

To: NYBAC Board of Directors
Andrew Schwartz
Gregg Bishop
Shaazad Ali
Ophelia Gabrino
Maria Torres-Springer

From: Bryana Shenton, Secretary B.S.

Re: Meeting of the Members and Board of the Corporation

Date: May 15, 2015

Attached for your review are the following documents relating to the Members' and Board of Directors' meeting scheduled for May 15, 2015 at 11am in the Boardroom of the Department of Small Business Services, 110 William Street, 7th floor, New York, New York:

1. Notice of Special Meeting of the Members
2. Agenda for the Special Meeting of the Members
3. Proposal to elect Directors and Officers of the Corporation
4. Minutes of the Board of Directors' meeting held on March 17 ,2014
5. Meeting expenses \$5,000
6. Bookkeeping service for NYBAC
7. Northwest Bronx Entrepreneurship Program
8. NYCHA Food Business Pathways Program
9. Dissolution of BRAC and transfer of funds to NYBAC
10. Procurement Fair
11. Women Entrepreneurship Initiative
12. Neighborhood Challenge
13. Small Business Technology Coalition
14. Beach 116th Street Partnership, Inc.
15. Corporation's Audited Financial Statement and Management Letter for FY2014
16. New Business

NEW YORK CITY BUSINESS ASSISTANCE CORPORATION

NOTICE OF SPECIAL MEETING OF MEMBERS

To the Directors of New York City Business Assistance Corporation:

You are hereby notified, pursuant to and in accordance with the by-laws of the New York City Business Assistance Corporation (NYBAC), that a special meeting of the members of NYBAC will be held in the Boardroom of the Department of Small Business Services, 110 William Street, 7th floor, New York, New York, on the 15th day of May, 2015 at 11am for the purpose of electing members of the Board of Directors and to consider such other business as may come before the meeting.

Date: 5/15/15



Bryana Shenton, Secretary

NEW YORK CITY BUSINESS ASSISTANCE CORPORATION

Minutes of a meeting of the Members

A meeting of the Members of the New York City Business Assistance Corporation was held in at 110 William Street, New York, NY, May 15, 2015 on due notice.

Andrew Schwartz, Vice-President called the meeting to order at 11:05 am and presided over the meeting. Bryana Shenton served as Secretary of the meeting.

The following members were present and constituted a quorum:

Andrew Schwartz, Vice President
Gregg Bishop, Deputy Commissioner

The following individuals were present by invitation:

Shaazad Ali, Treasurer
Ophelia Gabrino, Executive Director Corporate Partnership
Bryana Shenton, Secretary

Mr. Schwartz stated that the first order of business was the approval of the minutes of the meeting of the Board of Members held on March 17, 2014 a copy of which was distributed to the Board members with notice of the meeting.

Ms. Schwartz moved to approve the minutes and to place them in the record book of the Corporation.

Mr. Ali seconded the motion, and it was unanimously

RESOLVED, that the minutes of the meeting of the members held on March 17, 2014, are hereby approved, and be it further

RESOLVED, that the Secretary is instructed to file the minutes and to place them in the record book of the Corporation.

Mr. Schwartz then stated that the next order of business was the elections of Shaazad Ali and Ophelia Gabrino members of the Board of Directors of the Corporation.

Mr. Schwartz moved to approve the election of Mr. Ali and Ms. Gabrino as members of the Board of Directors.

Mr. Schwartz seconded the motion, and it was unanimously

RESOLVED, those in accordance with Section 5 of Article III of the By-laws of the Corporation, Shaazad Ali and Ophelia Gabrino are hereby elected to serve as members of the Board of Directors of the Corporation.

Mr. Schwartz then asked if there was any further business to come before the meeting. There being no response, Mr. Schwartz moved to adjourn the meeting.

The motion duly made, and the meeting was adjourned at 11:30 am.

DATED: 5/15/2015
New York, New York

Bryana Shenton, Secretary

NEW YORK CITY BUSINESS ASSISTANCE CORPORATION

Minutes of a meeting of the Board of Directors

A meeting of the Board of Directors of the New York City Business Assistance Corporation was held in at 110 William Street, New York, NY, May 15,2015 on due notice.

Mr. Andrew Schwartz called the meeting to order at 11:35 am and presided over the meeting. Bryana Shenton served as Secretary of the meeting.

The following members were present and constituted a quorum:

Andrew Schwartz, Vice President
Gregg Bishop, Board Member
Shaazad Ali, Treasurer
Ophelia Gabrino, Board Member

The following individuals were present by invitation:

Bryana Shenton, Secretary

Mr. Schwartz stated that the first order of business was the approval of the minutes of the meeting of the Board of Members held on March 17, 2014 a copy of which was distributed to the Board members with notice of the meeting.

Mr. Schwartz moved to approve the minutes and to place them in the record book of the Corporation.

Mr. Ali seconded the motion, and it was unanimously

RESOLVED, that the minutes of the meeting of the Board of Directors held on March 17,2014 are hereby approved, and be it further

RESOLVED, that the Secretary is instructed to file the minutes and to place them in the record book of the Corporation.

Mr. Schwartz stated that the next order of business was the review of a proposal to elect corporate officers.

Mr. Schwartz moved to approve the proposal to elect corporate officers.

All were in agreement; and it was unanimously

RESOLVED, that in accordance with Section 1 of Article V of the Bylaws of the New York City Business Assistance Corporation, the following individuals shall be elected to hold office

until the next annual meeting of the Board of Directors and until their successors shall have been elected and qualified.

Individuals:

Vice President, Andrew Schwartz
Treasurer, Shaazad Ali
Board Member, Gregg Bishop
Secretary, Bryana Shenton
Board Member, Ophelia Gabrino

Mr. Schwartz then stated that the next order of business was the allocation of \$5,000 for meeting expenses.

Mr. Ali is requesting that NYBAC allocate \$5,000 to cover periodic meeting expenses in the promotion of economic development services. This will enable NYBAC to provide light refreshments for in house staff members and individuals from outside while attending meetings with staff.

With no questions, Mr. Schwartz moved to approve the request to expend \$5,000 for periodic meeting expenses.

The motion duly made, was seconded by Mr. Schwartz and it was unanimously

RESOLVED, that the Board of Directors hereby approves the request for NYBAC to expend \$5,000 for meeting expenses.

Mr. Schwartz then stated that the next order of business was the payment of bookkeeping services for NYBAC.

Mr. Ali stated that with the increase in the number of programs administered by NYBAC, there is a need for additions bookkeeping services.

With no questions, Mr. Schwartz moved to approve the proposal of Mr. Ali to expend \$5,000 for bookkeeping services.

This motion duly made, was seconded by Mr. Bishop and it was unanimously

RESOLVED, that the Board of Directors hereby approve the request for NYBAC to expend \$5,000 for the provision of bookkeeping services.

Mr. Schwartz then stated that the next order of business was the Northwest Bronx Entrepreneurship Program.

Mr. Ali stated that Citi Bank has agreed to provide NYBAC with \$75,000 towards this program. The goal of this pilot program is to serve 50 childcare providers and provide entrepreneurs in the Northwest Bronx with the skills and tools to accelerate the growth of their childcare business.

