Capitol Research Division SNL Financial 1-800-969-4121

## Here Today. Here Tomorrow.



CORTLAND
BANCORP

ANNUAL REPORT

## CONTENTS

Chairman's Message
2
Brief Description of the Business
4
Report of Independent Auditors
5
Consolidated Statements of Income
6
Consolidated Balance Sheets

Consolidated Statements of Sharcholders' Equity

8

Consolidated Statements of Cash Flows

Notes to the Consolidated Financial Statements
10
Three Year Summary
Average Balance Shcet, Yields and Rates
28
Sclected Financial Data 30

Management's Discussion and Analysis
31
Information as to Stock Prices and Dividends
52
Cortland Bancorp Directors and Officers

53
Cortland Savings \& Banking
Directors and Officers
54
Offices and Locations

## TO OUR SH^REHOLDERS:

Martha Stewart was recently convicted of insider trading in the sale of her lmclone stock, right? Wrong. The fact is that the government was unable to bring a case of insider trading against Ms. Stewart. The law and the facts of the case simply would not support the charge. So they charged Martha with lying to the government, obstructing justice, conspiracy and some other trumped up charges that the judge found so creative that she tossed them right out of court.

Investigators discovered that their initial suspicion--that Martha had been "tipped" by Samuel Waksal, a close personal friend and Imelone's founder-simply was not true. Undaunted, they chose to indict her for lying about a crime, even though one had not actually bcen committed. This made a prophet of Justice Ruth Bader Ginsburg who wrote in a 1996 Supreme Court case that "The prospect remains that an overzcalous prosecutor or investigatoraware that a person has committed some suspicious acts, but unable to make a criminal case-will create a crime by surprising the subject, asking about those acts, and recciving a false denial." This appears to be exactly what has happened to Martha. There was no underlying crime. Had Martha said nothing at all when confronted by federal investigators, she would not now be facing the prospect of jail.

Ironically, the one charge on which the jury failed to convict was that Martha's broker had altered evidence by notating after the fact that there was an agreement to sell Martha's Imclone holdings if the stock's price fell to $\$ 60$ or $\$ 61$. On this point the jury found that they had reasonable doubt. Yet this was the very cornerstonc of the government's case. If the jury had reasonable doubt on this critical point, they should have had reasonable doubt regarding the rest of the government's case. Unfortunately for Martha the jury never made this leap in logic, and Martha was found guilty.

Perhaps the U.S. Attorney and the jurors considered this a victory for the "little guy." But try cxplaining that to all of the "litule guys" who were either employees or sharcholders of Martha Stewart Living Omnimedia or K-Mart (a major distribution channel and markeling outlel for Martha's products). For those folks, this was a very expensive "victory," disrupting their lives, undermining their financial security and threatening their very livelihood. Whereas before there had been no victim for there was no crime, now there were plenty of real suffering victims, all in the name of justice.

Perhaps the U.S. Attorney and the jurors considered this a victory to protect the integrity of our judicial system? It would "send a message," encouraging future suspects to tell the truth. More likely, as suggested by Justice Ginsburg's 1996 opinion, it calls into question the very integrity of a
system that would put so many innocent lives at-risk in the absence of any underlying crime. Instead of encouraging "truth-telling," the case reaflirms the old adage that "silence is golden." Even if one has the best legal representation that money can buy, one may not be able to avoid trouble. Nearly every point on which Martha Stewart was convicted arose from actions that she took after having consulted with some of the finest legal minds in the land.

Such is the state of our judicial system, for all of its many strengths it is extraordinarily complex, rraught with the risk of wrongful accusation, entrapment and self-incrimination. Although ours is a system where the accused is assumed innocent until proven guilty, the judge and jury are still human. The verdict may hinge on whether the defendant has disproved the accusations or whether the defendant is perceived as a member of a special, privileged class. Postverdict comments by jurors suggest that this may have indecd occurred in Martha's case, and that issues of class distinction may have played a role in the deliberations.

Perhaps we are particularly sensitive to Martha's plight as we have been to court more than a few times ourselves. While we haven't yet had anyone trick us quite as badly as what Martha experienced, we've had a few folks try. It's not that hard. The real beauty of the American jurisprudence system is that, if you have the filing fee, just about anybody can sue anyone else over just about anything for any amount they choose.

Since 1993, the Company's bank subsidiary has been a defendant in a class action lawsuit involving purchased interests in two Ohio campgrounds. We knew that we hadn't done anything wrong, yet we stood accused. In fact, we had joincd with other financial institutions to help these campgrounds work through a difficult bankruptcy reorganization. $\Lambda \mathrm{s}$ a result, the campgrounds remained open both during and after the bankruptcy, cnabling the campers to enjoy without interruption the full benefit of their membership. Yet we found ourselves accused of all sorts of vile and dastardly deeds, from racketeering to running a corrupt organization. None of it was true, of course. All of it was contrived to "raise the stakes," reduce our risk tolerance, and drive us to quickly settle. We were supposed to run (not walk) to the vault, withdraw a tidy sum, and lay a large lump of moncy on plaintiffs' attorneys. Problem was, they had picked on the wrong folks this time.

If settling was the "smart" thing to do, then we were just way too stupid. Our roots are firmly planted way back in the 19th Century. We believe in old-fashion values like truth, hard work, honor, loyalty and integrity. We find that some things are just worth fighting about. So when someone dares besmirch our character and reputation, it's time to "call them out." So we did. We fought them in the Northern District of Ohio Eastern Division of the Federal Court, and we won. We fought them in United States Court of Appeals for the Sixth Circuit, and we won. We
fought them in the Common Pleas Court of Trumbull County, and we won. We fought them in the 11th District Court of Appeals, and on March 4, 2004 we were notificd that we had won again. It's been a long, tough fight, but so far truth and justice have won out. And for that we are grateful.

The Sarbanes-Oxlcy Act, enacted in 2002 in response to numerous corporate scandals and corporate governance failures, is a meritorious attempt on the part of our government to restorc honesty, integrity and ethical behavior in the corporate world. It established tough new standards and regulations regarding corporate responsibility, and increased civil and criminal penaltics, in an effort to restore public and investor confidencc. We have already implemented many of the provisions of Sarbanes-Oxley. We will be spending considerably more time, energy and money in 2004 to further phase-in additional provisions of the Act to ensure investors of the effectiveness of our internal controls and procedurcs. While we salute the lofty goals of Sarbanes-Oxley, we can't help but wonder if Justice Ginsburg's 1996 warning won't find new applicability in the legal plight of some future CEO or CFO?

What if our government officials were also held to the same high standards as Sarbanes-Oxley or Martha Stcwart, that lying to the American public was a criminal act? What if it were a criminal act to make false campaign promises? What if a candidate were held personally liable for factual misrepresentations or making false accusations against a political opponent? What a different world that would be!

The campaign political rhetoric has alrcady started, and it is having an effect on the American public. Measures of consumer confidence had rallicd quite strongly during the second half of 2003 . Now with the advent of the presidential primaries consumer confidence has notably weakened. This dip in confidence has much more to do with the constant bashing of the economy by presidential contenders than any real weakness in business activity. Perhaps you may recall that when young George's father was running for re-election, the challengers' battle cry was "It's the Worst Economy in 50 Years!" or the more insulting "It's the Economy, Stupid!" Turns out it was a lic. The cconomy was growing at a very rapid pace, but that wouldn't be known for sure until after the election. And unlike Martha, no one was threatened with jail time for lying.

Fact is, the economy is beginning to do rather nicely. Congress and the Administration finally got it right last ycar with legislation that focused tax incentives on capital spending and investment. The dollar was also finally allowed to decline against the Euto and the Yen, improving the competitiveness of manufacturers and exporters. The Fed remained accommodative as interest rates held at or near their 45 -yeat lows. Fiscal policy joined in, helping to prime-the-pump by replacing the economic drag of a large surplus with the stimulus of a deficit. There are still some
hurdles remaining: the high cost of energy, jobs and the threat of terrorism and international turmoil.
U.S. crude oil prices during 2003 averaged $\$ 31$ per barrel, the highest yearly average in more than 20 years. The high cost of "black gold" helped push the price of real gold back over $\$ 400$ an ounce, near its 14 -year peak. Energy costs are unlikely to fall until more capacity is brought on-stream or when alternative fuels are developed. The longer energy costs remain at such lofty levels, the more exploration and research are encouraged. Mcanwhile, gasoline prices in the U.S. are expected to top $\$ 2$ per gallon, and will likcly dampen growth in consumer spending.

New jobs will be created once the economy begins to consistently grow faster than the rate of productivity, which has been simply phenomenal. Indecd cconomic growth did finally overtake productivity growth in the 4 th quarter of 2003. Recently we have begun to sce a steady decline in initial unemployment claims. Now jobs will follow as capacity utilization increases to mect the demands of a growing economy. Remember, until recently the economy had been considered to be at full employment when the unemployment rate was at $6.0 \%$. The current unemployment rate is $5.6 \%$.

The outlook for 2004 is basically positive. However, interest rates are likely to remain at or near their 45-ycar lows for much if not all of the year, This will continue to keep the pressure on the Company's net interest margin, the difference between what it earns on its loans and investments and what it pays for its deposits and borrowings. With interest rates hovering just above zero, it is difficult to reduce further the cost of funds. The Company will attempt to offset this effect by incrasing non interest inconte and controlling non interest expense.

Indeed our net intercst margin did narrow during 2003 to below recent historical norms. While the Company was unable to achieve a 10 th consecutive year of record profits, net income of $\$ 5.484$ million was the third best in the Company's long history. Earnings per share of $\$ 1.34$ checked in as the second best in bistory. At this time, I would also like to recognize Neil J. Kaback, a partner in the CPA firm of Cohen \& Company, who recently joined our Board. I would also like to extend a very special thanks to William A. Hagood for his 32 years of service. Bill will be retiring from the Board as his term expires this April.

Sincerely,


[^0]BRIEF DESCRIPTION OF THE BUSINESS

## CORTLAND BANCORP

Cortland Bancorp (the "Company") was incorporated under the laws of the State of Ohio in 1984, as a one bank holding company registered under the Bank Holding Company Act of 1956, as amended. On March 13, 2000, the Board of Governors of the Federal Reserve system approved the Company's application to become a financial holding company as authorized by the Gramm-Leach-Bliley Act of 1999. The principal activity of the Company is to own, manage and supervise the Cortland Savings and Banking Company ("Cortland Banks" or the "Bank"). The Company owns all of the outstanding shares of the Bank.
The Company is subject to supervision and regulation by the Board of Governors of the Federal Reserve System (the "Federal Reserve Board"). As a financial holding company, the Company may cngage in activities that are financial in nature or incidental to a financial activity, as authorized by the Gramm-Leach-Blilcy Act of 1999 (The Financial Services Reform Act). Under the Financial Services Reform Act, the Company may continue to claim the benefits of financial holding company status as long as each depository institution that it controls remains well capitalized and well managed. The Company is required to provide notice to the Board of Governors of the Federal Rcserve System when it becomes aware that any depository institution controlled by the Company ceases to be well capitalized or well managed. Furthermore, current regulation specifies that prior to initiating or engaging in any new activitics that are authorized for financial holding companies, the Company's insured depository institutions must be rated "satisfactory" or better under the Community Rcinvestment Act (CRA). As of December 31, 2003, the Company's bank subsidiary was rated "salisfactory" for CRA purposes, and remaincd well capitalized and, in management's opinion, well managed. Cortland Bancorp owns no property. Operations are conducted at 194 West Main Strcet, Cortland, Ohio.
The business of the Company and the Bank is not seasonal to any significant extent and is not dependent on any single customer or group of customers.

## NEW RESOURCES LEASING COMPANY

New Resources Leasing Company was formed in December 1988 as a separate entity to handle the function of commercial and consumer lending. The wholly owned subsidiary has been inactive since incorporation.

## THE CORTLAND SAVINGS <br> AND BANKING COMPANY

The Cortland Savings and Banking Company is a full service state bank engaged in commercial and retail banking and trust services. The Bank's services include checking accounts, savings accounts, time deposit accounts, commercial, mortgage and installment loans,
leasing, night depository, automated teller scrvices, safe deposit boxes and other miscellaneous services normally offered by commercial banks. Cortland Banks also offers a variety of Internet Banking products as well as discount brokerage services.
Business is conducted at a total of thirteen offices, eight of which are located in Trumbull County, Ohio. Two offices are located in the communities of Windham and Mantua, in Portage County, Ohio. One office is located in the community of Williamsfield, Ashtabula County, Ohio, while two are located in the community of Boardman, Mahoning County, Ohio.
Cortland Bank's main office (as described in its charter) is located at 194 West Main Street, Corlland, Ohio. Administrative offices are located at the main office. The Brookfield, Windham, Ilubbard, Boardman and Niles Park Plaza offices are leased, while all of the other offices are owned by Cortland Banks.
The Bank, as a state chartered banking organization and member of the Federal Reserve System, is subject to periodic examination and regulation by both the Federal Reserve Bank of Cleveland and the State of Ohio Division of Banks. These examinations, which include such areas as capital, liquidity, asset quality, management practices and other aspects of the Bank's operations, are primarily for the protection of the Bank's depositors. In addition to these regular cxaminations, the Bank must furnish periodic reports to regulatory authorities containing a full and accurate statement of its affairs. The Bank's deposits are insured by the Fcderal Deposit Insurance Corporation (FDIC) up to the statutory limit of $\$ 100,000$ per customer.

## COMPETITION

Cortland Banks actively competes with state and national banks located in Northeast Ohio and Western Pennsylvania. It also competes for deposits, loans and other service business with a large number of other financial instilutions, such as savings and loan associations, credit unions, insurance companies, consumer finance companies and commercial finance and lcasing companics. Also, money market mutual funds, brokerage houses and similar institutions provide in a relatively unregulated environment many of the financial services offered by banks. In the opinion of management, the principal methods of competition are the rates of interest charged on loans, the rates of interest paid on deposit funds, the fees charged for services, and the convenience, availability, timeliness and quality of the customer scrvices offered.

## EMPLOYEES

As of December 31, 2003 the Company through its subsidiary bank, cmployed 144 full-time and 39 parttime employees. The Company provides its employees with a full range of benefit plans, and considers its relations with its employees to be satisfactory.

## REPORT OF PACKER THOMAS INDEPENDENT AUDITORS

## SHAREHOLDERS AND BOARD OF DIRECTORS <br> Cortland Bancorp

We have audited the accompanying consolidated balance sheets of Cortland Bancorp and subsidiaties as of December 31, 2003 and 2002 and the related consolidated statements of income, shareholders' equity and cash flows for each of the three years in the period ended December 31, 2003. These financial statements are the responsibility of the Company's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit in-
cludes examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements. An audit includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the consolidated financial position of Cortland Bancorp and subsidiaries at December 31, 2003 and 2002, and the consolidated results of their operations and their cash flows for each of the three years in the period ended December 31, 2003, in conformity with accounting principles generally accepted in the United States of America.


