b>		
Proceeds from sale of property held for sale	-	283,294
Cash received from capital grant funding	-	902,744
Purchase of property held for investment and lease	(12,950)	(2,472,210)
Purchase of property and equipment	-	-
Capitalized costs related to Liberty Park	-	(142,665)
Principal payments on bonds payable	-	(255,000)
Interest paid on bonds payable	-	-
Net cash used in capital and related financing activities	<u>(12,950)</u>	<u>(1,683,837)</u>
<b>Cash Flows From Investing Activities</b>		
Interest on cash and cash equivalents and investments	-	360,195
Proceeds from sales and maturities of investments	-	11,297,808
Purchase of investments	(3,266)	(10,767,605)
Issuance of mortgage notes receivable	-	-
Repayments received on mortgage notes receivable	1,559	14,661
Principal payments received under direct financing leases	-	-
Net cash used in investing activities	<u>(1,707)</u>	<u>905,059</u>
<b>Change in cash and cash equivalents</b>	<b>58,623</b>	<b>(797,860)</b>
<b>Cash and cash equivalents and restricted cash:</b>		
Beginning of year	4,106,559	4,904,419
End of year	<u>\$ 4,165,182</u>	<u>\$ 4,106,559</u>
	March 31, 2025	December 31, 2024
<b>Reconciliation of Excess of (Expenses Over Revenues)</b>		
<b>Revenues Over Expenses to Net Cash Provided by Operating Activities</b>		
Excess of (expenses over revenues) revenues over expenses	\$ (41,375)	\$ 1,213,836
Adjustments to reconcile excess of (expenses over revenues) revenues over expenses to net cash provided by operating activities:		
Depreciation and amortization	-	190,693
Adjustment for losses on mortgage notes and other receivables	-	-
Gain on sale of property	-	(143,379)
Net realized and unrealized losses (gains) on investments	(22,303)	(91,669)
Interest income on cash and cash equivalents and investments	(56,479)	(367,554)
Interest expense on bonds payable	-	-
Changes in:		
Grants receivable and other receivables	387,765	75,610
Lease receivables	-	297,118
Other receivables, accrued interest receivable and other assets	(123,997)	5,402
Accounts payable and accrued expenses	(40,615)	(280,130)
Due to the City of Albany	-	-
Unearned grant, program support and other income	(36,833)	9,021
Revolving loan fund liability	7,117	(735,451)
Deferred inflow of resources	-	(192,579)
Net cash provided by operating activities	<u>\$ 73,280</u>	<u>\$ (19,082)</u>

\*\*\*These financial statements omit substantially all disclosures required by US GAAP. They have not been subjected to an audit, review or compilation agreement, and therefore no assurance is provided on them.\*\*