With no questions, Mr. Schwartz moved to approve the request by Mr. Ali to authorize NYBAC to receive and expend \$75,000 on this program.

The motion duly made, was seconded by Ms. Gabrino and it was unanimously

RESOLVED, that Board of Directors hereby approves the request for NYBAC to be the recipient of \$75,000 for the Northwest Bronx Entrepreneurship Program.

Mr. Schwartz then stated that the next order of business was the NYCHA Food Business Pathways Program.

Mr. Ali indicated that Citi Bank has agreed to provide NYBAC with \$275,000 towards this program to cover costs of curriculum development and NYCEDC has agreed to provide NYBAC with \$75,000 towards permits, licenses, and insurance costs. Mr. Ali stated that this business development program is a joint effort between NYC Department of Small Business Services, NYCEDC, Hot bread Kitchen and Citibank, and is designed exclusively for public housing resident entrepreneurs.

With no further questions, Mr. Schwartz moved to approve the request by Mr. Ali to authorize NYBAC to receive and expend \$275,000 from Citi Bank and \$75,000 from NYCEDC to launch the NYCHA Food Business Pathways Program.

The motion duly made, was seconded by Mr. Bishop and was unanimously

RESOLVED, that the Board of Directors hereby approve the request for NYBAC to be the recipient of these funds and enter into the appropriate agreements for this program and be disbursed accordingly.

Mr. Schwartz then stated that the next order of business was the Dissolution of Business Relocation Assistance Corporation and the transfer of the funds to NYBAC.

Mr. Ali indicated that BRAC is being dissolved as a corporation and is proposing to transfer its remaining funds to NYBAC and is putting a resolution in place which would authorize NYBAC to oversee the administration of the BRAC program and fund it with the unexpended funds.

With no questions, Mr. Schwartz moved to approve the transfer of funds from BRAC to NYBAC.

The motion duly made, was seconded by Ms. Gabrino and it was unanimously.

RESOLVED, that the Board of Directors hereby approve the request for BRAC to transfer its funds to NYBAC and to oversee the administration of the BRAC program and fund it, until the unexpended funds are liquidated.

Mr. Schwartz then stated that the next order of business was the Procurement Fair.

Mr. Ali indicated that Momentum-NA, Inc. has agreed to contribute \$25,000 towards costs of the 8th Annual Citywide Procurement fair, hosted by the NYC Department of Small Business Services on June 4, 2015 in conjunction with DEFO. NYBAC will be the recipient of these funds and will disburse accordingly.

With no questions, Mr. Schwartz moved to approve the request by Mr. Ali to authorize NYBAC to receive and expend the \$25,000 towards the cost of the Procurement Fair.

The motion duly made, was seconded by Mr. Bishop and it was unanimously.

RESOLVED, that the Board of Directors hereby approve the request for NYBAC to be the recipient of these funds and disburse accordingly.

Mr. Schwartz then stated that the next order of business was the Women Entrepreneurship Initiative.

Mr. Ali stated that Citi Bank via Mayors Fund has agreed to contribute to NYBAC \$150,000 to carry out the Women Entrepreneurship Initiative. This initiative seeks to empower women through entrepreneurship across a wide array of sector by addressing key challenges through comprehensive suite of innovative programs and strategies. The goal of this initiative is to lift up thousands of NYC women, and with them, entire families and communities. NYBAC will be issuing an RFP seeking a producer to carry out this initiative.

With no further questions, Mr. Schwartz moved to approve the request by Mr. Ali to authorize NYBAC to receive and expend the \$150,000 to carry out this initiative.

The motion duly made, was seconded by Ms. Gabrino and it was unanimously.

RESOLVED, that the Board of Directors hereby approve the request for NYBAC to be the recipient of the \$150,000 from Mayors Fund to carry out this initiative.

Mr. Schwartz then stated that the next order of business was the Neighborhood Challenge Grants.

Mr. Ali stated that NYCEDC has agreed to give NYBAC an additional \$500,000 to carry out Neighborhood Grants Initiative. Mr. Ali pointed out that NYBAC was the recipient of \$400,000 to launch this initiative in FY2014. Grants are awarded to not-for profit organizations that have innovative economic development and revitalization programs. The goal is to assist neighborhoods and commercial corridors that are most in need, due to limited organizational capacities and funding of its not-for-profits.

With no further questions, Mr. Schwartz moved to approve the request by Mr. Ali to authorize NYBAC to receive and expend the \$500,000 towards the Neighborhood Challenge Grants.

The motion duly made, was seconded by Mr. Bishop and it was unanimously.

RESOLVED, that the Board of Directors hereby approve the request for NYBAC to be the recipient of these funds and enter into the appropriate agreements for these initiatives and disburse accordingly.

Mr. Schwartz then stated that the next order of business was the Small Business Technology Coalition.

Mr. Ali indicated that Citibank has agreed to provide NYBAC with an additional \$125,000 towards the advancement of the Small Business Technology Coalition Initiative. This funding will be used to help small businesses located in low-and-moderate income communities understand the benefits of technology and the importance of integrating it into their day-to-day operations. The goal of this initiative will be to increase small businesses' knowledge and access to technology tools and resources particularly in low-to-moderate income communities.

With no further questions, Mr. Schwartz moved to approve the request by Mr. Ali to authorize NYBAC to receive and expend the \$125,000 towards the Small Business Technology

Coalition.

The motion duly made, was seconded by Mr. Bishop and it was unanimously.

RESOLVED, that the Board of Directors hereby approve the request for NYBAC to be the recipient of these funds and enter into the appropriate agreements for these initiatives and disburse accordingly.

Mr. Schwartz then stated that the next order of business was the Beach 116th Street Partnership, Inc.

Mr. Ali stated that Citi Bank in conjunction with Citi Community Development has agreed to give NYBAC \$25,000 to provide additional support the Beach 116th Street Partnership, Inc. with its revitalization effort of the Rockaway 116th Street Corridor.

With no further questions, Mr. Schwartz moved to approve the request by Mr. Ali to authorize NYBAC to receive and expend the \$25,000 to provide additional support the Beach 116th Street Partnership with its revitalization efforts.

The motion duly made, was seconded by Mrs. Gabrino and it was unanimously.

RESOLVED, that the Board of Directors hereby approve the request for NYBAC to be the recipient of these funds for the Beach 116th Street Partnership, Inc.

Mr. Schwartz then stated that the next order of business was the approval of the Corporation's Management Letter and Audited Financial Statement for Fiscal Year 2014.

Mr. Ali stated that the independent auditor, Padilla & Company noted no material weakness in its Independent Auditors' Management letter report for the year ended June 30, 2014. He noted that as of June 30, 2014 the Corporation had total assets of \$2,757,501. This amount is composed of \$225,702 in unrestricted funds that can be used for general activities and \$2,531,799 in temporary restricted funds. For the year, the Corporation had revenue of \$2,586,053 and expenses of \$2,494,108. The bulk of revenue was attributed to funds from the Mayor's Fund to Advance NYC for Sandy Relief efforts.