Thomas
Packer Thomas
(Amounts in thousands except per share data)

|  | 2003 | 2002 | 2001 |
| :---: | :---: | :---: | :---: |
| Interest income |  |  |  |
| Interest and fees on loans | \$13,039 | \$15,434 | \$17,689 |
| Interest and dividends on investment securities: |  |  |  |
| Taxable interest | 3,068 | 3,272 | 3,733 |
| Nontaxable intcrest | 2,473 | 2,487 | 2,032 |
| Dividends | 132 | 170 | 269 |
| Interest on mortgage-backed securities | 4,009 | 5,322 | 5,708 |
| Interest on trading account securities | 69 |  |  |
| Other interest income . . . . . . . . . . . | 117 | 226 | 368 |
| Total interest income | 22,907 | 26,911 | 29,799 |
| Interest expense |  |  |  |
| Deposits | 5,819 | 7,534 | 11,176 |
| Borrowed funds | 2,313 | 2,470 | 2,647 |
| Total interest expense | 8,132 | 10,004 | 13,823 |
| Net interest income | 14,775 | 16,907 | 15,976 |
| Provision for loan losses (Note 4) | 240 | 460 | 220 |
| Net interest income after provision for loan losses | 14,535 | 16,447 | 15,756 |
| Other income |  |  |  |
| Fees for other customer services | 1,636 | 1,362 | 1,537 |
| Investment securities gains - net | 946 | 215 | 386 |
| Trading securities gains - net | 265 |  |  |
| Gain on sale of loans - net | 470 | 318 | 269 |
| Other non-interest income | 532 | 805 | 531 |
| Total other income | 3,849 | 2,700 | 2,723 |
| Other expenses |  |  |  |
| Salaries and employee benefits | 6,586 | 6,798 | 6,283 |
| Nel occupancy and equipment expense | 1,963 | 2,077 | 2,109 |
| State and local taxes. | 524 | 505 | 605 |
| Office supplies | 347 | 363 | 411 |
| Legal and litigation expense (Note 16) | 152 | 138 | 143 |
| Marketing expense . . . . | 177 | 161 | 160 |
| Other operating expenses | 1,780 | 1,784 | 1,494 |
| Total other expenses | 11,529 | 11,826 | 11,205 |
| Income before federal income taxes | 6,855 | 7,321 | 7,274 |
| Federal income taxes (Note 10) | 1,371 | 1,579 | 1,728 |
| Net income | \$ 5,484 | \$ 5,742 | \$ 5,546 |
| Net income per share, both basic and diluted (Note 1) | \$ 1.34 | \$ 1.38 | \$ 1.33 |

(Amounts in thousands except per share data)

|  | 2003 | 2002 |
| :---: | :---: | :---: |
| ASSETS |  |  |
| Cash and due from banks | \$ 9,747 | \$ 12,571 |
| Federal funds sold |  | 20,000 |
| Total cash and cash equivalents | 9,747 | 32,571 |
| Investment securities available for sale (Note 2) | 125,841 | 115,795 |
| Investment securities held to maturity (approximate market valuc of $\$ 98,451$ in 2003 and $\$ 85,957$ in 2002) (Note 2) | 96,934 | 84,108 |
| Total loans (Note 3) | 189,262 | 191,477 |
| Less allowance for loan losses (Note 4) | $(2,408)$ | $(3,134)$ |
| Net loans | 186,854 | 188,343 |
| Premises and equipment (Note 5) | 4,872 | 5,277 |
| Other assets | 14,144 | 11,504 |
| Total assets | \$438,392 | \$437,598 |
| LIABILITIES |  |  |
| Noninterest-bearing deposits | \$ 57,632 | \$ 55,745 |
| Interest-bearing deposits (Note 6) | 279,924 | 280,013 |
| Total deposits | 337,556 | 335,758 |
| Federal Home Loan Bank advances and other borrowings (Note 7) | 47,886 | 46,669 |
| Other liabilities | 3,069 | 3,132 |
| Total liabilities | 388,511 | 385,559 |
| Commitments and contingent liabilities (Notes 8 and 16) |  |  |
| SHAREHOLDERS' EQUITY |  |  |
| Common stock - $\$ 5.00$ stated value - authorized $20,000,000$ shares; issued 4,246,747 shares in 2003 and 4,123,437 shares in 2002 (Note 1) | 21,234 | 20,617 |
| Additional paid-in capital (Note 1) | 16,469 | 13,323 |
| Retained earnings. | 15,401 | 17,810 |
| Accumulated other comprehensive income (Note 1) | 2,203 | 3,165 |
| Treasury stock, at cost, 212,838 shares in 2003 and 131,544 shares in 2002 | $(5,426)$ | $(2,876)$ |
| Total shareholders' equity (Notes 15 and 17) | 49,881 | 52,039 |
| Total liabilities and shareholders' equity | $\underline{\text { \$438,392 }}$ | \$437,598 |

CORTLAND BANCORP AND SUBSIDIARIES
CONSOLIDATED STATEMENTS OF SHAREHOLDERS' EQUITY
Years ended December 31, 2003, 2002 and 2001

| (Amounts in thousands except per share data) |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Common Stock |  | ditional aid-In Capital | Retaincd Earnings | Accumulated Othcr Comprehensive Income (Loss) | Treasury Stock | Total <br> Share- <br> holders <br> Equity |
| Balance at December 31, 2000 | \$19,437 | \$ | 9,271 | \$19,789 | \$ 896 | \$(1,657) | \$47,736 |
| Comprehensive Income: |  |  |  |  |  |  |  |
| Nei income.. . . . . . . . . . . . . . . . . . |  |  |  | 5,546 |  |  | 5,546 |
| Unrealized gains on available for sale <br> sccurities, net of reclassification adjustment |  |  |  |  |  |  |  |
| Total comprehensive income |  |  |  |  |  |  | 6,484 |
| Common Stock Transactions: |  |  |  |  |  |  |  |
| Treasury shares reissued net of shares repurchased. |  |  | 30 |  |  | 210 | 240 |
| Cash dividends declared ( $\$ .81$ per share) |  |  |  | $(3,355)$ |  |  | $(3,355)$ |
| Special cash dividend (\$.13 per share) |  |  |  | (573) |  |  | (573) |
| 3\% stock dividend | 583 |  | 1,644 | $(2,227)$ |  |  |  |
| Cash paid in lieu of fractional shares |  |  |  | (8) |  |  | (8) |
| Balance at December 31, 2001 | 20,020 |  | 10,945 | 19,172 | 1,834 | $(1,447)$ | 50,524 |
| Comprehensive Income: |  |  |  |  |  |  |  |
| Net income....... |  |  |  | 5,742 |  |  | 5,742 |
| Other comprehensive income, net of tax: |  |  |  |  |  |  |  |
| Unrealized gains on available for sale |  |  |  |  |  |  |  |
| Total comprehensive income |  |  |  |  |  |  | 7,073 |
| Common Stock Transactions: |  |  |  |  |  |  |  |
| Treasury shares repurchased net of shares reissued |  |  | 165 |  |  | $(1,429)$ | $(1,264)$ |
| Cash dividends declared ( $\$ .83$ per share) |  |  |  | $(3,430)$ |  |  | $(3,430)$ |
| Special cash dividend ( $\$ .21$ per sharc) |  |  |  | (855) |  |  | (855) |
| 3\% stock dividend | 597 |  | 2,213 | $(2,810)$ |  |  |  |
| Cash paid in lieu of fractional shares |  |  |  | (9) |  |  | (9) |
| Balance at December 31, 2002 | 20,617 |  | 13,323 | 17,810 | 3,165 | $(2,876)$ | 52,039 |
| Comprchensive Income: |  |  |  |  |  |  |  |
| Nat income. |  |  |  | 5,484 |  |  | 5,484 |
| Other comprehensive income, net of tax: |  |  |  |  |  |  |  |
| Unrealized losses on available for sale securities, net of reclassification adjustment |  |  |  |  | (962) |  | (962) |
| Total comprehensive income |  |  |  |  |  |  | 4,522 |
| Common Stock Transactions: |  |  |  |  |  |  |  |
| Treasury shares repurchased net of shares reissued |  |  | 230 |  |  | $(2,550)$ | $(2,320)$ |
| Cash dividends declared (\$.85 per share) |  |  |  | $(3,485)$ |  |  | $(3,485)$ |
| Special cash dividend ( $\$ .22$ per share) |  |  |  | (864) |  |  | (864) |
| 3\% stock dividend | 617 |  | 2,916 | $(3,533)$ |  |  |  |
| Cash paid in lieu of fractional shares |  |  |  | (11) |  |  | (11) |
| Balance at December 31, 2003 | \$21,234 |  | 16,469 | \$15,401 | \$2,203 | \$(5,426) | \$49,881 |
| DISCLOSURE OF RECLASSIFICATION FOR AVAILABLE FOR SALE SECURITY GAINS AND IOSSES: |  |  |  |  |  |  |  |
|  |  |  |  |  | 2003 | 2002 | 2001 |
| Unrealized holding (losses) or gains on available for sale securities arising during the period net of tax of $\$(174), \$ 758$ and $\$ 615$ |  |  |  |  | \$ (338) | \$ 1,472 | \$ 1,193 |
| Less: Reclassification adjustment for gains realized in net income, net of tax of \$322, \$74 and \$131 |  |  |  |  | 624 | 141 | 255 |
| Net unrealized (losses) or gains on available for sale securities, net of tax |  |  |  |  | \$ (962) | \$ 1,331 | \$ 938 |



## NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Principles of Consolidation: The consolidated financial statements include the accounts of Cortland Bancorp (the Company) and its wholly-owned subsidiaries, Cortland Savings and Banking Company (the Bank) and New Resources Leasing Co. All significant intercompany balances and transactions have been eliminated.
Industry Segment Information: The Company and its subsidiaries operate in the domestic banking industry which accounts for substantially all of the Company's assets, revenues and operating income. The Company, through its subsidiary bank, grants residential, consumer, and commercial loans and offers a variety of saving plans to customers located primarily in the Northeastern Ohio and Western Pennsylvania area.
Use of Estimates: The preparation of financial statements in conformity with gencrally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilitics at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.
Cash Flow: Cash and cash equivalents include cash on hand, amounts due from banks and federal funds sold. Generally, federal funds are purchased and sold for one-day periods. The Company reports net cash flows for customer loan transactions, deposit transactions and deposits made with other financial institutions.
The Company paid interest of $\$ 8,083,000, \$ 10,061,000$ and $\$ 13,981,000$ in 2003, 2002 and 2001, respectively. Cash paid for income taxes was $\$ 1,320,000$ in 2003, $\$ 1,722,000$ in 2002 and $\$ 1,695,000$ in 2001. Transfers of loans to other real estate were $\$ 196,000, \$ 820,000$ and $\$ 204,000$ in 2003,2002 and 2001 , respectively.
Investment Securities: Investments in dcbt and equity securities are classified as held to maturity, trading or available for sale. Securities classified as held to maturity are those that management has the positive intent and ability to hold to maturity. Securities classified as available for sale are those that could be sold for liquidity, investment management, or similar reasons, even though management has no present intentions to do so.
Securities held to maturity are stated at cost, adjusted for amortization of premiums and accretion of discounts, with such amorlization or accretion included in interest income. Securities available for sale are carried at fair value with unrealized gains and losses recorded as a separate component of shareholders' equity, net of tax effects. Realized gains or losses on dispositions are based on net proceeds and the adjusted carrying amount of securities sold, using the specific identification method. Interest on securities is accrued and credited to operations based on the principal balance outstanding, adjusted for amortization of premiums and accretion of discounts.
Unrealized losses on corporate bonds have not been recognized into income because the issuer's bonds are of investment grade quality. Management has the intent and ability to hold these securities for the foreseeable future. The fair value is expected to recover as the bonds approach their maturity date and/or market conditions become more favorable to the bonds' intrinsic value.
Trading Securities: Trading securities are principally held with the intention of selling in the near term and are carried at market value. Realized and unrealized gains and losses on trading account securities are recognized in the Statement of Income as they occur. The Company did not hold any trading securities at December 31, 2003 or 2002. During 2003, trading activity produced purchases of $\$ 23,680,000$ and sales of $\$ 23,945,000$, resulting in a net gain of $\$ 265,000$. There was no trading activity in 2002.
Loans: Loans are stated at the principal amount outstanding net of the unamortized balance of deferred loan origination fees and costs. Deferred loan origination fees and costs are amortized as an adjustment to the related loan yield over the contractual life using the level yield method. Interest income on loans is accrued over the term of the loans based on the amount of principal outstanding. The accrual of interest is

## NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

discontinued on a loan when management determines that the collection of interest is doubtful. Generally a loan is placed on nonaccrual status once the borrower is 90 days past due on payments, or whenever sufficient information is received to question the collectability of the loan or any time legal proceedings are initiated involving a loan. Interest income accrucd up to the date a loan is placed on nonaccrual is reversed through interest income. Cash payments received while a loan is classified as nonaccrual are recorded as a reduction to principal or reported as interest income according to management's judgment as to the collectibility of principal. A loan is returned to accrual status when either all of the principal and interest amounts contractually due are brought current and futurc payments are, in management's judgment, collectable, or when it otherwise becomes well secured and in the process of collection. When a loan is charged-off, any interest accrued but not collected on the loan is charged against earnings.
Loans Held for Sale: The Company originates certain residential mortgage loans for sale in the secondary mortgage loan market. For the majority of loan sales, the Company concurrently sells the rights to service the related loans. In addition, the Company may periodically identify other loans which may be sold. These loans are classified as loans held for salc, and carried, in the aggregate, at the lower of cost or estimated market value based on secondary market prices. To mitigate interest rate risk, the Company may obtain fixed commitments to sell such loans at the time loans are originated or identified as being held for sale. No such commitments existed as of December 31, 2003.
Allowance for Loan Losses: Because some loans may not be repaid in full, an allowance for loan losses is recorded. Increases to the allowance consist of provisions for loan losses charged to expense and recoveries of previously charged-off loans. Reductions to the allowance result from the charge-off of loans deemed uncollectable by management. After a loan is charged-off, collcetion efforts continue and future recoverics may occur.
A loan is considered impaired when it appears probable that all principal and interest amounts will not be collected according to the loan contract. Allowances for loan losses on impaired loans are determined using the estimated future cash flows of the loan, discounted to their present value using the loan's effective interest rate. Allowances for loan losses for impaired loans that are collateral dependent are generally determined based on the estimated fair value of the underlying collateral. Smaller balance homogeneous loans are evaluated for impairment in the aggregate. Such loans include one-to-four family residential, home equity and consumer loans. Commercial loans and commercial mortgage loans are cvaluated individually for impairment. Impaired loans are gencrally classified as nonaccrual loans.
Estimating the risk of loss and the amount of loss on any loan is necessarily subjective. Accordingly, the allowance is maintained by management at a level considered adequate to cover possible losses that are currently anticipated based on past loss experience, general economic conditions, information about specific borrower situations, including their financial position and collateral values, and other factors and estimates which are subject to change over time. While management may periodically allocate portions of the allowance for specific problem loans, the entire allowance is available for any charge-offs that occur.
Promises and Equipment: Premises and equipment are stated at cost less accumulated depreciation. Depreciation is computed generally on the straight-line method over the estimated useful lives of the various assets. Maintenance and repairs are expensed and major improvements are capitalized.
Other Real Estate: Real estate acquircd through foreclosure or deed-in-lieu of foreclosure is included in other assets. Such real estatc is carricd at the lower of cost or fair value less estimated costs to sell. Any reduction from the carrying value of the related loan to fair value at the time of acquisition is accounted for as a loan loss. Any subsequent reduction in fair market value is reflected as a valuation allowance through a

## NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continucd)

charge to income. Costs of significant property improvements are capitalized, whereas costs relating to holding and maintaining the property are charged to expense.
Intangible $\Lambda$ sset: $\Lambda$ core deposit intangible asset resulting from a branch acquisition is being amortized over a 15 year period. The intangible asset, net of accumulated amortization, was $\$ 244,000$ and $\$ 281,000$ at December 31, 2003 and 2002, respectively, and is included in other assets. The aggregate amortization expense was $\$ 37,000$ at December 31, 2003 and 2002. The estimated aggregate amortization expense for the next five years is $\$ 37,000$ per ycar.
Advertising: The Company expenses advertising costs as incurred.
Income Taxes: A deferred tax liability or asset is determined at each balance sheet date. It is measured by applying currently enacted tax laws to future amounts that result from differences in the financial statement and tax bases of assets and liabilities.
Other Comprehensive Income: Accumulated other comprehensive income for the Company is comprised solely of unrealized holding gains (losses) on available for sale securities, net of tax.
Per Share Amounts: The Board of Directors declared $3 \%$ common stock dividends payable as of January 1, 2004, 2003 and 2002. The $3 \%$ common stock dividend issued on January 1, 2004 resulted in the issuance of 123,310 shares of common stock, which have been included in the $4,246,747$ shares reported as issued at December 31, 2003.
Basic and diluted earnings per share are based on weighted average shares outstanding. Average shares outstanding and per share amounts have been restated to give retroactive effect to the $3 \%$ common stock dividend of January 1, 2004. Average shares outstanding and per share amounts similarly reflect the impact of the Company's stock repurchase program (see Note 17).
The following table sets forth the computation of basic earnings per common sharc and diluted earnings per common share:

| Years Ended December 31, |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 2003 |  | 2002 |  | 2001 |  |
| \$ | 5,484 | \$ | 5,742 | \$ | 5,546 |
|  | 9,237 |  | 7,036 |  | 67,31.8 |
| \$ | 1.34 | \$ | 1.38 | \$ | 1.33 |
| \$ | 1.34 | \$ | 1.38 | \$ | 1.3 |

Reclassifications: Certain items in the financial statements for 2002 and 2001 have been reclassified to conform to the 2003 presentation.
New Accounting Standards: On December 11, 2003, the SEC staff announced its intention to release a Staff Accounting Bulletin that would require all registrants to account for mortgage loan interest rate lock commitments related to loans held for sale as written options, effective no later than for commitments entered into after March 31, 2004. This guidance, if issued, would require the Company to recognize a liability on its balance sheet equal to the fair value of the commitment at the time the loan commitment is issued. As a result, this guidance would delay the recognition of any revenue related to these commitments until such time as the loan is sold. However, the new accounting standard would have no effect on the ultimate amount of revenue or the cash flows recognized over time. The adoption of this pending guidance is not expected to have a material impact on the Company's financial position or results of operation.

## NOTE 2 - INVESTMENT SECURITIES

The following is a summary of investment securities:

| (Am |  | thousan |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | mortized Cost |  | Gross realized Gains |  | alized <br> ses |  | stimated <br> Fair <br> Value |
| December 31, 2003 |  |  |  |  |  |  |  |  |
| Investment securities available for sale |  |  |  |  |  |  |  |  |
| U.S. Treasury securities |  | 4,635 |  | 336 | S |  |  | 4,971 |
| U.S. Government agencies and corporations |  | 31,843 |  | 621 |  | 43 |  | 32,421 |
| Obligations of states and political subdivisions. |  | 19,727 |  | 1,062 |  | 16 |  | 20,773 |
| Mortgage-backed and related securitics |  | 52,396 |  | 1,174 |  | 143 |  | 53,427 |
| Corporate securities |  | 10,786 |  | 397 |  | 53 |  | 11,130 |
| Total debt securities |  | 119,387 |  | 3,590 |  | 255 |  | 122,722 |
| Other sccurities |  | 3,119 |  |  |  |  |  | 3,119 |
| Total available for sale |  | 122,506 |  | 3,590 |  | 255 |  | 125,841 |
| Investment securities held to maturity |  |  |  |  |  |  |  |  |
| U.S. Treasury securities |  | 156 |  | 4 | \$ |  |  | 160 |
| U.S. Government agencies and corporations |  | 24,976 |  | 230 |  | 62 |  | 25,144 |
| Obligations of states and political subdivisions. |  | 32,730 |  | 1,653 |  | 47 |  | 34,336 |
| Mortgage-backed and related securities |  | 39,072 |  | 62 |  | 323 |  | 38,811 |
| Total held to maturity |  | 96,934 |  | 1,949 |  | 432 |  | 98,451 |
| December 31, 2002 |  |  |  |  |  |  |  |  |
| Investment securities available for sale |  |  |  |  |  |  |  |  |
| U.S. Treasury securities |  | 5,093 |  | \$ 592 | \$ |  |  | 5,685 |
| U.S. Government agencies and corporations. |  | 25,585 |  | 1,150 |  | 1 |  | 26,734 |
| Obligations of states and political subdivisions. |  | 22,032 |  | 723 |  | 17 |  | 22,738 |
| Mortgage-backed and related securitics |  | 55,261 |  | 2.256 |  | 26 |  | 57,491 |
| Total debt securities. |  | 107,971 |  | 4,721 |  | 44 |  | 112,648 |
| Marketable equity sccurities |  | 28 |  | 113 |  |  |  | 141 |
| Other securities |  | 3,006 |  |  |  |  |  | 3,006 |
| Total available for sale |  | 111,005 |  | 4,834 |  |  |  | 115,795 |
| Investment securities held to maturity |  |  |  |  |  |  |  |  |
| U.S. Government agencies and corporations. |  | 22,190 |  | \$45 | \$ |  |  | 22,835 |
| Obligations of statcs and political subdivisions. |  | 31,517 |  | 1,078 |  | 81 |  | 32,514 |
| Mortgage-backed and related securities. . |  | 30,401 |  | 237 |  | 30 |  | 30,608 |
| Total held to maturity |  | 84,108 |  | $\underline{\underline{1,960}}$ |  | 111 |  | 85,957 |

At December 31, 2003 and 2002, other securities consisted of $\$ 2,893,000$ and $\$ 2,780,000$ in Federal Home Loan Bank (FHLB) stock, respectivcly, and $\$ 226,000$ in Federal Reserve Board (FED) stock. Each investment is carried at cost, and the Company is required to hold such investments as a condition of membership in order to transact business with the FHLB and the FED.

## NOTE 2 - INVESTMENT SECURITIES (Continued)

The amortized cost and estimated market valuc of debt securities at December 31, 2003, by contractual maturity, are shown below. Actual maturities will differ from contractual maturities because issuers may have the right to call or prepay obligations with or without call or prepayment penalties.
(Amounts in thousands)
December 31, 2003

|  |  |  |
| :---: | :---: | :---: |
|  | Amortized $\qquad$ | Estimated Fair Value |
| Investment securities available for sale |  |  |
| Due in one year or less. | \$ 1,506 | \$ 1,514 |
| Due after one year through five years. | 7,605 | 8,103 |
| Due after five years through ten years | 23,936 | 24,525 |
| Due after ten years | 33,944 | 35,153 |
| Subtotal | 66,991 | 69,295 |
| Mortgage-backed securities | 52,396 | 53,427 |
| Total | \$119,387 | \$122,722 |
| Investment securities held to maturity |  |  |
| Due in one year or less. | \$ 2,088 | \$ 2,093 |
| Due after one year through five years. | 197 | 210 |
| Due after five years through ten years | 12,081 | 12,230 |
| Due after ten years | 43,496 | 45,107 |
| Subtotal | 57,862 | 59,640 |
| Mortgage-backed securities | 39,072 | 38,811 |
| Total | \$ 96,934 | \$ 98,451 |

The following table sets forth the proceeds, gains and losses realized on securities sold or called for each of the years ended December 31:
(Amounts in thousands)

|  | 2003 | 2002 | 2001 |
| :---: | :---: | :---: | :---: |
| Proceeds. | \$20,115 | \$17,085 | \$23,919 |
| Gross realized gains | 948 | 329 | 541 |
| Gross realized losses | 2 | 114 | 155 |

Investment securities with a carrying value of approximately $\$ 43,909,000$ at December 31, 2003 and $\$ 38,126,000$ at December 31, 2002 were pledged to secure deposits and for other purposes.

NOTE 2 - INVESTMENT SECURITIES (Continued)
The following is a summary of the fair value of securities with unrealized losses and an aging of those unrealized losses at December 31, 2003:
(Amounts in thousands)

|  | $\underline{\text { Less than } 12 \text { Months }}$ |  | 12 Months or More |  | Total |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Fair Value | Unrealized Losses | Fair Value | Unrealized Losses | Fair Value | Unrealized Losses |
| U.S. Government agencies and corporations | \$ 9,221 | \$105 | \$ | \$ | \$ 9,221 | \$105 |
| Obligations of states and political subdivisions. | 3,498 | 48 | 1,713 | 15 | 5,211 | 63 |
| Mortgage-backed and related securities. | 42,036 | 452 | 2,208 | 14 | 44,244 | 466 |
| Corporate securities. | 2,528 | 53 |  |  | 2,528 | 53 |
|  | \$57,283 | \$658 | \$3,921 | \$29 | \$61,204 | \$687 |

The above table represents 66 investment securities where the current value is less than the related amortized cost. The unrealized losses do not reflect any deterioration of the credit worthiness of the issuing entities. No security has a current rating that is below investment grade, and 61 of the securities are rated "AA $A$ ". The lowest rated security is rated $A-$. The unrealized losses on these securities are a result of changes in interest rates for fixed-rate securities where the interest rate received is less than the current rate available for new offerings of similar securities, changes in market spreads as a result of shifts in supply and demand, and changes in the level of prepayment activity for mortgage related securities.

## NOTE 3 - LOANS RECEIVABLE

The following is a summary of loans:
(Amounts in thousands)

| ( | December 31, |  |
| :---: | :---: | :---: |
|  | 2003 | 2002 |
| 1-4 family residential mortgage loans | \$ 57,854 | \$ 62,365 |
| Commercial mortgage loans | 92,822 | 86,929 |
| Consumer loans | 7,231 | 9,792 |
| Commercial loans | 21,711 | 22,016 |
| Home equity loans. | 9,541 | 8,353 |
| 1-4 family residential mortgage loans held for sale | 103 | 2,022 |
| Total loans | $\underline{\$ 189,262}$ | \$191,477 |

## NOTE 4 - ALLOWANCE FOR LOAN LOSSES

The following is an analysis of changes in the allowance for loan losses for the year ended:
(Amounts in thousands)

|  | December 31, |  |  |
| :---: | :---: | :---: | :---: |
|  | 2003 | 2002 | 2001 |
| Balance at beginning of year | \$ 3,134 | \$2,998 | \$2,974 |
| Loan charge-offs | $(1,120)$ | (441) | (275) |
| Recoveries | 154 | 117 | 79 |
| Net loan charge-ofls. | (966) | (324) | (196) |
| Provision charged to operations. | 240 | 460 | 220 |
| Balance at end of year | \$ 2,408 | \$3,134 | \$2,998 |

Loans on which the accrual of intcrest has been discontinued because circumstances indicate that collection is questionable amounted to $\$ 2,067,000, \$ 1,406,000$ and $\$ 829,000$ at December 31, 2003, 2002 and 2001, respectively. Interest income on these loans, if accrued, would have increased pretax income by approximately $\$ 135,000, \$ 69,000$ and $\$ 52,000$ for 2003, 2002 and 2001, respectively.

Impaired loans are generally included in nonaccrual loans. Management does not individually evaluate certain smaller balance loans for impairment as such loans are evaluated on an aggregate basis. These loans generally include 1-4 family, consumer and home equity loans. Impaired loans are generally evaluated using the fair value of collateral as the measurement method. At December 31, 2002 and 2001, there were no loans considered impaired. At December 31, 2003, the recorded investment in impaircd loans was $\$ 871,000$ while the allocated portion of the allowance for loan losses for such loans was $\$ 177,000$. Interest income recognized on impaired loans using the cash basis was $\$ 42,000$ for 2003.

The remaining principal balance of renegotiated loans for which interest has been reduced and that are still accruing interest totaled $\$ 26,000$ and $\$ 134,000$ at December 31, 2002 and 2001, respectively, and none at December 31, 2003. Interest income recognized on these loans was $\$ 18,000$ for 2002 and $\$ 22,000$ for 2001. Interest income that would have been recognized under the original terms was $\$ 23,000$ for 2002 and $\$ 27,000$ for 2001.

As of December 31, 2003, 2002 and 2001, there were $\$ 2,113,000, \$ 2,058,000$ and $\$ 1,504,000$ in loans that were neither classified as nonaccrual nor considered impaired, but which can be considered potential problem loans.

Any loans classified for regulatory purposes as loss, doubtful, substandard, or special mention that have not been disclosed above do not (i) represent or result from trends or uncertainties which management reasonably expects will materially impact future operating results, liquidity, or capital resources, or (ii) represent material credits about which management is aware of any information which causes management to have serious doubts as to the ability of such borrowers to comply with the loan repayment terms.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Years ended Dccember 31, 2003, 2002 and 2001

## NOTE 5 - PREMISES AND EQUIPMENT

The following is a summary of premises and equipment:
(Amounts in thousands)

|  | December 31, |  |
| :---: | :---: | :---: |
|  | 2003 | 2002 |
| Land. | \$ 692 | \$ 692 |
| Premises | 5,527 | 5,518 |
| Equipment | 9,161 | 8,838 |
| Leasehold improvements | 279 | 279 |
|  | 15,659 | 15,327 |
| Less accumulated depreciation | 10,787 | 10,050 |
| Net book value | \$ 4,872 | \$ 5,277 |

Depreciation expense was $\$ 737,000$ for 2003, $\$ 858,000$ for 2002 and $\$ 934,000$ for 2001.