There being no further questions, Mr. Schwartz moved to approve the Financial Statements as presented by Mr. Ali.

RESOLVED, that the Board of Directors hereby approve the corporation's audited financial statements for the year ending June 30, 2014 as presented by Mr. Ali.

Mr. Schwartz then stated that the next order of business was New Business.

Mr. Schwartz then asked if there was any new business.

There being no response, Mr. Schwartz asked for a motion to adjourn the meeting.

Mr. Ali made a motion, which was seconded by Mr. Bishop and the meeting was adjourned at 12:30 pm.

Dated: 5/15/2015
New York, New York

Bryana Shenton, Secretary

ATTACHMENT A

**NEW YORK CITY BUSINESS ASSISTANCE CORPORATION
POLICY ON SALARY, COMPENSATION,
REIMBURSEMENTS, TIME AND ATTENDANCE**

The salary paid to any member of the senior management of the New York City Business Assistance Corporation ("NYBAC") shall be derived from the amount of salary received by New York City officials in similar positions and titles under the Mayor's Personnel Orders regarding Managerial Pay Plans. The policies regarding other compensation (including pension), reimbursement, time and attendance shall be the same as for all NYBAC employees and are substantially similar to the policies of the New York City Department of Small Business Services.

ATTACHMENT B

NEW YORK BUSINESS ASSISTANCE CORPORATION POLICY ON TRAVEL ALLOWANCE

The purpose of this policy is to establish guidelines for the reimbursement of business related out-of-town travel expenses. There is no reimbursement for out-of-town travel expenses that are not business related.

The New York Business Assistance Corporation (the "NYBAC") is a tax-exempt organization and, as such, an employee should whenever possible bring along a sales-tax exempt certificate for car rental, lodging and making any purchase in New York State.

Approvals

All out of town travel plans require prior approval of Andrew Schwartz, NYBAC's Vice President, or in the case of the Andrew Schwartz, by the Board of Directors, and shall be consistent with New York City's policy on travel allowance.

ATTACHMENT C

NEW YORK BUSINESS ASSISTANCE CORPORATION POLICY ON PROTECTION FOR WHISTLEBLOWERS

No employee, officer, or director of the New York Business Assistance Corporation (the "NYBAC") may retaliate against any employee of NYBAC who makes a good faith report of wrongdoing, misconduct, malfeasance or other inappropriate behavior, such as fraud, criminal activity or conflict of interest, by an officer, employee, or director of NYBAC by taking an adverse personnel action against the "whistleblower". Therefore, the "whistleblower" cannot be fired, demoted or disciplined as a result of his/her having reported behavior of a type described above to any employee, officer, or director of NYBAC or any governmental body or official.

ATTACHMENT D

NEW YORK BUSINESS ASSISTANCE CORPORATION POLICY ON ACQUISITION AND DISPOSITION OF PERSONAL PROPERTY

I. Personal Property Valued at \$5,000 or Less

Whenever the New York Business Assistance Corporation (the "NYBAC") intends to transfer title to or a beneficial interest in an item of personal property or an interest therein with an estimated value of \$5,000 or less, it shall obtain offers from one or more persons or entities as NYBAC's contracting officer ("Contracting Officer") or his/her designee deems appropriate. NYBAC shall maintain a record of the persons or entities approached and their responses. NYBAC may conduct discussions with some or all of the persons and entities. The property may be sold to whichever person or entity that the Contracting Officer or his/her designee selects based on the proposed price and any other factors that the Contracting Officer or his/her designee deems appropriate.

All personal property that the Contracting Officer or his/her designee considers to be of both no sale value and no use to NYBAC may be destroyed or otherwise disposed of in such manner as is determined by the Contracting Officer or his/her designee.

No approval of a disposition of a type described above is required from the Board of Directors or any committee thereof. All disposal documents must be approved and executed by an officer who is an authorized signatory of all agreements of NYBAC.

Personal Property Valued in Excess of \$5,000

Whenever the NYBAC intends to transfer title to or a beneficial interest in an item of personal property or an interest therein with an estimated value in excess of \$5,000, it shall first obtain an appraisal of the property if, because of its unique nature, the property is not subject to fair market pricing. However, an appraisal of the property is not required if the property or a similar property has been appraised within the past 2 years.

The person or entity to which the property shall be disposed of shall be determined through a procurement conducted in accordance with Title 5-A of Article 9 of the Public Authorities Law. NYBAC shall publicly advertise for proposals for the disposal of the property in accordance with Title 5-A, provided that it may dispose of the property without public advertising, obtaining such competition as is feasible under the circumstances, when permitted to do so under Title 5-A. All requirements of Title 5-A and other applicable laws, if any, related to the disposition shall be complied with.

The disposal must be approved by the Board of Directors if the disposal is on a sole source basis for an amount in excess of \$20,000 or is for an amount in excess of \$100,000 and has been competitively procured. For disposals for less than those amounts, no approval is required of the Board of Directors or a committee thereof. In all cases, the disposals must be approved by the Contracting Officer or his or her designee and disposal documents must be approved and executed by an officer who is an authorized signatory of all agreements of NYBAC.

The Contracting Officer shall cause a record to be maintained of all personal property disposed of for an amount in excess of \$5,000 and shall cause to be prepared and transmitted all reports relating to the disposition of personal property required by Title 5-A.

ATTACHMENT E

NEW YORK BUSINESS ASSISTANCE CORPORATION POLICY ON PROCUREMENT OF GOODS AND SERVICES

If the New York City Business Assistance Corporation ("NYBAC") proposes to enter into a contract or agreement for goods or services and will receive funds for this contract or agreement under or through a contract between NYBAC and the City of New York (the "City"), such contract or agreement shall be procured in accordance with the procurement provisions required by the City in the applicable contract between NYBAC and the City.

If NYBAC procures goods or services using funds that are not provided under or through a contract between NYBAC and the City, it shall use such procurement method as is required by the source of funds. If the source of funds does not specify a procurement method to be followed, NYBAC shall use a procurement method similar to a method required under its contracts with the City.

If NYBAC procures goods or services using private funds, it shall procure such goods or services in accordance with the following procedures:

I. SELECTION PROCESS FOR CONTRACTS FOR GOODS AND SERVICES

1. Goods and Services Costing Less Than \$20,000

For procurements of goods and services the value of which is less than \$20,000 in any single fiscal year, no competition is required except that in making purchases below this limit NYBAC staff shall ensure that the price is reasonable. Documentation of such purchases shall identify the contractor from whom the item or services was purchased, a brief description of the item/services purchased, and the amount paid. Contracts for goods and services the value of which is less than \$20,000 in any single fiscal year shall not require approval of the Board of Directors of the Corporation.

2. All Other Goods and Services

a. Contracts for goods and services the value of which is \$20,000 or more in any single fiscal year are to be awarded on a competitive basis to the maximum extent practical, in accordance with the general procedures set forth below; provided, however, that, upon approval of the Board of Directors, payroll, employee benefits, insurance, and banking services may be procured without competition from any party satisfactorily providing related services to the City, a local development corporation or similar not-for-profit entity.

b. For procurements of goods and services the value of which is less than \$100,000, proposals may be solicited from contractors via

written notice or via telephone, where the Executive Director determines that the issuance of a written solicitation is impracticable. Where practicable, offers or proposals should be solicited from at least three (3) offerors/proposers.

c. For procurements of goods and services the value of which is greater than \$100,000, offers or proposals shall be solicited by written requests for proposals ("RFPs") or competitive sealed bids. RFPs shall set forth the nature of the goods or services NYBAC is seeking to procure, including specifications where applicable or available, and shall solicit proposed prices, fees, charges or billing rates, where appropriate. RFPs shall contain such other information and shall request from proposers such other information as NYBAC may deem necessary or desirable. RFPs shall be advertised in at least one appropriate periodical at least five business days before proposals are due, and shall be posted on the City's website.

d. Regardless of value, all solicitations for the services of contract employees shall be done by transmission of a written notice or telephone call to at least three contractors, except in the case of contracts entered directly between NYBAC and an individual where there has been a public job posting.

e. In procuring contracts, NYBAC practices should encourage the utilization of small businesses, minority-owned and women-owned businesses whenever practicable.

f. NYBAC may request prospective vendors to submit background information sufficient to perform, at a minimum, a VENDEX inquiry for the purposes of determining the vendor is responsible based upon such criteria as NYBAC may deem appropriate for the procurement.

3. Waiver of Selection Criteria

Notwithstanding any requirement of these Guidelines, contracts may be awarded to persons or firms on a non-competitive basis subject to the approval of the NYBAC Chairperson or his/her designee, without regard to the procedures set forth above, when the NYBAC Chairperson or his/her designee determines that one of the following circumstances exists and determines that it is in the best interest of the Corporation to award on a non-competitive basis:

1. In the event an emergency or other extraordinary circumstances exist which make competition impracticable or inappropriate;
1. Only one source for the goods or services is reasonably available;

- iii. Legal services or other specialized services are required for which a certain person or firm's expertise is unique;
- iv. Information is obtained which indicates that all persons or firms that submitted proposals on a prior NYBAC solicitation or which were to submit proposals are not qualified, responsive or responsible based upon the appropriate criteria for the project;
- v. In the event that the City of New York (the "City") or another governmental unit, a local development corporation or similar not-for-profit entity can provide or cause to be provided needed services directly or pursuant to contracts entered into by any such entity, or a present provider of services to such an entity agrees to extend its rates or rate formulas on such services to the Corporation;
- vi. There is a time-sensitive situation where a vendor must be retained quickly because one of the following situations exist, 1) there is a need to respond to a court order or consent decree, 2) funds available from a funding source will be lost, 3) an existing vendor has been terminated, has defaulted, has withdrawn from, or has repudiated a contract, or has become otherwise unavailable, or 4) there is some other compelling need for goods or services that cannot be met in a timely manner through a competitive process;
- vii. There is a limited number of vendors available and able to perform the work;
- viii. There is a compelling need to continue existing services or to purchase goods from a previous supplier for purposes of continuity or compatibility.

If a contract is awarded pursuant to a waiver, the Board of Directors of the Corporation shall be notified prior to contract award.

II. CONTRACTS

For all services, contracts must be executed between NYBAC and the service provider which set forth the terms and conditions for the provision of services. In addition, NYBAC requires the inclusion of the City's equal opportunity provisions in its contracts.

ATTACHMENT F

NEW YORK BUSINESS ASSISTANCE CORPORATION POLICY ON INDEMNIFICATION AND DEFENSE OF DIRECTORS

The defense and indemnification of the Board of Directors of the New York Business Assistance Corporation (the "NYBAC") shall be provided by NYBAC in the manner and to the extent set forth in NYBAC's Amended and Restate By-Laws.

The By-Laws of NYBAC provide generally that NYBAC shall indemnify each Director of the Board to the maximum extent permitted by law for judgments, settlements and legal defense fees arising out of their acts or omissions as Directors of the Board of NYBAC.

ATTACHMENT G

NEW YORK CITY BUSINESS ASSISTANCE CORPORATION CODE OF ETHICS

1. PURPOSE

The New York City Business Assistance Corporation ("NYBAC" or "Corporation") Board of Directors ("Board") has adopted this Code of Ethics ("Code") with respect to its directors, officers and employees (collectively "Directors").

Each Director is expected to read and understand this Code and to review it periodically in order to be alert to situations that could create a conflict of interest or otherwise be contrary to the established policies of the Corporation.

2. DEFINITIONS

A. "Interest." A Director is deemed to be "interested" in cases in which the Director's personal and/or financial interest conflicts or may conflict with the interest of the Corporation. For example, a Director is deemed to be interested where the Director or a person or entity associated with the Director (as defined below) is an officer, director, trustee, member, owner or managerial employee of an entity:

- (i) from which the Corporation purchases or proposes to purchase services or supplies; or
- (ii) with which the Corporation contracts or proposes to contract; or
- (iii) with which the Corporation negotiates or effects a transaction; or
- (iv) that substantially benefits from an action or transaction that the Corporation negotiates or effects; or
- (v) that has a financial interest in any action, transaction, agreement or other arrangement in which the Corporation or any affiliate of the Corporation is a participant.

B. A person or entity "Associated" with a Director includes (a) spouse or domestic partner as defined in N.Y. Public Health Law § 2994-a; brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren and great- grandchildren, and spouses of brothers, sisters, children, grandchildren and great- grandchildren; (b) a person with whom the Director has a business or other financial relationship; and (c) each entity in which the Director has a present or potential Interest (individually or collectively "Associates").

C. "Owner" means a person who, together with the person's Associates, holds:

- (i) a direct or indirect ownership or beneficial interest in an entity that exceeds 5% of the entity's equity,
- (ii) an equity investment in the entity of \$48,000T or more in cash or other form of commitments,
- (iii) 5% of the entity's indebtedness,

- (iv) \$48,000 † or more of the entity's indebtedness, or
- (v) managerial control or responsibility regarding any such entity, provided that, in the case of:
 - a. an entity (other than a partnership or professional corporation) in which the Director and his or her Associates in the aggregate do not have at least a 35% ownership or beneficial interest, and
 - b. any partnership or professional corporation in which the Director and his or her Associates in the aggregate do not have a direct or indirect ownership or beneficial interest in excess of 5%.

A Director will not be considered to own interests held in any blind trust that holds or acquires an ownership interest or in any pension plan, deferred compensation plan or mutual fund, the investments of which are not controlled by the person and/or an Associate or an entity in which the person and/or an Associate is an owner.

A person has a beneficial ownership interest if the person directly or indirectly has or shares voting power and/or investment power or the right to acquire beneficial ownership within 60 days.

A Director shall not be deemed to be interested by virtue of his or her status as an official or employee of the City of New York.