## NOTE 6 - DEPOSITS

The following is a summary of interest-bearing deposits:

| (Amounts in thousands) | December 31, |  |
| :---: | :---: | :---: |
|  | 2003 | 2002 |
| Demand | \$ 29,153 | \$ 31,816 |
| Money Market | 17,376 | 23,715 |
| Savings. | 89,830 | 87,676 |
| Time: |  |  |
| In denominations under \$100,000. | 114,485 | 111,113 |
| In denominations of \$ 100,000 or more | 29,080 | 25,693 |
| Total | \$279,924 | \$280,013 |

The following is a summary of time deposits of $\$ 100,000$ or more by remaining maturities:
( $\wedge$ mounts in thousands)

|  | December 31, |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | 2003 |  |  | 2002 |  |  |
|  | Certificates of Deposit | Other Time Deposits | Total | Certificates of Deposit | Other Time Deposits | Total |
| Three months or less | \$ 3,936 | \$ 409 | \$ 4,345 | \$ 6,233 | \$ 540 | \$ 6,773 |
| Three to six months | 4,999 |  | 4,999 | 3,469 | 500 | 3,969 |
| Six to twelve months | 4,020 |  | 4,020 | 3,213 | 122 | 3,335 |
| Onc through five years | 8,631 | 1,749 | 10,380 | 6,176 | 1,601 | 7,777 |
| Over five years. | 1,132 | 4,204 | 5,336 | 742 | 3,097 | 3,839 |
| Total . | \$22,718 | $\underline{\$ 6,362}$ | $\underline{\$ 29,080}$ | \$19,833 | $\underline{\text { \$5,860 }}$ | \$25,693 |

## NOTE 7 - FEDERAL HOME LOAN BANK ADVANCES AND OTHER BORROWINGS

The following is a summary of total Federal Home Loan Bank advances and other borrowings:
(Amounts in thousands)

|  | Weighted Average Interest Rate | December 31, |  |
| :---: | :---: | :---: | :---: |
|  |  | 2003 | 2002 |
| Federal Home Loan Bank advances |  |  |  |
| Variable rate LIBOR based Federal Home Loan Bank advances, with monthly interest payments: |  |  |  |
| Fixed rate and convertible fixed rate Federal Home Loan Bank advances, with monthly intcrest payments: <br> Due in 2003 |  |  |  |
| Due in 2007 | 6.3700\% | 1,000 | 1,000 |
| Due in 2008 | 5.6340\% | 5,000 | 5,000 |
| Due in 2009 | 5.1600\% | 10,000 | 10,000 |
| Due in 2010 | 5.9293\% | 13,500 | 13,500 |
| Due in 2011 | 4.9553\% | 9,500 | 9,500 |
| Total Federal Home Loan Bank advances | 4.9957\% | 44,000 | 43,000 |
| Other borrowings |  |  |  |
| Securities sold under repurchase agreements | 0.7978\% | 2,243 | 1,680 |
| U.S. Trcasury interest-bearing demand note. | 0.7280\% | 643 | 1,989 |
| Federal Funds Purchased | 1.1875\% | 1,000 |  |
| Total other borrowings. | 0.8865\% | 3,886 | 3,669 |
| Total Federal Home Loan Bank advances and other borrowings | 4.6622\% | \$47,886 | \$46,669 |

Securities sold under repurchase agreements represent arrangements that the Bank has entered into with certain deposit customers within its local market areas. These borrowings are collateralized with securitics. There are $\$ 6.5$ million in securitics, allocated for this purpose, owned by the Bank and held in safekeeping accounts at independent correspondent banks.

Fedcral Home Loan Bank (FHLB) advances are collateralized by the FHLB stock owned by the Bank, which had a carrying value of $\$ 2,893,000$ at December 31, 2003, and a blanket lien against the Bank's qualificd mortgage loan portfolio and $\$ 10,836,000$ in collateralized mortgage obligations. Maximum borrowing capacity from the FHLB totaled \$50,180,000 at Deccmber 31, 2003.

As of both December 31, 2003 and 2002, $\$ 38,000,000$ of the FHLB fixed rate advances are convertible to quarterly LIBOR floating rate advances on or after certain specified dates at the option of the FHLB. Should the FHLB clect to convert, the Company acquires the right to prepay any or all of the borrowing at the time of conversion and on any interest payment due date, thereafter, without penalty.

## NOTE 8 - COMMITMENTS

The Bank occupics office facilities under operating leases extending to 2008. Most of these leases contain an option to renew at the then fair rental value for pcriods of five and ten years. These options enable the Bank to retain use of facilities in desirable operating areas. In most cases, management expects that in the normal course of business, leases will be renewed or replaced by other leases. Rental expense was $\$ 286,000$ for

NOTE 8 - COMMITMENTS (Continued)
$2003, \$ 295,000$ for 2002 and $\$ 251,000$ for 2001. The following is a summary of remaining future minimum lease payments under current noncancelable operating leases for office facilities:

## (Amounts in thousands)

Years ending:
December 31, 2004. . . . . . . . . . . . . . . . . $\$ 191$
December 31, 2005..................... 191
December 31, 2006....................... . 187
December 31, 2007....................... . 82
December 31, 2008....................... 27
Total. ................................... . . . $\$ 678$

At December 31, 2003, the Bank was required to maintain aggregate cash reserves amounting to $\$ 5,006,000$ in order to satisfy federal regulatory requirements. These amounts do not earn interest.

The Bank grants commercial and industrial loans, commercial and residential mortgages, and consumer loans to customers in Northeast Ohio and Western Pennsylvania. Although the Bank has a diversified portfolio, exposure to credit loss can be adverscly impacted by downturns in local economic and employment conditions. Approximately $2.60 \%$ of total loans are unsecured at December 31, 2003, compared to $3.10 \%$ at December 31, 2002.

The Company currently does not enter into derivative financial instruments including futures, forwards, interest rate risk swaps, option contracts, or other financial instruments with similar characteristics. The Company also does not participate in any partnerships or other special purpose entities that might give rise to off-balance sheet liabilities.

The Bank is a party to financial instruments with off-balance sheet risk in the normal course of business to meet the financing needs of its customers. These financial instruments include commitments to extend credit, standby letters of credit and financial guarantees. Such instruments involve, to varying degrees elements of credit risk in excess of the amount recognized on the balance sheet. The Bank's exposure to credit loss in the event of nonperformance by the other party to these financial instruments is represented by the contractual amount of the instruments. The Bank uses the same credit policies in making commitments and conditional obligations as it does for instruments recorded on the balance sheet. The amount and nature of collateral obtained, if any, is based on management's credit evaluation.

CORTLAND BANCORP AND SUBSIDIARIES
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Years ended December 31, 2003, 2002 and 2001

## NOTE 8 - COMMITMENTS (Continued)

The following is a summary of such contractual commitments:
(Amounts in thousands)

|  | December 31, |  |
| :---: | :---: | :---: |
|  | 2003 | 2002 |
| Financial instruments whose contract amounts represent credit risk: |  |  |
| Commitments to extend credit |  |  |
| Fixed rate | \$ 96 | \$ 859 |
| Variable rate | 29,411 | 36,890 |
| Standby letters of credit | 761 | 615 |

Commitments to extend credit are agreements to lend to a customer as long as there is no violation of any condition established in the contract. Commitments generally have fixed expiration dates or other termination clauses and may require payment of a fec. Standby letters of credit are conditional commitments issued by the Bank to guarantec the performance of a customer to a third party. Since many of the commitments are expected to expire without being drawn upon, the total commitment amounts do not necessarily represent future cash requirements. The Bank evaluates each customer's creditworthiness on a case-by-case basis. The amount of collateral obtained, if deemed necessary by the Bank upon extension of credit, is based on management's credit evaluation of the counterparty. Collateral held varies but may include accounts receivable, inventory, property, plant and equipment and income-producing commercial properties.

## NOTE 9-BENEFIT PLANS

The Bank has a contributory defined contribution retirement plan (a $401(\mathrm{k})$ plan) which covers substantially all employees. Total expense under the plan was $\$ 211,000$ for 2003, $\$ 219,000$ for 2002 and $\$ 205,000$ for 2001 . The Bank matches participants' voluntary contributions up to $5 \%$ of gross pay. Participants may make voluntary contributions to the plan up to a maximum of $15 \%$ of gross wages or $\$ 12,000$, whichever is less. The Bank makes monthly contributions to this plan equal to amounts accrued for plan expense.

The Bank and Bancorp provide supplemental retirement benefit plans for the benefit of certain officers and non officer directors. The plan for officers is designed to provide post-retirement benefits to supplement other sources of retirement income such as social security and 401 (k) bencfits. The bencfits will be paid for a period of 15 years after retirement. The amount of each officer's benefit is determined by their salary at retirement as well as their other sources of retirement income. Director Retirement Agreements provide for a benefit of $\$ 10,000$ annually on or after the director reaches normal retirement age, which is based on a combination of age and years of servicc. Director retirement benefits are paid over a period of 10 years following retirement. The Bank and Bancorp accruc the cost of these post-retirement benefits during the working careers of the officers and directors. At Dccember 31, 2003, the cumulative cxpense accrued for these benefits totaled $\$ 677,000$, with $\$ 487,000$ accrued for the officers' plan and $\$ 190,000$ for the directors' plan.

The Bank has purchased insurance contracts on the lives of the participants in the supplemental retirement bencfit plan and has named the Bank as the beneficiary. Similarly, the Bancorp has purchased insurance

NOTE 9 - BENEFIT PLANS (Continued)
contracts on the lives of the directors with the Bancorp as beneficiary. While no direct linkage exists between the supplemental retirement benefit plan and the life insurance contracts, it is management's current intent that the revenue from the insurance contracts be used as a funding source for the plan. At December 31, 2003, the cumulative income accrued on these contracts totaled $\$ 936,000$ on a tax equivalent basis, with $\$ 613,000$ accrued on the officers' contracts and $\$ 323,000$ on the directors' contracts.

## NOTE 10 - FEDERAL INCOME TAXES

The composition of income tax expense is as follows:
(Amounts in thousands)

|  |  | ears Ended cember |  |
| :---: | :---: | :---: | :---: |
|  | 2003 | 2002 | 2001 |
| Current | \$1,236 | \$1,730 | \$1,730 |
| Deferred | 135 | (151) | (2) |
| Total | \$1,371 | \$1,579 | \$1,728 |

The following is a summary of net deferred taxes included in other liabilities:
(Amounts in thousands)

|  | December 31, |  |  |
| :---: | :---: | :---: | :---: |
|  | 2003 | 2002 | 2001 |
| Gross deferred tax assets: |  |  |  |
| Provision for loan and other real estate losses. | \$ 495 | \$ 742 | \$ 696 |
| Other items | 386 | 240 | 121 |
| Gross deforred tax liabilities: |  |  |  |
| Unrealized gain on available for sale securities. . | $(1,135)$ | $(1,631)$ | (945) |
| Depreciation | (343) | (339) | (355) |
| Loan origination cost - net | (2) | 6 | (3) |
| Other items | (389) | (367) | (328) |
| Net deferred tax liability | \$ (988) | \$(1,349) | \$(814) |

## NOTE 10 - FEDERAL INCOME TAXES (Continued)

The following is a reconciliation between tax expense using the statutory tax rate of $34 \%$ and the income tax provision:
(Amounts in thousands)

|  | Years Ended <br> December 31, |  |  |
| :---: | :---: | :---: | :---: |
|  | 2003 | 2002 | 2001 |
| Statutory tax <br> Effect of non-taxable interest and dividends | $\begin{aligned} & \$ 2,331 \\ & \quad(960) \\ & \hline \end{aligned}$ | $\begin{aligned} & \$ 2,489 \\ & \quad(910) \\ & \hline \end{aligned}$ | $\begin{gathered} \$ 2,473 \\ \quad(745) \end{gathered}$ |
| Total income taxes. | \$1,371 | \$1,579 | \$1,728 |

The related income tax expense on investment securities gains and losses amounted to $\$ 321,000$ for 2003, $\$ 73,000$ for 2002 and $\$ 131,000$ for 2001, and is included in the total federal income tax provision.

## NOTE 11 - FAIR VALUE OF FINANCIAL INSTRUMENTS

The carrying amounts and estimated fair values of the Company's financial instruments are as follows:
(Amounts in thousands)

|  | December 31, 2003 |  | December 31, 2002 |  |
| :---: | :---: | :---: | :---: | :---: |
|  | Carrying Amount | Estimated <br> Fair Value | Carrying <br> Amount | Estimated <br> Fair Value |
| ASSETS: |  |  |  |  |
| Cash and cash equivalents | \$ 9,747 | \$ 9,747 | \$ 12,571 | \$ 12,571 |
| Federal Funds sold |  |  | 20,000 | 20,000 |
| Investment securities | 222,775 | 224,292 | 199,903 | 201,752 |
| Loans, net of allowance for loan losses | 186,854 | 186,869 | 188,343 | 188,306 |
| LIABILITIES: |  |  |  |  |
| Demand and savings deposits | \$193,991 | \$193,991 | \$198,952 | \$198,952 |
| Time deposits | 143,565 | 145,407 | 136,806 | 139,158 |
| FHLB advances | 44,000 | 44,632 | 43,000 | 44,128 |
| Other borrowings | 3,886 | 3,886 | 3,669 | 3,669 |

For purposes of the above disclosures of estimated fair value, the following assumptions were used as of December 31, 2003 and 2002. The estimated fair value for cash and cash equivalents is considered to approximate cost. The estimated fair value for securities is based on quoted market values for individual securities or for equivalent securities when specific quoted prices are not available. Carrying value is considered to approximate fair value for loans, FHLB advances and other borrowings that reprice frequently and for deposit liabilities subject to immediate withdrawal. The fair values of loans, FHLB advances and other borrowings and time deposits that reprice less frequently are approximated by a discount rate valuation technique utilizing estimated market interest rates as of December 31, 2003 and 2002. The fair value of unrecorded commitments at December 31, 2003 and 2002, is not material.

## NOTE 11 - FAIR VALUE OF FINANCIAL INSTRUMENTS (Continued)

In addition, other assets and liabilities of the Company that are not defined as financial instruments are not included in the above disclosures, such as property and equipment. Also, non-financial instruments typically not recognized in financial statements neverthelcss may have value but are not included in the above disclosures. These include, among other items, the estimated carning power of core deposit accounts, the trained work force, customer goodwill and similar items. Accordingly, the aggregate fair value amounts presented do not represent the underlying value of the Company.

## NOTE 12 - REGULATORY MATTERS

The Company is subject to various regulatory capital requirements administered by the federal banking agencies. Failure to meet minimum capital requirements can initiate certain actions by regulators that, if undertaken, could have a direct material effect on the Company's financial statements. Under capital adequacy guidelines and the regulatory framework for prompt corrective action, the Company must meet specific capital guidelines that involve quantitative measures of the Company's assets, liabilities, and certain off-balance shcet items as calculated under regulatory accounting practices. The Company's capital amounts and classifications are also subject to qualitative judgments by the regulators about components, risk weightings and other factors.

Quantitative measures established by regulation to ensure capital adequacy require the Company to maintain: (1) a minimum ratio of $4 \%$ both for total Ticr I risk-based capital to risk-weighted assets and for Tier I risk-based capital to average assets, and (2) a minimum ratio of $8 \%$ for total risk-based capital to risk-weighted assets.