3. CONDUCT WHEN AN INTEREST EXISTS

- A. When a Director is interested in a matter before the Board or a committee (each a "body"):
 - (i) if the Director is present at the meeting of the body at which the matter is considered, the Director must disclose all material facts concerning the interest to the body, including the nature and extent of the interest;
 - (ii) a Director shall not participate in the Corporation's deliberations or vote on such a matter and must not attempt to influence the consideration, determination or approval of, or deliberations on, the matter on the part of the Corporation.
- B. Nothing in this section shall prohibit the body from requesting that interested Director present information concerning a matter at a meeting of the body prior to the commencement of deliberations or voting relating thereto.
- C. A Director shall not engage in any transaction as representative of the Corporation with a business entity in which the Director has an interest.

† This amount shall be automatically increased each time the dollar amount in the definition of "ownership interest" set forth in Rule 1-11 of New York City's Conflicts of Interest Board is increased so as to equal the increased dollar amount set forth in the Rule.

D. A Director must disclose each interest held by the Director on an annual disclosure statement to the Secretary of the Corporation and must promptly update such disclosure in an amendment thereto in the event the Director becomes aware of an undisclosed interest.

4. **CONFIDENTIAL AND INSIDE INFORMATION**

A. Confidential information acquired by a Director in the course of his or her duties as a Director must be held in confidence and may not be used as a basis for personal gain by the Director, his or her Associates or others. Information relating to transactions pending with the Corporation is not to be given to any person unless it has been published or otherwise made generally available to the public by the Corporation.

B. A Director must refrain from transmitting any information about the Corporation or its deliberations or decisions or any other information the Director obtained from the Corporation that might be prejudicial to the interests of the Corporation to any person other than in connection with the discharge of the Director's responsibilities, except to the extent the information is publicly available.

C. A Director must not accept employment or engage in any business or professional activity that will require him or her to disclose confidential information that he or she has gained by reason of his or her official position of authority.

5. **GRATUITIES/CONDUCT**

A Director must not be placed under actual or apparent obligation to anyone by accepting, or permitting his or her Associates to accept, gifts or other favors where it might appear that they were given for the purpose of improperly influencing the Director in the performance of his or her corporate duties. In addition, a Director should never use his or her official position to secure unwarranted privileges or exemptions; nor should a Director, by his or her conduct, give any reasonable basis for the impression that any person can improperly influence him or her or unduly enjoy his or her favor in the performance of his or her official duties or that he or she is affected by the kinship, rank, position or influence of any party or person. Instead, a Director should endeavor to pursue a course of conduct that will not raise suspicion that he or she is likely to be engaged in acts that are in violation of his or her trust.

6. **PROHIBITIONS**

A Director shall not make personal investments in enterprises that he or she has reason to believe may be directly involved in unavoidable decisions to be made by him or her as a Director of the Corporation, or that will otherwise create substantial conflict between his or her duty in the public interest and his or her private interest. Additionally, a Director is prohibited from accepting employment that unavoidably impairs his or her independence of judgment in the exercise of his or her service as a Director.

7. DISCLOSURE PROCEDURE

A. If at any time a Director is in doubt as to the proper application of this Code, the Director should immediately make all the facts known to the General Counsel of the Corporation and be guided by the Counsel's instructions.

B. Each Director shall make the annual filings required of Directors under N.Y. Public Authorities Law § 2825(3).

C. Each Director must complete a disclosure statement in the form attached hereto promptly after his/her initial appointment and annually thereafter approximately at the time required for the filing by directors of an annual financial disclosure statement pursuant to N.Y. Public Authorities Law § 2825(3). Such disclosure statement shall be updated promptly if the information in the disclosure statement changes. Such disclosure statement and updates shall be submitted to the Secretary and the General Counsel of the Corporation.

D. The Corporation's records, including related minutes, should document any "interest" disclosed to a Board or committee considering a matter.

8. VIOLATIONS

If a Director violates any of the provisions of this Code, such Director shall be subject to an appropriate remedy under the circumstances. In addition to any penalty contained in any provision of law, the Director may be subject, at the Board's discretion, to removal for cause.

9. OFFICERS WHO ARE EMPLOYEES OF THE CORPORATION

Notwithstanding anything contained herein, if an officer is also an employee of the City of New York, that officer shall be subject to the restrictions set forth in Chapter 68 of the City Charter and not subject to this Code.

Part II

The following is a list of entities in which I and/or any of my Associates (as defined in the Code) have, directly or indirectly, in the aggregate, at least a 35% ownership or beneficial interest, except for any interest in a partnership or professional corporation (if the answer is "None", please indicate in the space provided; otherwise indicate who has such interest):

The following is a list of partnerships and professional corporations in which I and/or any of my Associates (as defined in the Code) have, directly or indirectly, in the aggregate, more than a 5% ownership or beneficial interest (if the answer is "None", please indicate in the space provided; otherwise indicate who has such interest):

Attach additional sheets as needed.

Date: _____

Name (Please print or type)

Signature

MEMORANDUM

TO: NYBAC Board of Directors
FROM: Ismail Mohamed
RE: Meeting Expenses
DATE: 5/15/2015

I hereby request that the NYBAC allocate \$5,000 to cover periodic meeting expenses in the promotion of economic development services.

On occasions light refreshments are provided to in-house staff members and individuals from outside while attending meetings with executive staff. The intent is to set aside funds to pay for these expenses. The meetings are generally in the promotion of agency and economic development.

MEMORANDUM

TO: NYBAC Board of Directors

FROM: Ismail Mohamed

RE: Bookkeeping Services

DATE: 5/15/2015

This request is for the continuation of accounting services to maintain the appropriate books for NYBAC.

I hereby request that NYBAC continue to expend \$5000 on an annual basis to compensate staff for the provision of the necessary accounting services

MEMORANDUM

TO: NYBAC Board of Directors
FROM: Shaazad Ali
RE: Northwest Bronx Entrepreneurship Program
DATE: 5/15/2015

Childcare is a vibrant industry in NYC and it provides an important infrastructure that enables parents to enter the workforce.

SBS in conjunction with Citi Community Development has launched a program that provides entrepreneurs in the Northwest Bronx with the skills, tools and resources to address challenges and accelerate the growth of their child care business.

Citi Bank has agreed to provide NYBAC with \$75,000 towards this initiative. The goal of this pilot program is to serve 50 childcare providers.

MEMORANDUM

TO: NYBAC Board of Directors

FROM: Shaazad Ali

RE: NYCHA Food Business Pathways Program

DATE: 5/15/2015

The NYCHA Food Business pathways Program is an innovative business development program designed exclusively for public housing residents entrepreneurs. The program is built on 4 key innovations, (1) providing resources to address multiple barriers at once, (2) multi-month support of entrepreneurs, through multiple stages of their business journey, (3) designed specifically for NYCHA residents and (4) collaboration between stakeholders.

The program is a joint effort between NYC Small Business Services, New York City Economic Development Corporation, Hot Bread Kitchen and Citi Bank. All partners will assist in designing a curriculum that addresses the specific needs of public housing residents.

Citi bank as agreed to contribute \$275,000 to NYBAC, towards this initiative to cover cost of curriculum development and NYCEDC will contribute \$75,000 to cover cost of permit, licenses and insurance costs.

MEMORANDUM

TO: NYBAC Board of Directors

FROM: Donald Giampietro

RE: Approval for NYBAC to Oversee the Administration of the Business Relocation Grant Programs of the NYC Business Relocation Assistance Corporation (BRAC) Dissolution of BRAC and transfer of funds to NYBAC

DATE: 5/13/2015

BRAC is seeking NYBAC to assume the remaining balance within the BRAC Fund to be used for the administration of the two existing BRAC programs: the IRG and the Greenpoint – Williamsburg Industrial and Manufacturing Relocation Grant Program (“Greenpoint Program”) consistent with the mission of both Corporations. BRAC is being dissolved with the intent of its unexpended funds to be transferred to NYBAC for the continuation of the two existing programs. BRAC is requesting for NYBAC to accept the funds and disburse outstanding obligations in addition to any future commitments using unobligated funds until all the funds have been liquidated.

BRAC is a not-for-profit corporation operating under the Internal Revenue Code Section 501(c)(4) and was incorporated in 1981 pursuant to Section 402 of the Not-For-Profit Corporation Law of the State of New York for the purpose of implementing and administering Relocation Incentive Programs and other related programs for qualified NYC commercial and industrial business. Although BRAC’s ability to exact fees for residential conversion per Section 1550 of the NYC Zoning Resolution sunset on January 1, 1998, BRAC was permitted to remain in existence to spend down the funds allocated to its programs.

In Fiscal year 2007, BRAC received an infusion of \$1.5 million from EDC to administer/ issue grants through the Greenpoint Program. Like the preexisting IRG program, the Greenpoint Program helps defray the relocation costs for qualified businesses moving within the City, specifically targeting firms impacted by the rezoning of the Greenpoint -Williamsburg area of Brooklyn.

As of May 1, 2015 the BRAC Fund balance is \$425,372.07. These are restricted net assets consisting of \$18,000.00 for the IRG program and \$407,372.07 for the Greenpoint Program. Grants will not be considered a debt of liability of BRAC, and BRAC assets can be distributed to NYBAC prior to the payment of any previously contracted grants. As of May 1, 2015 there are no pending IRG applications (\$18,000.00 unobligated) and \$290,780.00 in pending Greenpoint Grant Applications (\$116,592.07 unobligated). There are no pending executed grant agreements currently.

NEW YORK CITY BUSINESS ASSISTANCE CORPORATION

Consent of Directors in
Lieu of a Meeting

The undersigned, being all of the Directors of the New York City Business Assistance Corporation, acting pursuant to Article III, Section 10 of the Corporation's by-laws, action without a meeting, hereby adopt the following resolution:

RESOLVED, that the Board of Directors hereby authorizes the Corporation to oversee the administration of the Relocation Grant Programs of the Business Relocation Assistance Corporation; and be it further

RESOLVED, that the Board of Directors hereby authorizes the Corporation to expend such funds that are necessary to cover the cost of overseeing, administering and managing this project; and be it further

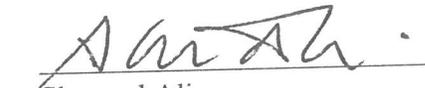
RESOLVED, that the President, Treasurer and the Secretary, or in their absence, their designees, are hereby authorized to do any and all acts necessary to effectuate this resolution on behalf of the Corporation.

This instrument may be executed in one or more counterparts; but all such instruments shall together constitute but one and the same instrument. This instrument shall be filed in the minute book of the Corporation.

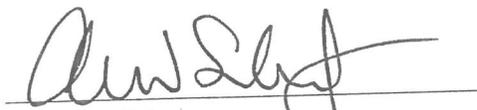
Dated as of May 15, 2015



Maria Torres Springer



Shaazad Ali



Andrew Schwartz



Greg Bishop



Ophelia Gabrino

MEMORANDUM

TO: NYBAC Board of Directors

FROM: Shaazad Ali

RE: Procurement Fair

DATE: 5/15/2015

NYC Department of Small Business Services, in conjunction with DEFO, is hosting the 8th Annual Citywide Procurement Fair.

Momentum-NA, Inc. has agreed to contribute \$25,000 towards the cost of the Procurement Fair. NYBAC will be the recipient of these funds and disburse for expenses associated with the Procurement Fair.

MEMORANDUM

TO: NYBAC Board of Directors
FROM: Shaazad Ali
RE: Women Entrepreneurship Initiative
DATE: 5/15/2015

The Women's Entrepreneurship Initiative seeks to be the first-of-its-kind model in a major American City for empowering women through entrepreneurship across a wide array of sectors. This will be done by addressing key challenges to entrepreneurship through a comprehensive suite of innovative programs and strategies. It will seek the expertise and support of a diverse set of public, private, non-profit and philanthropic partners. The goal of this initiative is to lift up thousands of NYC women, and with them, entire families and communities.

Citi bank has agreed to give NYBAC \$150,000 to support this initiative.

MEMORANDUM

TO: NYBAC Board of Directors
FROM: Shaazad Ali
RE: Neighborhood Challenge Grants
DATE: 5/15/2015

The Neighborhood Challenge supports innovative projects that solve small business challenges, generate community and economic impacts, and receive local recognition upon implementation.

The New York City Economic Development Corporation has agreed to give NYBAC \$500,000 to support this initiative. NYBAC agrees to apply the funding to pay for 7 Neighborhood Challenge grants that will be competitively awarded to community based development organizations.

These grants are designed to encourage innovation and service delivery improvements to not-for-profit entities with economic development budgets under \$2 million and help them develop programs that strengthen their neighborhood.

MEMORANDUM

TO: NYBAC Board of Directors
FROM: Shaazad Ali
RE: Small Business Technology Coalition
DATE: 5/15/2015

Citi Bank has agreed to give NYBAC and additional \$125,000 toward the advancement of the Small Business Technology Coalition initiative.

This additional funding will be used to help small businesses located in low-and-moderate income communities understand the benefits of technology and the importance of integrating it into their day-to-day operations.

The goal will be to increase small businesses' knowledge and access to technology tools and resources particularly in low-to-moderate income communities.

MEMORANDUM

TO: NYBAC Board of Directors
FROM: Shaazad Ali
RE: Beach 116th Street Partnership, Inc.
DATE: 5/15/2015

Citi Community Development has agreed to give NYBAC \$25,000 to support Beach 116th Street Partnership, Inc. with its revitalization effort of the Rockaway 116th Corridor, which was extensively damaged by Hurricane Sandy on October 29, 2012.

This funding will be used to help the organization sustain its mission and administrative responsibilities.