Under the regulatory framework for prompt corrective action, the Company is categorized as well capitalized, which requires minimum capital ratios of $10 \%$ for total risk-based capital to risk-weighted assets, $6 \%$ for Tier I risk-based capital to risk-weighted assets, and $5 \%$ for Tier I risk-based capital to average assets (also known as the leverage ratio). There are no conditions or events since the most recent communication from regulators that management believes would change the Company's category.
(Amounts in thousands)

|  | $\begin{gathered} \text { December 31, } \\ 2003 \end{gathered}$ |  | $\begin{gathered} \text { December } 31, \\ 2002 \end{gathered}$ |  |
| :---: | :---: | :---: | :---: | :---: |
|  | Amount | Ratio | Amount | Ratio |
| Total Risk-Based Capital . | \$49,841 |  | \$51,415 |  |
| Ratio to Risk-Weighted Assets |  | 21.57\% |  | 23.23\% |
| Tier I Risk-Based Capital | \$47,433 |  | \$48,593 |  |
| Ratio to Risk-Weighted Assets |  | 20.53\% |  | 21.95\% |
| Ratio to Average Assets |  | 10.94\% |  | 11.12\% |

Tier I capital is shareholders' equity less intangibles and the unrealized market value adjustment of investment securities available for sale. Total risk-based capital is Tier I capital plus the qualifying portion of the allowance for loan losses. Assets and certain off balance sheet items adjusted in accordance with risk classification comprise risk-weighted assets of $\$ 231,034,000$ and $\$ 221,332,000$ as of December 31, 2003 and 2002, respectively. Assets less intangibles and the net unrealized market value adjustment of investment

CORTLAND BANCORP AND SUBSIDIARIES
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Years cnded December 31, 2003, 2002 and 2001

## NOTE 12 - REGULATORY MATTERS (Continued)

securitics available for sale averaged $\$ 433,513,000$ and $\$ 437,149,000$ for the years ended December 31, 2003 and 2002, respectively.

## NOTE 13 - RELA'TED PARTY TRANSACTIONS

Certain directors, executive officers and companies with which thcy are affiliated were loan customers during 2003. The following is an analysis of such loans:
(Amounts in thousands)
Total loans at December 31, 2002 . . . . . . . . . . . . . . . . . . . . $\$ 1,497$
New loans.................................................... . . . 193
Repayments or other ...................................... 393
Total loans at December 31, $2003 \ldots .$. ........ $\$ 1,297$

## NOTE 14 - CONDENSED FINANCIAL INFORMATION

Below is condensed financial information of Cortland Bancorp (parent company only). In this information, the parent's investment in subsidiaries is stated at cost, including equity in the undistributed earnings of the subsidiaries since inception, adjusted for any unrealized gains or losses on available for sale securities.

## BALANCE SHEETS

(Amounts in thousands)

|  | December 31, |  |
| :---: | :---: | :---: |
|  | 2003 | 2002 |
| Assets: |  |  |
| Cash | \$ 2,169 | \$ 5,235 |
| Investment securities available for sale | 3,218 | 1,307 |
| Investment securities held to maturity |  | 1,305 |
| Investment in bank subsidiary. . . . . . | 43,125 | 42,770 |
| Investment in non-bank subsidiary | 15 | 15 |
| Other assets . . . . . . . . . . . . . . . . | 1,668 | 1,597 |
|  | \$50,195 | \$52,229 |
| Liabilities: |  |  |
| Other liabilities | \$ 314 | \$ 190 |
| Shareholders' equity: |  |  |
| Common stock (Note 1) | 21,234 | 20,617 |
| Additional paid-in capital (Note 1) | 16,469 | 13,323 |
| Retained earnings.. | 15,401 | 17,810 |
| Accumulated other comprehensive income | 2,203 | 3,165 |
| Treasury stock. | $(5,426)$ | $(2,876)$ |
| Total shareholders' equity | 49,881 | 52,039 |
|  | \$50,195 | \$52,229 |

## NOTE 14 - CONDENSED FINANCIAL INFORMATION (Continued)

## STATEMENTS OF INCOME

(Amounts in thousands)

| (Amounts in thousands) | Years ended December 31, |  |  |
| :---: | :---: | :---: | :---: |
|  | 2003 | 2002 | 2001 |
| Dividends from bank subsidiary | \$ 4,000 | \$ 4,400 | \$ 7,000 |
| Interest and dividend income . | 180 | 202 | 185 |
| Investment securities gains | 192 | 21 | 33 |
| Other income. | 77 | 76 | 87 |
| Other expenses | (184) | (149) | (176) |
| Income before income tax and equity in undistributed net income of subsidiaries | 4,265 | 4,550 | 7,129 |
| Income tax expense | (63) | (24) | (13) |
| Equity in undistributed net income of subsidiarics | 1,282 | 1,216 | (1,570) |
| Net income | \$ 5,484 | \$ 5,742 | \$ 5,546 |

## STATEMENTS OF CASH FLOWS

(Amounts in thousands)

## Cash flows from operating activities

Nct income

| Years ended December 31, |  |  |
| :---: | :---: | :---: |
| $\mathbf{2 0 0 3}$ | 2002 | 2001 |
|  | $\$ 5,742$ | $\$ 5,546$ |

Adjustments to reconcile net income to net cash flows from operating activities:
Equity in undistributed net income of subsidiaries . . . . . . . . . . . . (1,282) $\quad(1,216) \quad 1,570$
Investment securities gains
(192)

Accretion on sccurities
Deferred tax benefit
(24)

Change in other assets and liabilities
95
Net cash flows from operating activities
4,112
Cash flows from investing activities
Purchases of investment securities availablc for sale . . . . . . . . . . . . (3,007)
Purchases of investment securities held to maturity
Proceeds from sales of securitics available for sale
1,204
Proceeds from call, maturity and principal payments on securities

| 1,305 |
| ---: |
| $(498)$ |


| 1,550 |
| ---: |


| 3,767 |
| ---: |
| 3,411 |

$$
3,411
$$

## Cash flows from financing activities

Dividends paid

| $\mathbf{( 4 , 3 6 0 )}$ | $(4,294)$ |
| :--- | ---: |
| $\mathbf{( 2 , 3 2 0 )}$ | $(1,264)$ |
| $\mathbf{( 6 , 6 8 0 )}$ | $(5,558)$ |
| $\mathbf{( 3 , 0 6 6 )}$ | $(1,813)$ |
| $\mathbf{5 , 2 3 5}$ | $\underline{7,048}$ |
| $\mathbf{\$ 2 , 1 6 9}$ | $\$ 5,235$ |

Net treasury shares (repurchased) rcissued . . . . . . . . . . . . . . . . . . . . $\quad \mathbf{( 2 , 3 2 0 )}$
Net cash flows from financing activities $(1,264)$ 240

Net change in cash
$(6,680)$
(356)
(17)
(23)
(3)
$\begin{array}{r}36 \\ \hline 7,105 \\ \hline\end{array}$

Net cash flows from investing activities
$\ldots . . . \omega^{(498)}$

$$
(742)
$$

## Cash

Beginning of year . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 5
End of year . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . \$ 2,169
$\$ 5,235$
$\$ 7,048$

## NOTE 15 - DIVIDEND RESTRICTIONS

The Bank is subject to regulations of the Ohio Division of Banks which restrict dividends to retained earnings (as defined by statute) of the current and prior two years. Under this restriction, at Dccember 31, 2003, approximately $\$ 928,000$ is available for the payment of dividends by the Bank without secking prior regulatory approval. In addition, dividend payments may not reduce capital levels below minimum regulatory guidelines.

## NOTE 16-LITIGATION

Since 1993 the Company's subsidiary bank has been a defendant in a class action lawsuit, Frank Slentz, et al. v. Cortland Savings and Banking Company, involving purchased interests in two campgrounds.
On September 30, 2002 the registrant received notice that The Court of Common Pleas in Trumbull County, Ohio had ordered the dismissal of all Plaintiffs' claims in Slentz, et al (Plaintiffs) versus Cortland Savings and Banking Company (Defendant), and a related case, McDonagh, et al (Plaintiffs) versus Cortland Savings and Banking Company (Defendant), and granted registrant's subsidiary bank, Cortland Savings and Banking Company, Summary Judgment on all counts of Plaintiffs' Complaint in both cases.
These two class action cases originated in 1993 with filings in the Northern District of Ohio Eastern Division of the Fcderal Court system. In addition to their alleged Federal claims, Plaintiffs had alleged State law claims which were included as pendent causes of action. On October 20, 1997 the federal judge presiding over these cases filed a judgment entry dismissing all federal claims against the registrant's subsidiary bank without prejudice. The judgment of the district court was appealed by Plaintiffs. On March 2, 1999 the United States Court of Appeals for the Sixth Circuit affirmed the decision of the district court to grant summary judgment in favor of the defendant bank and dismissing all of Plaintiffs' Federal Claims. While awaiting the ruling of the Sixth Circuit Court of Appeals, the Plaintiffs asserted their alleged State law claims by filing suit in the Common Pleas Court of Trumbull County seeking damages of approximately $\$ 4.3$ million.
Plaintiffs appealed the judgment rendered by the Common Pleas Court of Trumbull County. The Company and Plaintiffs filed all pcrmitted briefs with the 11th District Court of Appeals and oral arguments were made before the Court of Appeals on October 20, 2003. On March 4, 2004, the Company received notice that the 1 1th District Court of Appeals had upheld the decision of the Court of Common Pleas in Trumbull County, Ohio, in favor of the registrant and its subsidiary bank. Plaintiffs have the right to appeal the 11 th District Court's decision to the Ohio Supreme Court. While it is not feasible to predict the ultimate resolution of this matter, an outcome unfavorable to the Company's bank subsidiary could have a material effect on the Company's quarterly and annual operating results for that period in which such a judgment might be rendered. It remains the Company's intent to vigorously defend these actions.
The Bank is also involved in other legal actions arising in the ordinary course of busincss. In the opinion of management, the outcome of these maters is not expected to have material effect on the Company,

## NOTE 17 - STOCK REPURCHASE PROGRAM

On January 23, 2001, the Company's Board of Directors approved a Stock Repurchase Program (the "2001 Program"), which allowed the Company to repurchase up to 187,000 shares (or approximately $4.9 \%$ of the $3,815,125$ shares outstanding as of January 31, 2001) of the Company's outstanding common stock. The Program expired on February 6, 2002. On January 22, 2002 the Company's Board of Directors approved a new Program (the "2002 Program"), which allowed the Company to repurchase up to 193,000 shares (or approximately $4.9 \%$ of the $3,943,151$ shares outstanding as of January 31, 2002) of the Company's outstanding common stock. This program expired on February 6, 2003. On January 28, 2003, the

## NOTE 17 - STOCK REPURCHASE PROGRAM (Continued)

Company's Board of Directors once again approved a new program (the "2003 Program") which allows the Company to repurchase up to 196,000 shares (or approximately $4.9 \%$ of the $3,998,191$ shares outstanding as of January 28, 2003) of the Company's outstanding common stock. This program will expire on February 6, 2004. Repurchased shares are designated as treasury shares, available for general corporate purposes, including possible use in connection with the Company's dividend reinvestment program, employee benefit plans, acquisitions or other distributions.
Repurchase amounts are effected through open market transactions or in privately negotiated agreements in accordance with applicable regulations of the Securities and Exchange Commission. Under the 2001 program based on the value of the Company's stock on January 31, 2001, the commitment to repurchase the stock over the next year was approximately $\$ 3,179,000$. The Company repurchased 51,321 shares under the 2001 Program.
Under the 2002 Program, based on the value of the Company's stock on January 31, 2002, the commitment to repurchase the stock over the next year was $\$ 4,053,000$. The Company repurchased 19,745 shares between January 1 and February 6, 2003, bringing the total repurchased shares to 114,073 under the 2002 Program. The Company also reissued 20,592 shares to existing shareholders through its dividend rcinvestment program in January 2003, bringing the total number of shares reissued during the 2002 Program to 52,647.
Under the 2003 Program, based on the value of the Company's stock on January 28, 2003, the commitment to repurchase the stock over the next twelve months was $\$ 5,037,000$. As of December 31, 2003, the Company has repurchased 103,264 shares under the 2003 Program. The Company also reissued 27,121 shares to existing shareholders through its dividend reinvestment program. The $3 \%$ common stock dividend paid January 1, 2004 increased treasury shares by an additional 5,998 shares. Based on the price of the Company's stock at December 31, 2003, the remaining commitment to repurchase the stock was approximately $\$ 2,689,000$.

The following schedules show average balances of intercst-earning and non interest-earning assets and liabilities, and Shareholders' equity for the years indicated. Also shown are the related amounts of interest earned or paid and the related average yields or intercst rates paid for the ycars indicated. The averages are based on daily balances.
(Fully taxable equivalent basis in thousands of dollars)

|  | 2003 |  |  |
| :---: | :---: | :---: | :---: |
|  | Average Barance Outstanding | Interest Earned or Paid | $\begin{gathered} \text { Yield } \\ \text { or } \\ \text { Rate } \end{gathered}$ |
| Interest-earning assets: |  |  |  |
| Federal funds sold | \$ 10,201 | \$ 117 | 1.1\% |
| Other Cash Management Funds | 137 | 1 | 0.7\% |
| Investment securities: |  |  |  |
| U.S. Treasury and other U.S. |  |  |  |
| Government agencies and corporations | 52,587 | 2,640 | 5.0\% |
| U.S. Government mortgage-backed |  |  |  |
| States of the U.S. and political subdivisions (Note 1, 2, 3).. | 51,363 | 3,649 | 7.1\% |
| Other securities | 10,997 | 559 | 5.1\% |
| TOTAL INVESTMENT SECURITIES | 204,599 | 10,857 | 5.3\% |
| Loans (Note 2, 3, 4). | 191,392 | 13,141 | 6.9\% |
| Trading Account Securitics | 1,190 | 68 | 5.7\% |
| TOTAL INTEREST-EARNING ASSETS | 407,519 | \$24,184 | 5.9\% |
| Non interest-carning assets: |  |  |  |
| Cash and due from banks | 10,140 |  |  |
| Premises and equipment | 5,119 |  |  |
| Other | 13,461 |  |  |
| TOTAL ASSETS | \$436,239 |  |  |
| Interest-bearing liabilities: |  |  |  |
| Deposits: |  |  |  |
| Interest-bearing dcmand deposits. | \$ 50,714 | \$ 249 | 0.5\% |
| Savings . . . . . . . . . . . . . . . . . . | 88,953 | 540 | 0.6\% |
| Time | 139,568 | 5,030 | 3.6\% |
| TOTAL INTEREST-BEARING DEPOSITS | 279,235 | 5,819 | 2.1\% |
| Borrowings: |  |  |  |
| Federal funds purchased | 57 | 1 | 1.8\% |
| Sceurities sold under agreement to repurchase | 1,999 | 17 | 0.9\% |
| Other borrowings under one year | 3,671 | 160 | 4.4\% |
| Other borrowings over one year | 39,178 | 2,135 | 5.4\% |
| TOTAL BORROWINGS | 44,905 | 2,313 | 5.2\% |
| TOTAL INTEREST-BEARING LIABII ITIES | 324,140 | \$8,132 | 2.5\% |
| Non interest-bearing liabilities: |  |  |  |
| Demand deposits . . . . . . . . | 55,898 |  |  |
| Other liabilities ... | 4,394 |  |  |
| Shareholders equity | 51,807 |  |  |
| TOTAL IIABILITIES AND SHAREHOLDERS EQUITY | $\underline{\text { 8436,239 }}$ |  |  |
|  |  |  |  |
| Net interest rate sprcad (Note 5) |  |  | 3.4\% |
| Net interest margin (Note 6) |  |  | 3.9\% |