NEW YORK CITY BUSINESS ASSISTANCE CORPORATION

**AUDITED FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR'S REPORT**

JUNE 30, 2014 AND 2013



PADILLA & COMPANY, LLP
CERTIFIED PUBLIC ACCOUNTANTS

NEW YORK CITY BUSINESS ASSISTANCE CORPORATION

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
New York City Business Assistance Corporation

Report on the Financial Statements

We have audited the accompanying financial statements of New York City Business Assistance Corporation (a nonprofit organization), which comprise the statement of financial position as of June 30, 2014, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements. The prior year summarized comparative information has been derived from New York City Business Assistance Corporation's 2013 financial statements, in our report dated October 16, 2013, we expressed an unqualified opinion on those statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of New York City Business Assistance Corporation as of June 30, 2014, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 24, 2014 on our consideration of New York City Business Assistance Corporation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering New York City Business Assistance Corporation's internal control over financial reporting and compliance.

Padilla and Company, LLP

*Jamaica, New York
September 24, 2014*

NEW YORK CITY BUSINESS ASSISTANCE CORPORATION
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2014 and 2013

	2014	2013
<u>ASSETS</u>		
Current Assets		
Cash and cash equivalents (Notes 3 and 9)	\$ 2,761,001	\$ 2,748,698
Total Assets	\$ 2,761,001	\$ 2,748,698
 <u>LIABILITIES AND NET ASSETS</u>		
Current Liabilities		
Accounts payable and accrued expenses (Note 9)	\$ 3,500	\$ 86,968
Total Liabilities	\$ 3,500	\$ 86,968
 Net Assets		
Unrestricted	\$ 225,702	\$ 213,233
Temporarily restricted (Note 5)	2,531,799	2,448,497
Total Net Assets	\$ 2,757,501	\$ 2,661,730
Total Liabilities and Net Assets	\$ 2,761,001	\$ 2,748,698

See accompanying Notes to the Financial Statements.

**NEW YORK CITY BUSINESS ASSISTANCE CORPORATION
STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEARS ENDED JUNE 30, 2014 and 2013**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total 2014</u>	<u>Total 2013</u>
Revenues and other support				
Contributions	\$ 530	\$ 2,580,785	\$ 2,581,315	\$ 3,014,616
Interest and dividend income	2,548	-	2,548	2,408
Miscellaneous Income	-	2,190	2,190	400
	<u>\$ 3,078</u>	<u>\$ 2,582,975</u>	<u>\$ 2,586,053</u>	<u>\$ 3,017,424</u>
Net assets released from restrictions				
Program restrictions satisfied	2,499,673	(2,499,673)	-	-
	<u>\$ 2,502,751</u>	<u>\$ 83,302</u>	<u>\$ 2,586,053</u>	<u>\$ 3,017,424</u>
Expenses				
Program expenses				
Microgrant Business	\$ 1,677,411	\$ -	\$ 1,677,411	\$ 1,120,749
Industrial Park Movement	336,377	-	336,377	-
BID Challenge	182,355	-	182,355	397,108
NYC Small Business Campaign	104,325	-	104,325	45,550
MWBE	68,253	-	68,253	115,104
Business Solutions	48,821	-	48,821	-
Neighborhood Awards	48,483	-	48,483	24,827
Printer Fund	10,577	-	10,577	79,846
Business Emergency Grant	6,000	-	6,000	-
Immigrant for Business	243	-	243	-
Total program expenses	<u>\$ 2,482,845</u>	<u>\$ -</u>	<u>\$ 2,482,845</u>	<u>\$ 1,783,184</u>
Management and general expenses	11,263	-	11,263	32,192
Total expenses	<u>\$ 2,494,108</u>	<u>\$ -</u>	<u>\$ 2,494,108</u>	<u>\$ 1,815,376</u>
Change in net assets	8,643	83,302	91,945	1,202,048
Net assets, beginning of year	213,233	2,448,497	2,661,730	1,459,159
Adjustments to net assets	3,826	-	3,826	523
Net assets, end of year	<u>\$ 225,702</u>	<u>\$ 2,531,799</u>	<u>\$ 2,757,501</u>	<u>\$ 2,661,730</u>

See accompanying Notes to the Financial Statements.

**NEW YORK CITY BUSINESS ASSISTANCE CORPORATION
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2014 and 2013**

CASH FLOWS FROM OPERATING ACTIVITIES	<u>2014</u>	<u>2013</u>
Change in net assets	\$ 91,945	\$ 1,202,048
Adjustments to net assets	-	523
Adjustments to reconcile change in net assets to net cash used in operating activities:		
Increase (decrease) in accounts payable and accrued expenses	<u>(83,468)</u>	<u>83,172</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	\$ 8,477	\$ 1,285,743
CASH FLOWS FROM INVESTING ACTIVITIES	-	-
CASH FLOWS FROM FINANCING ACTIVITIES	-	-
NET INCREASE IN CASH AND CASH EQUIVALENTS	\$ 8,477	\$ 1,285,743
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>2,748,698</u>	<u>1,462,955</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u><u>\$ 2,757,175</u></u>	<u><u>\$ 2,748,698</u></u>

See accompanying Notes to the Financial Statements.

**NEW YORK CITY BUSINESS ASSISTANCE CORPORATION
STATEMENTS OF FUNCTIONAL EXPENSES
FOR THE YEARS ENDED JUNE 30, 2014 and 2013**

Expenses	Immigrant for Business	Micro Grant	Business Solution	MWBE Program	Business			NYC Small Bus. Campaign	Neighborhood Awards	Printer Fund	Industrial Park Improvement	Program Services Total	Management and General	June 30, 2014	June 30, 2013
					Emergency Grant	BID Challenge								Total	Total
Salaries	\$ -	\$ 92,273	\$ -	\$ 58,496	\$ -	\$ -	\$ -	\$ 360	\$ -	\$ -	\$ 151,129	\$ 1,797	\$ 152,926	\$ 120,207	
Fringe benefits	-	13,735	-	8,707	-	-	-	-	-	-	22,442	321	22,763	16,424	
Contractual Services	-	-	-	-	-	-	-	-	-	-	-	-	-	329,846	
Consulting Services	-	19,226	-	-	-	3,584	-	7,572	10,560	-	40,942	4,887	45,829	7,765	
Professional Services	-	5,750	48,821	700	-	500	102,135	1,700	-	-	159,606	800	160,406	101,869	
Office Supplies	-	1,285	-	-	-	34	-	-	-	-	1,319	418	1,737	-	
Printing	-	-	-	-	-	2,125	-	-	-	-	2,125	-	2,125	-	
Meeting and Conferences	243	84	-	350	-	2,693	-	-	-	-	3,370	2,049	5,419	8,652	
Neighborhood Dev. Awards	-	-	-	-	-	-	-	38,851	-	336,377	375,228	-	375,228	22,990	
Training	-	-	-	-	-	-	-	-	-	-	-	-	-	15,533	
Grants	-	1,543,878	-	-	6,000	173,419	-	-	-	-	1,723,297	119	1,723,416	1,191,618	
Administrative Expenses	-	1,180	-	-	-	-	-	-	-	-	1,180	-	1,180	-	
Miscellaneous Expenses	-	-	-	-	-	-	2,190	-	17	-	2,207	872	3,079	472	
Total Expenses	\$ 243	\$ 1,677,411	\$ 48,821	\$ 68,253	\$ 6,000	\$ 182,355	\$ 104,325	\$ 48,483	\$ 10,577	\$ 336,377	\$ 2,482,845	\$ 11,263	\$ 2,494,108	\$ 1,815,376	

See accompanying Notes to the Financial Statements.