Note 1 - Includes both taxable and tax exempt securities.
Notc 2 - The amounts are presented on a fully taxable equivalent basis using the statutory tax rate of $34 \%$ in 2003, 2002 and 2001, and have been adjusted to reflect the effect of disallowed interest expense related to carrying tax exempt assets. Tax free income from states of the U.S. and political subdivisions, and loans amounted to $\$ 2,466$ and $\$ 214$ for 2003, $\$ 2,480$ and $\$ 178$ for 2002 and $\$ 2,026$ and $\$ 132$ for 2001, respectively.
Note 3 - Average balance outstanding includes the average amount outstanding of all nonaccrual investment segurities and loans. States and political subdivisions consist of average total principal adjusted for amortization of premium and accretion of discount less average allowance for estimated losses, and include both taxable and tax exempt securities. Loans consist of average total loans less average unearned income.
(Fully taxable equivalent basis in thousands of dollars)

| 2002 |  |  | 2001 |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Avcrage Balance Outstanding | Interest Earned or Paid | $\begin{aligned} & \text { Yield } \\ & \text { or } \\ & \text { Rate } \end{aligned}$ | Avcrage <br> Balance Outstanding | Interest Earned or Paid | Yicld or <br> Rate |
| $\begin{array}{r} \$ 14,184 \\ 115 \end{array}$ | \$ 226 | $\begin{aligned} & 1.6 \% \\ & 1.7 \% \end{aligned}$ | $\begin{array}{r} \$ 10,907 \\ 44 \end{array}$ | $\begin{array}{r} \$ 68 \\ \\ \\ \hline \end{array}$ | $\begin{aligned} & 3.4 \% \\ & 4.5 \% \end{aligned}$ |
| 51,630 | 3,272 | 6.3\% | 54,468 | 3,733 | 6.9\% |
| 91,536 | 5,322 | 5.8\% | 89,254 | 5,708 | 6.4\% |
| $\begin{array}{r} 51,052 \\ 3,461 \end{array}$ | $\begin{array}{r} 3,647 \\ 168 \end{array}$ | $\begin{aligned} & 7.1 \% \\ & 4.9 \% \end{aligned}$ | $\begin{array}{r} 41,779 \\ 4,171 \\ \hline \end{array}$ | $\begin{array}{r} 2,942 \\ 267 \\ \hline \end{array}$ | $7.0 \%$ $6.4 \%$ |
| 197,679 | 12,409 | 6.3\% | 189,672 | 12,650 | 6.7\% |
| 201,106 | 15,518 | 7.7\% | 208,614 | 17,749 | 8.5\% |
| 413,084 | \$28,155 | 6.8\% | 409,237 | \$30,769 | 7.5\% |
| $\begin{array}{r} 10,172 \\ 5,614 \\ 10,860 \end{array}$ |  |  | $\begin{aligned} & 9,643 \\ & 5,962 \\ & 9,988 \end{aligned}$ |  |  |
| \$439,730 |  |  | \$434,830 |  |  |
| $\begin{array}{r} \$ 55,586 \\ 85,712 \\ 142,199 \\ \hline \end{array}$ | $\begin{array}{r} 557 \\ 1,050 \\ 5,927 \end{array}$ | $\begin{aligned} & 1.0 \% \\ & 1.2 \% \\ & 4.2 \% \end{aligned}$ | $\begin{array}{r} \$ 52,252 \\ 78,915 \\ 150,807 \\ \hline \end{array}$ | $\begin{array}{r} \$ 1,071 \\ 1,684 \\ 8,421 \\ \hline \end{array}$ | $\begin{aligned} & 2.0 \% \\ & 2.1 \% \\ & 5.6 \% \end{aligned}$ |
| 283,497 | 7,534 | 2.7\% | 281,974 | 11,176 | 4.0\% |
|  |  |  | 71 368 | 4 138 | $5.6 \%$ $37 \%$ |
| 2,222 | 30 | 1.4\% | 3,688 | 138 | 3.7\% $4.9 \%$ |
| $\begin{array}{r} 2,393 \\ 42,903 \end{array}$ | $\begin{array}{r}152 \\ 2.288 \\ \hline 2.470\end{array}$ | 6.4\% $5.3 \%$ | 1,441 44,446 | 70 2,435 | 5.9\% |
| 47,518 | 2,470 | 5.2\% | 49,646 | 2,647 | 5.3\% |
| 331,015 | \$10,004 | 3.0\% | 331,620 | \$13,823 | 4.2\% |
| $\begin{array}{r} 53,295 \\ 3,623 \\ 51,797 \end{array}$ |  |  | $\begin{array}{r} 49,475 \\ 3,735 \\ 50,000 \end{array}$ |  |  |
| \$439,730 |  |  | \$434,830 |  |  |
|  | \$18,151 |  |  | \$16,946 |  |
|  |  | 3.8\% |  |  | 3.3\% |
|  |  | 4.4\% |  |  | 4.1\% |

Note 4 - Interest earncd on loans includes net loan fees of $\$ 241$ in 2003, $\$ 277$ in 2002 and $\$ 180$ in 2001.
Note 5 - Net interest rate spread represents the difference between the yield on earning assets and the rate paid on intcrest bearing liabilities.
Note 6 - Net interest margin is calculated by dividing the difference between total interest earned and total intercst expensed by total interest-earning assets.
(In thousands of dollars, except for ratios and per share amounts)

| SUMMARY OF OPERATIONS | Years ended December 31, |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  | 2003 | 2002 | 2001 | 2000 | 1999 |
| Total Interest Incomc | \$ 22,907 | \$ 26,911 | \$ 29,799 | \$ 30,786 | \$ 28,371 |
| Total Interest Expense | 8,132 | 10,004 | 13,823 | 14,137 | 12,392 |
| NET INTEREST INCOME (NII) | 14,775 | 16,907 | 15,976 | 16,649 | 15,979 |
| Provision for Loan Losses........... | $\underline{240}$ | 460 | 220 | 325 | 200 |
| Nil After Loss Provision | 14,535 | 16,447 | 15,756 | 16,324 | 15,779 |
| Security gains (losses) .. | 946 | 215 | 386 | (16) | 9 |
| Gain on sale of loans. | 470 | 318 | 269 | 116 | 156 |
| Total Other Income | 2,433 | 2,167 | 2,068 | 1,845 | 1,459 |
| INCOME BEFORE EXPENSE | 18,384 | 19,147 | 18,479 | 18,269 | 17,403 |
| Total Other Exponses | 11,529 | 11,826 | 11,205 | 11,352 | 10,884 |
| INCOME BEFORE TAX | 6,855 | 7,321 | 7,274 | 6,917 | 6,519 |
| Fcderal Income Tax | 1,371 | 1,579 | 1,728 | 1,807 | 1,657 |
| NET INCOME | \$ 5,484 | \$ 5,742 | \$ 5,546 | \$ 5,110 | \$ 4,862 |
| BALANCE SHEET DATA |  |  |  |  |  |
| Assets | \$438,392 | \$437,598 | \$439,921 | \$429,466 | \$423,202 |
| Investments | 222,775 | 199,903 | 193,424 | 195,964 | 201,857 |
| Net Loans. | 186,854 | 188,343 | 203,257 | 201,994 | 193,104 |
| Deposits | 337,556 | 335,758 | 337,661 | 329,949 | 320,403 |
| Borrowings | 47,886 | 46,669 | 49,362 | 49,468 | 55,285 |
| Sharcholders' Equity | 49,881 | 52,039 | 50,524 | 47,736 | 44,225 |
| AVERAGE BALANCES |  |  |  |  |  |
| Assets | \$436,239 | \$439,730 | \$434,830 | \$422,832 | \$407,753 |
| Investments | 204,599 | 197,679 | 189,672 | 203,463 | 191,772 |
| Net Loans. | 188,360 | 198,049 | 205,585 | 201,995 | 195,503 |
| Deposits | 335,133 | 336,792 | 331,449 | 326,238 | 320,436 |
| Borrowings | 44,905 | 47,518 | 49,646 | 48,315 | 39,012 |
| Shareholders' Equity | 51,807 | 51,797 | 50,000 | 45,395 | 44,840 |
| PER COMMON SHARE DATA (1) |  |  |  |  |  |
| Net Incomc, both Basic and Diluted | \$ 1.34 |  |  |  | \$ 1.16 |
| Cash Dividends Declared | 1.07 | 1.04 | 0.94 | 0.88 | 0.64 |
| Book Value............ | 12.37 | 12.66 | 12.15 | 11.52 | 10.55 |
| ASSET QUALITY RATIOS |  |  |  |  |  |
| Underperforming Assets as a Percentage of: |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Assets | 0.70\% | 0.51\% | 0.26\% | 0.42\% | $0.72 \%$ 6.46 |
| Equity plus Allowance for Loan Losses | 5.84 | 4.07 | 2.12 | 3.55 3.88 | 6.46 |
| Tier 1 Capital | 6.44 | 4.62 | 2.34 | 3.88 | 6.70 |
| FINANCIAL RATIOS |  |  |  |  |  |
| Return on Average Equity | 10.59\% | 11.09\% | 11.09\% | 11.26\% | 10.84\% |
| Return on Average Asscts | 1.26 | 1.31 | 1.28 | 1.21 | 1.19 |
| Effective Tax Rate ...... | 20.00 | 21.56 | 23.76 | 26.12 | 25.41 |
| Average Equity to Average Assets | 11.88 | 11.78 | 11.50 | 10.74 | 11.00 |
| Equity to Asset Ratio .......... | 11.38 | 11.89 | 11.48 | 11.12 | 10.45 |
| Tangible Equity to Tangible Assct Ratio | 11.33 | 11.84 | 11.42 | 11.04 | 10.37 |
| Cash Dividend Payout Ratio | 79.85 | 74.83 | 70.92 | 72.39 | 54.96 |
| Net Interest Margin Ratio . | 3.94 | 4.39 | 4.14 | 4.30 | 4.31 |

(1) Basic and diluted carnings per common share are based on weighted average shares outstanding adjusted retroactively for stock dividends. Cash dividends per common share are based on actual cash dividends declared, adjusted retroactively for the stock dividends and the three-for-one stock split. Book value per common share is based on shares outstanding at each period, adjusted retroactively for the stock dividends and the three-for-one stock split.

The following is management's discussion and analysis of the financial condition and results of operations of Corlland Bancorp (the "Company"). The discussion should be read in conjunction with the Consolidated Financial Statements and related notes and summary financial information included elsewhere in this annual report.

## NOTE REGARDING FORWARD-LOOKING STATEMENTS

The Private Securities Litigation Reform Act of 1995 provides a "safe harbor" for forward-looking statements. In addition to historical information, certain information included in this discussion and other material filed or to be filed by the Company with the Securities and Exchange Commission (as well as information included in oral statements or other written statements made or to be made by the Company) may contain forward-looking statements that involve risks and uncertainties. The words "believes," "expects," "may," "will," "should," "projects," "contemplates," "anticipates," "forecasts," "intends," or similar terminology identify forward-looking statements. These statements reflect management's belicfs and assumptions, and are based on information currently available to management.
Economic circumstances, the Company's operations and actual results could differ significantly from those discussed in any forward-looking statements. Some of the factors that could cause or contribute to such differences are changes in the economy and interest rates either nationally or in the Company's market area; changes in customer preferences and consumer behavior; increased competitive pressures or changes in either the nature or composition of competitors; changes in the legal and regulatory environment; changes in factors influencing liquidity such as expectations regarding the rate of inflation or deflation, currency exchange rates, and other factors influencing market volatility; unforeseen risks associated with other global economic, political and financial factors.

While actual results may differ significantly from the results discussed in the forward-looking statements, the Company undertakes no obligation to update publicly any forward-looking statement for any reason, even if new information becomes available.

## OVERVIEW and OUTLOOK

Net income for 2003 was $\$ 5,484$, the third best in the Company's 112 year history. The performance represented a decrease of $\$ 258$ from the $\$ 5,742$ earned in 2002. Earnings per share measured $\$ 1.34$, down $\$ 0.04$ or $2.9 \%$ from $\$ 1.38$ in 2002, and represented the second best performance ever.
Core earnings, which exclude the net gains on loans sold and investment securitics either sold or called, and certain other non recurring items such as the discretionary award of profit sharing, were $\$ 4.578$ million in 2003, compared to the $\$ 5.456$ million carned in 2002. Core carnings per share were $\$ 1.12$ in 2003 and $\$ 1.32$ in 2002.
The dramatic and rapid decline in interest rates over the past several years resulted in a significant increase in refinancing activity. Accordingly, the rate at which the Company's assets repriced, accelerated considerably. This put pressure on the Company's net intercst margin, as liabilities are more limited in their ability to reprice as rates approach zero. The Company was able to offset this effect to some extent through the net gains on loans sold and investment securitics either sold or called, trading activities, the pricing of other customer services and general expense controls.
As of December 31, 2003, the ratio of equity capital to total assets remained well above regulatory minimums at $11.38 \%$, but down from $11.89 \%$ a year ago. Risk-based capital measured $21.57 \%$ compared to $23.23 \%$ at December 31, 2002. All capital ratios continue to register well in excess of required regulatory minimums.
Return on average equity was $10.59 \%$ compared to $11.09 \%$ in 2002 , while the return on average assets decreased from $1.31 \%$ to $1.26 \%$. Book value per share decreased by $\$ 0.29$ to $\$ 12.37$. The price of the Company's common stock increased during the year, trading in a range between a first quarter low of $\$ 24.61$ and a third quarter high of $\$ 32.53$, closing the year at $\$ 29.00$ per share. The Company continued its aggressive cash dividend policy, paying out $79.9 \%$ of 2003 carnings in cash dividends, compared to $74.8 \%$ in the prior year. Dividends per share increased by $2.9 \%$, reflecting the effect of the annual stock dividend.
On January 28, 2003, the Company's Board of Directors approved a Stock Repurchase Program enabling the Company to repurchase up to 196,000 shares (or approximately $4.9 \%$ of the

3,998,191 shares outstanding as of January 28, 2003), of the Company's outstanding common stock. As of December 31, 2003, the Company had repurchased 103,264 shares, or approximately $2.6 \%$. This program expired on February 6, 2004.
The Company is committed to investing in technology such that its infrastructure effectively delivers to consumers and small-to-medium-sized busincss owners leading edge financial products and services. The Company's integrated approach to technology includes internet banking services; an Integrated Voice Response system that provides customers with remote access to banking services; platform products that enhance both productivity and customer service; and check and documentimaging products, which further capitalize on the Company's Intcrnet banking cash management initiative. Technology is a core ingredient for the Company, enabling it to extend services to customers beyond geographic boundaries, while increasing employee productivity. Thesc flexible and robust product solutions also offer customers capabilities which enable them to streamline their own operations and to bank around the clock.
The Company's Internct based banking solution, NetTeller, delivers interactive information by providing customers the following capabilities: access to account information, statement information and check imaging; on-line bill payment and elcctronic loan payments; and the ability to remotely transfer money between accounts and to initiate wire transfers and ACH transactions. Consumers, retail and commercial customers, alike, are offered such ser-
vices 24 hours a day, 365 days a year with a high level of functionality, security and ease of operation.