NEW YORK CITY BUSINESS ASSISTANCE CORPORATION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014 and 2013

1. ORGANIZATION AND OPERATIONS

The New York City Business Assistance Corporation (NYCBAC) is a not-for-profit organization incorporated pursuant to Section 1411 of the Not-for-Profit Corporation Law of the State of New York on December 4, 1988 for the purpose of relieving and reducing unemployment, promoting and providing for additional and maximum employment in New York City; encouraging the development and/or retention of businesses in New York City; instructing or training individuals to improve or develop their capabilities for jobs in business; carrying on scientific research for the purpose of aiding New York City by attracting new business or by encouraging economic development; and lessening the burdens of government, acting on the public interest, including, but not limited to promoting the general welfare of the people of New York City.

NYCBAC is a not-for-profit organization operating under the Internal Revenue Code Section 501 (c) (3) and is, therefore, not subject to Federal, State or City income taxes.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

Financial statement presentation follows the recommendations of the Accounting Standards Codification (ASC) in its Statement No. 958-205, Financial Statements of Not-for-Profit Organizations [formerly Statements of Financial Accounting Standards (SFAS) No. 117]. Under ASC Statement No. 958-205, CCCI is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted and permanently restricted.

Revenue Recognition

Revenue and expenses are recognized in the financial statements on the accrual basis of accounting.

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions. Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. Unconditional promises to give are recognized as revenues in the period in which the promised amount is received. Conditional promises to give are recognized as revenues upon meeting such conditions.

**NEW YORK CITY BUSINESS ASSISTANCE CORPORATION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014 and 2013**

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

NYCBAC receives at no costs, legal and administrative services from the NYC Department of Small Business Services. The values for these donated services are not reflected in the financial statements.

Cash and Cash Equivalents

Cash and cash equivalents include all monies in banks and highly liquid investments with maturity dates of less than three months.

Accounting Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and judgments that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

3. CASH AND CASH EQUIVALENTS

As of June 30, 2014 and 2013, cash and cash equivalents consisted of:

	<u>June 30, 2014</u>	<u>June 30, 2013</u>
J.P. Morgan Chase Bank		
MMA account no. XXXX5865	\$ 2,472,790	\$ 1,970,244
Interest checking account no. XXXX4466	288,211	778,456
Total	<u>\$ 2,761,001</u>	<u>\$ 2,748,700</u>

4. LEASE COMMITMENTS

NYCBAC occupies office space located at 110 William Street, New York, NY 10038. The space is donated by The City of New York and no in-kind values have been recognized in the financial statements.

NEW YORK CITY BUSINESS ASSISTANCE CORPORATION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014 and 2013

5. TEMPORARILY RESTRICTED NET ASSETS

At June 30, 2014 and 2013, temporarily restricted net assets consisted of and available for the following purposes:

<u>Program Fund</u>	2013 Balance	Cash Received	Revenue Recognized	2014 Balance
Microgrant for Business	\$ 724,251	\$ 1,615,000	\$ (1,677,411)	\$ 661,840
Printer's Fund	565,454	-	(10,577)	554,877
Industrial Park Improvement	420,000	-	(336,377)	83,623
125th Street Development	178,672	-	-	178,672
Minority and Women-Owned Business Enterprise	154,654	-	(68,253)	86,401
BID - Challenge	152,892	401,500	(182,355)	372,037
NYC Small Business Campaign	108,066	2,190	(104,325)	5,931
Neighborhood Awards	77,832	-	(48,483)	29,349
Business Emergency Grant	38,605	-	(6,000)	32,605
Made in New York	16,828	-	(16,828)	-
DEFO/CAP	11,243	-	-	11,243
Immigrant for Business	-	250,000	(243)	249,757
Build Business Capacity	-	52,336	-	52,336
Business Solutions	-	261,949	(48,821)	213,128
Total	<u>\$ 2,448,497</u>	<u>\$ 2,582,975</u>	<u>\$ (2,499,673)</u>	<u>\$ 2,531,799</u>

6. CONCENTRATION OF CREDIT RISK

Financial instruments that potentially subject NYCBAC to concentrations of credit risk consist primarily of cash and cash equivalents which from time to time, exceed the Federal depository insurance coverage limit of \$250,000. However NYCBAC has not experienced any losses.

7. SUBSEQUENT EVENTS

Management has evaluated subsequent events through September 24, 2014, the date which the financial statements were available for issue. Nothing came to our attention warranting adjustment or disclosure.

8. TAXES

NYCBAC's federal and state tax information returns for the years after 2010 remain subject to examination by relevant taxing authorities.

NEW YORK CITY BUSINESS ASSISTANCE CORPORATION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014 and 2013

9. FAIR VALUE OF FINANCIAL STATEMENTS

FASB Accounting Standards Codification (ASC) 820, Fair Value Measurement, provides the framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets and liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of fair value hierarchy under FASB ASC 820 are described as follows:

Level 1 - Inputs to the valuation methodology are unadjusted quoted price for identical assets or liabilities in active markets that NYCBAC has the ability to access.

Level 2 - Inputs to the valuation methodology include

- quoted prices for similar assets or liabilities in active markets;
- quoted prices for identical and similar assets or liabilities in inactive markets;
- inputs other than quoted prices that are observable for the asset or liability;
- inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the level input must be observable for substantially the full term of the asset or liability.

Level 3 - Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of the observable inputs and minimize the use of unobservable inputs.

The following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at June 30 , 2014 and 2013.

Cash and Cash Equivalents. The carrying amount reported in the balance sheet or cash and cash equivalents approximates its fair value.

Accounts Payable and Accrued Expenses. The carrying amount of accounts payable and accrued expenses in the balance sheet approximate fair value.

MEMORANDUM

TO: NYBAC Board of Directors
FROM: Shaazad Ali
RE: Audit & Finance Committee
DATE: 5/15/2015

Pursuant to subdivisions 4 and 8 of Section 2824 of the Public Authorities Law (PAL), an Audit and Finance Committee is hereby formed, being comprised of:

Andrew Schwartz
Shaazad Ali
Ismail Mohamed

For the purpose of recommending to the Board the hiring of certified independent accounting firm, establishing the compensation to be paid to the accounting firm, providing direct oversight of the performance of the independent audit to be performed each fiscal year by the accounting firm hired for such purposes and making necessary recommendations.

MEMORANDUM

TO: NYBAC Board of Directors
FROM: Shaazad Ali
RE: Governance Committee
DATE: 5/15/2015

Pursuant to subdivision 7 of Section 2824 of the PAL, a Governance Committee is hereby formed, being comprised of:

Andrew Schwartz
Gregg Bishop
Ophelia Gabrino

For the purpose of keeping the Board informed of current best governance practices, to review corporate governance trends, to upgrade the organization corporate governance principles and to advise appointing the CDC on skills and experiences required of potential Board members.