With interest rates at or near their lowest level in more than 45 years, it is expected that the economic recovery will continue to gain traction and accelerate. Eventually the Federal Reserve will push short-term interest rates higher, although exactly when that will occur remains highly uncertain, as job creation has so far lagged more than usual during this recovery due to extraordinarily strong productivity gains and the growing use of global out-sourcing. Economic stimulus and tax reform packages designed to bolster consumer confidence and encourage investment were passed by Congress in 2003 and have proven instrumental in accelerating the recovery. The positive effects of this economic stimulus and tax reform may be stalled by uncertainties relating to continued international turmoil, persistently high energy prices, and vitriolic political rhetoric in the race for the U.S. presidency.

Given this outlook, it is likely that interest rates will remain at or near their 45-year lows throughout much if not all of 2004. If so, this will continue to compress the Company's net interest margin, holding this key determinant of income below its historical norms. Under such a scenario, the return on average asscts would tend to decline from the more recent range of $1.2 \%-1.3 \%$ to a range of $1.0 \%-1.1 \%$, with earnings per share tending toward a range of $\$ 1.10$ to $\$ 1.20$.

CORTLAND BANCORP $\wedge$ ND SUBSIDIARIES M $\Lambda$ NAGEMENT'S DISCUSSION AND ANALYSIS
(In thousands of dollars, except for per share amounts)

## ASSET QUALITY

The Company's management regularly monitors and cvaluates trends and developments in asset quality. Loan review systems require detailed monthly analysis of delinquencies, nonperforming assets and other sensitive credits. Mortgage, commercial and consumer loans are moved to nonaccrual status once they reach 90 days past due or when analysis of a borrower's creditworthiness indicates the collection of interest and principal is in doubt.

In addition to nonperforming loans, total nonperforming assets include nonperforming investment securities and real estate acquired in satisfaction of debts previously contracted. Total underperforming assets add to this amount loans which have been restructured to provide for a reduction of interest or principal because of a deterioration in the financial condition of the borrower. Also included as underperforming assets are loans which are more than 89 days past due that continue to accrue interest income. The following table depicts the trend in these potentially problematic asset categories.

| Nonaccrual loans: | 2003 | 2002 | 2001 | 2000 | 1999 |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |
| 1-4 residential |  | \$ 474 | \$ 293 | \$ 42 | \$ 131 |
| Commercial mortgages | 1,538 | 600 | 368 | 1,445 | 1,920 |
| Commercial loans | 0 | 327 | 129 | 135 | 198 |
| Consumer loans | 0 | 5 | 32 | 15 | 12 |
| Home equity loans | 0 | 0 | 7 | 11 | 16 |
| Total Nonaccrual Loans | 2,067 | 1,406 | 829 | 1,648 | 2,277 |
| Other real estate owned | 986 | 811 | 170 | 0 | 285 |
| Nonperforming Assets | 3,053 | 2,217 | 999 | 1,648 | 2,562 |
| Loans nincty days past due and still accruing |  |  |  |  |  |
| Restructured loans | 0 | 26 | 134 | 143 | 484 |
| Underperforming Assets | \$3,053 | \$2,243 | \$1,133 | \$1,800 | \$3,046 |

The following table provides a number of asset quality ratios based on this data. Overall, asset quality reflected the cumulative effects of general economic weakness evidenced since mid-2000 and 2002, but remained within acceptable levels.

|  | $\underline{2003}$ | 2002 | 2001 | 2000 | $\underline{1999}$ |  |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| Nonperforming loans as a <br> percentage of total loans | $\mathbf{1 . 0 9 \%}$ | $0.73 \%$ | $0.40 \%$ | $0.80 \%$ | $1.16 \%$ |  |
| Nonperforming assets as a |  |  |  |  |  |  |
| percentage of total assets | $\mathbf{0 . 7 0 \%}$ | $0.51 \%$ | $0.23 \%$ | $0.38 \%$ | $0.61 \%$ |  |
| Underperforming assets as <br> a percentage of total <br> assets |  |  |  |  |  |  |
| Underperforming assets as <br> a percentage of equity <br> capital plus allowance for <br> loan losses | $\mathbf{0 . 7 0 \%}$ | $0.51 \%$ | $0.26 \%$ | $0.42 \%$ | $0.72 \%$ |  |
|  |  | $\mathbf{5 . 8 4 \%}$ | $4.07 \%$ | $2.12 \%$ | $3.55 \%$ | $6.46 \%$ |

Gross income that would have been recorded in 2003 on these loans, had they been in compliance with their original terms, was $\$ 219,000$. Interest income that actually was included in income on these loans amounted to $\$ 84,000$.

## RESULTS OF OPERATIONS

Common comparative ratios for results of operations are the return on average equity and the return on average assets. The return on average equity amounted to $10.6 \%, 11.1 \%$ and $11.1 \%$ for 2003, 2002 and 2001, respectively. The return on average assets amounted to $1.3 \%$ in 2003, 2002 and 2001.

Net interest income, the principal source of the Company's earnings, is the amount by which interest and fees generated by interest-earning assets, primarily loans and investment securities, exceed the interest cost of deposits and borrowed funds. The net interest margin ratio registered $3.9 \%$ in $2003,4.4 \%$ in 2002 and $4.1 \%$ in 2001.
Compression in the Company's net interest margin during 2003 resulted from the increased levels of nonperforming assets which has occurred over the past two years and the cumulative impact of the dramatic and rapid decline in interest rates over the past several years. The significant increase in refinancing activity has considerably accelerated the rate at which the Company's earning assets reprice. Meanwhile, interest bearing liabilities have begun to bump up against a natural limit in their ability to reprice as short term rates approach zero.

CORTLAND BANCORP AND SUBSIDIARIES
MANAGEMENT'S DISCUSSION AND ANALYSIS
(In thousands of dollars, except for per share amounts)

The following table provides a detailed analysis of changes in net intcrest income, identifying that portion of the change that is due to a change in the volume of avcrage assets and liabilities outstanding versus that portion which is due to a change in the average yields on earning assets and average rates on interestbearing liabilities. Changes in interest due to both rate and volume which cannot be segregated have been allocated to rate and volume changes in proportion to the relationship of the absolute dollar amounts of the change in each.

Analysis of Net Interest Income Changes (Taxable Equivalent Basis)

|  | 2003 Compared to 2002 |  |  | 2002 Compared to 2001 |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Volume | Rate | Total | Volume | Rate | Total |
| Increase (Decrease) in Interest Income: <br> Federal funds sold Other cash management funds Investment Securities <br> U.S. Treasury and other U.S. Government agencies and corporations. <br> U.S. Government mortgage-backed pass-through certificates <br> States of the U.S. and political subdivisions <br> Other securities. <br> Trading account securities <br> Loans | $\$(54)$ <br> 60 <br> (108) $\begin{gathered} 22 \\ 383 \\ 68 \\ (725) \end{gathered}$ | $\begin{array}{r} \$ \begin{array}{r} (55) \\ (1) \end{array} \\ \\ (692) \\ (1,205) \\ (20) \\ 8 \\ (1,652) \end{array}$ |  | $\begin{array}{r}\$ 89 \\ \\ \\ \hline\end{array}$ <br> (189) <br> 143 <br> 662 <br> (40) <br> (622) | $\$(231)$ <br> (3) <br> (272) <br> (529) <br> 43 <br> (59) <br> $(1,609)$ | $\begin{array}{cc} \$(142) \\ & (461) \\ (386) \\ \\ 705 \\ (99) \\ (2,231) \\ \hline \end{array}$ |
| Total Interest Income Change | (354) | $(3,617)$ | $(3,971)$ | 46 | $(2,660)$ | $(2,614)$ |
| Increase (Decrease) in Interest Expense: <br> Interest-bearing demand deposits <br> Savings deposits <br> Time deposits <br> Federal funds purchased <br> Securities sold under agreements to repurchase <br> Other borrowings under one year Other borrowings over one year | $\begin{gathered} (45) \\ 38 \\ (108) \\ 1 \\ (3) \\ 65 \\ (202) \end{gathered}$ | (263) <br> (548) <br> (789) <br> (10) <br> (57) <br> 49 | $\begin{gathered} (308) \\ (510) \\ (897) \\ 1 \\ \\ (13) \\ 8 \\ (153) \end{gathered}$ | $\begin{array}{r} 64 \\ 134 \\ (459) \\ (4) \\ (42) \\ 56 \\ (83) \end{array}$ | $\begin{array}{r} (578) \\ (768) \\ (2,035) \\ \\ (66) \\ 26 \\ (64) \end{array}$ | $\begin{array}{r} (514) \\ (634) \\ (2,494) \\ (4) \\ (108) \\ 82 \\ (147) \end{array}$ |
| Total Interest Expense Change....... | (254) | $(1,618)$ | $(1,872)$ | (334) | $(3,485)$ | $(3,819)$ |
| Increase (Decrease) in Net Interest Income on a Taxable Equivalent Basis. . | \$ (100) | \$(1,999) | \$(2,099) | \$ 380 | \$ 825 | \$ 1,205 |

## CORTLAND BANCORP AND SUBSIDIARIES MANAGEMENT'S DISCUSSION AND ANALYSIS

(In thousands of dollars, except for per share amounts)

Total other income for 2003 increased $\$ 1,149$, or $42.6 \%$ compared to a decrease of $\$ 23$, or $0.8 \%$ in 2002. Fees for customer services increased by $\$ 274$ or $20.1 \%$ compared to a decrease of $\$ 175$ in the prior year. Loans originated for sale in the secondary market benefited from the decline in interest rates, and showed gains of $\$ 470$ in 2003, compared to $\$ 318$ and $\$ 269$ in 2002 and 2001 , respectively. In 2003 gains on the sale of trading securities amounted to $\$ 265$, with no activity in 2002 or 2001. The early call of held to maturity securities, and transactions involving available for sale securities, combined to produce net gains of $\$ 946$ in 2003, $\$ 215$ in 2002 and $\$ 386$ in 2001.

Other non-interest income decreased by $\$ 273$ during 2003, following a $\$ 274$ increase in 2002 . This income category is subject to fluctuation due to nonrecurring items. In 2002, the increase was primarily due to a one time refund of Ohio Franchise taxes of approximately \$241.

| Other Income |  |  |  |
| :---: | :---: | :---: | :---: |
|  | 2003 | 2002 | 2001 |
| Fees for other customer services | \$1,636 | \$1,362 | \$1,537 |
| Gain on sale of loans | 470 | 318 | 269 |
| Gain on sale of trading securities | 265 |  |  |
| Other operating income | 532 | 805 | 531 |
|  | 2,903 | 2,485 | 2,337 |
| Investment securities net gains | 946 | 215 | 386 |
| Total other income | \$3,849 | \$2,700 | \$2,723 |

Total other expenses decreased by $\$ 297$ or $2.5 \%$ in 2003. This compares to an increase of $\$ 621$, or $5.5 \%$ in 2002. Full time equivalent employment averaged 167 employees in 2003, a $0.6 \%$ decrease from the 168 employed in 2002. During 2003, expenditures for salaries and employee benefits
decreased by $\$ 212$, or $3.2 \%$, primarily due to profit sharing awards of $\$ 336$ in 2002 but none in 2003. Excluding profit sharing awards total personnel expenses were up $1.9 \%$, or $\$ 124$. Occupancy and equipment expense decreased by $\$ 114$, or $5.5 \%$, during 2003.

Legal and litigation expense in 2003 increased by $\$ 14$ compared to a decrease of $\$ 5$ in 2002. State and local taxes increased $\$ 19$ or $3.8 \%$. All other categories of non-interest expense decreased by $\$ 4$ in 2003 , or $0.2 \%$ in the aggregate.

| Non-Interest Expense |  |  |  |
| :---: | :---: | :---: | :---: |
|  | 2003 | 2002 | 2001 |
| Salaries and benefits | \$ 6,586 | \$ 6,798 | \$ 6,283 |
| Net occupancy and cquipment expense | 1,963 | 2,077 | 2,109 |
| State and local taxes | 524 | 505 | 605 |
| Office supplics | 347 | 363 | 41.1 |
| Marketing expense | 177 | 161 | 160 |
| Legal and litigation | 152 | 138 | 143 |
| Other operating expense | 1,780 | 1,784 | 1,494 |
| Total other expenses | \$11,529 | \$11,826 | \$11,205 |

Salaries and employee bencfits represented $57.1 \%$ of all non-interest expenses in 2003. Salaries and employce benefits decreased by $\$ 212$ in 2003 following an increase of $\$ 515$ in 2002. The following details components of these increases:

|  | Analysis of Changes in Salaries \& Benefits |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Amounts |  |  | Percent |  |  |
|  | 2003 | 2002 | 2001 | 2003 | 2002 | 2001 |
| Salaries | \$ 67 | \$308 | \$112 | 1.3\% | 6.4\% | 2.3\% |
| Benefils | 112 | 161 | 56 | 7.3 | 11.8 | 4.5 |
| Profit Sharing | (336) | 10 | 21 | (100.0) | 3.1 | 6.9 |
|  | (157) | 479 | 189 | (2.2) | 7.3 | 2.4 |
| Del'd Loan Origination |  |  |  |  |  |  |
|  | (55) | 36 | 6 | 27.0 | (13.0) | (2.4) |
|  | \$(212) | \$515 | \$195 | (3.1\%) | 8.2\% | 3.2\% |

## M $\wedge$ NAGEMENT'S DISCUSSION AND ANALYSIS

(In thousands of dollars, except for per share amounts)

Wage and salary expense per employee averaged $\$ 31,192$ in $2003, \$ 30,607$ in 2002 and $\$ 29,452$ in 2001 exclusive of profit sharing, which averaged $\$ 1,855$ per employee in 2002 and $\$ 1,837$ per employee in 2001. Full-time equivalent employment averaged 167 employees in 2003, 168 employees in 2002 and 166 in 2001. Average earning assets per employee measured $\$ 2,440$ in 2003 and $\$ 2,459$ in both 2002 and 2001.

The following table shows financial results by quarter for the years ending December 31, 2003 and 2002:
FINANCIAL RESULTS BY QUARTER

|  | 2003 |  |  |  | 2002 |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | For the Quarter Ended |  |  |  | For the Quarter Ended |  |  |  |
|  | Dec. 31 | Sept. 30 | June 30 | March 31 | Dec. 31 | Sept. 30 | June 30 | March 31 |
| Interest Income | \$ 5,609 | \$ 5,602 | \$ 5,758 | \$ 5,938 | \$ 6,405 | \$ 6,735 | \$ 6,901 | \$ 6,870 |
| Interest Expense | 1,977 | 2,017 | 2,041 | 2,097 | 2,294 | 2,461 | 2,600 | 2,649 |
| Net Interest Income | 3,632 | 3,585 | 3,717 | 3,841 | 4,111 | 4,274 | 4,301 | 4,221 |
| Loan Loss Provision | (80) | (60) | (25) | (75) | (125) | (160) | (60) | (115) |
| Net security gains | 259 | 203 | 216 | 268 | ) | 40 | 63 | 111 |
| Trading securities gain | 92 | 48 | 5 | 120 |  |  |  |  |
| Net gain on loans | 21 | 147 | 166 | 136 | 174 | 70 | 24 | 50 |
| Other Income | 676 | 552 | 494 | 446 | 461 | 736 | 518 | 452 |
| Other Expenses (1) | ( 2,940 ) | (2.835) | $(2,860)$ | $(2,894)$ | $(3,278)$ | $(2,837)$ | (2,857) | $(2,854)$ |
| Income Before Tax | 1,660 | 1,640 | 1,713 | 1,842 | 1,344 | 2,123 | 1,989 | 1,865 |
| Federal Income Tax | 320 | 323 | 348 | 380 | 215 | 491 | 450 | 423 |
| Net Income | \$ 1,340 | \$ 1,317 | \$ 1,365 | \$ 1,462 | \$ 1,129 | \$ 1,632 | \$ 1,539 | \$ 1,442 |
| Net Income Per Share | \$ 0.33 | \$ 0.32 | \$ 0.33 | \$ 0.36 | \$ 0.27 | \$ 0.39 | \$ 0.37 | \$ 0.35 |

(1) Includes profit sharing awards totaling \$336 in the quarter ended December 31, 2002.

## LOAN LOSS EXPERIENCE

For each year presented in the table on the following page, the provision for loan losses charged to operations is based on management's judgment after taking into consideration all known factors connected with the collectability of the existing portfolio. Management cvaluates the portfolio in light of economic conditions, changes in the nature and volume of the portfolio, industry standards and other relevant factors. Specific factors considered by management in determining the amounts charged to operations include previous loan loss experience; the status of past duc interest and principal payments; the quality of financial information supplied by customers; the cashflow coverage and trends evidenced by financial information supplied by customers; the nature and estimated value of any collateral supporting specific loan credits; risk classifications determined by the Company's loan review systems or as the result of the regulatory examination process; and general economic conditions in the lending area of the Company's bank subsidiary.

During 2003, management revised its loan loss methodology to provide for greater transparency and more direct linkage with its credit risk classification system. Key risk factors and assumptions are dynamically updated to reflect actual experience and changing circumstances. Federal and state banking authoritics have subsequently reviewed the methodology and found it to be consistent with regulatory requirements for determining an adequate allowance for loan and lease losses.

Certain asset-specific loans are evaluated individually for impairment, based on management's best estimate of discounted cash repayments and the anticipated proceeds from liquidating collateral. The actual timing and amount of repayments and the ultimate realizable value of the collateral may differ from management's estimates.

## CORTLAND BANCORP AND SUBSIDIARIES MANAGEMENT"S DISCUSSION AND ANALYSIS

(In thousands of dollars, except for per share amounts)

The expected loss for certain other commercial credits utilizes internal risk ratings. These loss estimates are sensitive to changes in the customer's risk profile, the realizable value of collateral, other risk factors and the related loss cxperience of other credits of similar risk. Consumer credits generally employ statistical loss factors, adjusted for other risk indicators, applied to pools of similar loans stratified by asset type. These loss estimates are sensitive to changes in delinquency status and shifts in the aggregate risk profile.

|  | 2003 | $\underline{2002}$ | 2001 | 2000 | $\underline{1999}$ |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Balance at beginning of year | \$ 3,134 | \$2,998 | \$2,974 | \$2,956 | \$3,055 |
| Loan losses: |  |  |  |  |  |
| 1-4 family residential mortgages | (101) | (97) | (10) | 0 | (19) |
| Commercial mortgages | (589) | 0 | 0 | (199) | (99) |
| Consumer loans ...... | (160) | (157) | (168) | (199) | (144) |
| Commercial loans | (270) | (187) | (94) | (46) | (118) |
| Home equity loans | 0 | 0 | - (3) | - (8) | (7) |
|  | (1,120) | (441) | (275) | (452) | (387) |
| Recoverics on previous Ioan losses: |  |  |  |  |  |
| 1-4 family residential mortgages | 0 | 0 | 5 | 0 | 6 |
| Commercial mortgages | 40 | 0 | 0 | 44 | 0 |
| Consumer loans ..... | 108 | 93 | 69 | 82 | 46 |
| Commercial loans | 6 | 24 | 3 | 18 | 35 |
| Home equity loans |  | 0 |  |  | 1 |
|  | 154 | 117 | 79 | 145 | 88 |
| Nct loan losses | (966) | (324) | (196) | - (307) | (299) |
| Provision charged to operations | 240 | 460 | 220 | 325 | 200 |
| Balance at end of ycar. | \$ 2,408 | \$3,134 | \$2,998 | \$2,974 | \$2,956 |
| Ratio of net loan losses to |  |  |  |  |  |
| Ratio of loan loss allowance to total loans | 1.27\% | 1.64\% | 1.45\% | 1.45\% | 1.51\% |

The increase in charge-offs in 2003 primarily reflects impaired commercial loan credits for which specific loss reserves had previously been established. Based on its analysis and review of all known factors, management has determined the current level of the allowance to be adequatc.
The following is an allocation of the allowance for loan losses. The allowance has been allocated according to the amount decmed to be reasonably necessary to provide for the possibility of losses being incurred within the following categorics of loans as of December 31, for the years indicated:

|  | 2003 | 2002 | 2001 | 2000 | 1999 |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Types of Loans |  |  |  |  |  |
| I-4 family residential mortgages | \$ 217 | \$ 338 | \$ 407 | \$ 443 | \$ 456 |
| Commercial mortgages. | 1,740 | 2,047 | 1,927 | 1,675 | 1,588 |
| Consumer loans. | 48 | 100 | 162 | 209 | 205 |
| Commercial loans | 144 | 359 | 312 | 251 | 273 |
| Home equity loans | 1 | 21 | 20 | 18 | 20 |
| Unallocated portion | 258 | 269 | 170 | 378 | 414 |
|  | \$2,408 | \$3,134 | \$2,998 | \$2,974 | \$2,956 |

The allocations of the allowance as shown in the table above should not be interpreted as an indication that future loan losses will occur in the same proportions or that the allocations indicate future loan loss trends. Furthermore, the portion allocated to each loan catcgory is not the total amount available for future losses that might occur within such categories since the total allowance is applicable to the entire portfolio.

CORTLAND BANCORP AND SUBSIDJARIES
MANAGEMENT'S DISCUSSION AND ANALYSIS
(In thousands of dollars, except for per share amounts)

## LOAN PORTFOLIO

The following table represents the composition of the loan portfolio as of December 31, for the years indicated:

| Types of Loans | 2003 |  | 2002 |  | 2001 |  | 2000 |  | 1999 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Balance | \% | Balance | \% | Balance | \% | Balance | \% | Balance | \% |
|  |  |  |  |  |  |  |  |  |  |  |
| I-4 family residential mortgages. | \$ 57,854 | 30.6 | \$ 62,365 | 32.6 | \$ 77,478 | 37.6 | \$ 84,367 | 41.2 | \$ 82,679 | 42.2 |
| Commercial mortgages. | 92,822 | 49.0 | 86,929 | 45.4 | 83,753 | 40.6 | 71,544 | 34.9 | 65,036 | 33.2 |
| Consumer loans. | 7,231 | 3.8 | 9,792 | 5.1 | 14,850 | 7.2 | 17,824 | 8.7 | 16,129 | 8.2 |
| Commercial loans | 21,711 | 11.5 | 22,016 | 11.5 | 22,230 | 10.8 | 23,811 | 11.6 | 24,087 | 12.3 |
| Home equity loans | 9,541 | 5.0 | 8,353 | 4.4 | 7,944 | 3.8 | 7,422 | 3.6 | 8,129 | 4.1 |
| 1-4 family residential loans held for sale | 103 | 0.1 | 2,022 | 1.0 |  |  |  |  |  |  |
| Total loans | \$189,262 |  | \$191,477 |  | \$206,255 |  | \$204,968 |  | \$196,060 |  |

The following schedule sets forth maturities based on remaining scheduled repayments of principal or next repricing opportunity for loans (excluding mortgage and consumer loans) as of December 31, 2003:

|  | 1 Year or Less | $\begin{gathered} 1 \text { to } \\ 5 \text { Years } \\ \hline \end{gathered}$ | Over 5 Years | Total |
| :---: | :---: | :---: | :---: | :---: |
| Types of Loans |  |  |  |  |
| Commercial loans | \$13,826 | \$4,831 | \$3,054 | \$21,711 |
| Home Equity | 9,541 | - | - | 9,541 |
| Total loans (excluding mortgage and consumer loans) | \$23,367 | \$4,831 | \$3,054 | \$31,252 |

The following schedule sets forth loans as of December 31, 2003 based on next repricing opportunity for floating and adjustable interest rate products, and by remaining scheduled principal payments for loan products with fixed rates of interest. Mortgage and consumer loans have again been excluded.

|  | 1 Year or Less | Over <br> 1 Year | Total |
| :---: | :---: | :---: | :---: |
| Types of Loans |  |  |  |
| Floating or adjustable rates of interest | \$23,082 | \$ 996 | \$24,078 |
| Fixed rates of interest. | 285 | 6,889 | 7,174 |
| Total loans | \$23,367 | \$7,885 | \$31,252 |

(In thousands of dollars, except for per share amounts)

The Company recorded a decrease of $\$ 2,215$ in the loan portfolio from the level of $\$ 191,477$ recorded at December 31, 2002.

Residential lending's share of the portfolio decreased during 2003 with 1-4 family residential mortgages representing $30.7 \%$ of total loans compared to $33.6 \%$ in 2002. The portion of the loan portfolio represented by commercial loans (including commercial real estate) increased from $56.9 \%$ to $60.5 \%$. Consumer loans (including home equity loans) declined from $9.5 \%$ to $8.8 \%$.

Residential loans, excluding home equity loans, and commercial loans continue to comprise the largest share of the Company's loan portfolio. At the end of 2003, residential loans and commercial loans comprised a combined $91.2 \%$ of the portfolio, compared to $86.9 \%$ five ycars ago. Home equity loans at $5.0 \%$ and consumer installment at $3.8 \%$ comprise the remainder of the portfolio in 2003. Five years ago in 1998, home equity loans comprised $4.3 \%$ of the overall loan portfolio, while consumer installment loans comprised $8.8 \%$.


During 2003, approximately $\$ 38.9$ million in new mortgage loans were originated by the Company, an increase of $\$ 7.8$ million from 2002, resulting primarily from consumers refinancing at interest rates which continued to decline throughout much of the year. The Company's product offerings continue to include a service release sales program, which permits the Company to offer competitive long-term fixed interest rates without incurring additional credit or interest rate risk.

The following shows the disposition of mortgage loans originated during 2003 and 2002 (in millions):

|  | 2003 | 2002 |
| :---: | :---: | :---: |
| Ketained in Portfolio | \$11.6 | \$11.8 |
| Loans Sold to Investors with |  |  |
| Servicing Rights Released | \$27.3 | \$19.3 |

During 2003, the Company continued to originate residential mortgage loans primarily for sale in the sccondary market. Although management anticipates that secondary market originations will continue as an important aspect of loan administration, loans which are retained by the Bank portfolio will become more predominant as portfolio lending strategies are developed to enhance overall customer relationships.

The Bank is also active in home equity financing. Home Equity term loans and credit lines have become increasingly popular with consumers wishing to finance home improvements, educational costs, vacations and consumer good purchases at favorable interest rates.

In order to improve customer retention and provide better overall balance, management also will continue to revamp and reposition the Company's InPortfolio product offerings during 2004.

Management's expansion of business product offerings made available through competitive interest rates has enabled lending personnel to establish new business relationships while enhancing existing customer relationships. Loan personnel have aggressively pursued both commercial and small business opportunities with a wide array of medium to small businesses. The Bank's lending function provides service to automobile dealerships, trucking companies, physicians and medical groups, general contractors, service contractors, restaurants, hotels/motels, retailers, wholesalers, as well as county and political subdivisions. For those businesses electing to finance business assets through a lease instrument the Bank also offers lease financing.

The following table provides an overview of Commercial Loans by various business sectors reflecting the areas of largest concentration. It should be noted that these are open balances and do not reflect existing commitments that may be currently outstanding.

Commercial Loan Concentrations

| Secior | 2003 |  | 2002 |  |
| :---: | :---: | :---: | :---: | :---: |
|  | Balances | $\begin{aligned} & \text { \% of } \\ & \text { Portfolio } \end{aligned}$ | Balances | \% of Portfolio |
| Hotels/Motels | \$14,442 | 12.7\% | \$10,817 | 10.0\% |
| Steel Related |  |  |  |  |
| Industries | 6,449 | 5.7\% | 8,367 | 7.7\% |
| Eating Places | 6,329 | 5.5\% | 6,593 | 6.1\% |
| Medical Doctors | 4,120 | 3.6\% | 4,507 | 4.2\% |
| Nursing Home |  |  |  |  |
| \& Personal Care | 3,804 | 3.3\% | 3,963 | 3.7\% |
| Funeral Services | 2,799 | 2.5\% | 2,747 | 2.5\% |
| New/Used Car |  |  |  |  |
| Dealers | 2,590 | 2.2\% | 3,073 | 2.8\% |

The single largest customer balance at year end had a balance of $\$ 5.4$ million in 2003 compared to $\$ 4.6$ million in 2002. This balance represented approximately $4.8 \%$ of the total commercial portfolio, compared to $4.2 \%$ in 2002.

In the consumer lending area, the Company provides financing for a variety of consumer purchases: fixed rate amortizing mortgage products that consumers utilize for home improvements; the purchase of consumer goods of all types; cducation, travel and other personal expenditures. The consolidation of credit card and other existing debt into term payout continues to remain popular financing options among consumers. A small busincss division was established under the consumer lending area in 2003 to more effectively pursuc business lending in the community bank markets.

Additional information regarding the loan portfolio can be found in the Notes to the Consolidated Financial Statements (NOTES 1,3,8,11 and 13).

## INVESTMENT SECURITIES

In accordance with Statement of Financial Accounting Standards No. 115 (SFAS 115), "Accounting for Certain Investments in Debt and Equity Securities," investment securities are segregated into three separate portfolios: held to maturity, available for sale, and trading. Each portfolio type has its own method of accounting.
Held to maturity securities are recorded at historical cost, adjusted for amortization of premiums and accretion of discounts. Trading securities are marked-to-market, with any gain or loss reflected in the determination of income. Securities designated as available for sale are similarly carried at their fair market value. However, any gain or loss (net of tax) is recorded as an adjustment to shareholders' equity as a component of Other Comprehensive Income.

One effect of SFAS 115 is to expose shareholders' equity to fluctuations resulting from market volatility related to the available for sale portfolio. The potential adverse impact of this volatility is somewhat mitigated as bank regulatory agencies measure capital adequacy for regulatory purposes without regard to the effects of SFAS 115.
Securities designated by the Company as held to maturity tend to be higher yielding but less liquid either due to maturity, size or other characteristics of the issue. The Company must have both the intent and the ability to hold such securities to maturity.

Securitics the Company has designated as available for sale may be sold prior to maturity in order to fund loan demand, to adjust for interest rate sensitivity, to reallocate bank resourecs, or to reposition the portfolio to reflect changing economic conditions and shifts in the relative values of market sectors. Available for sale securities tend to be more liquid investments and generally exhibit less price volatility as interest rates fluctuate.

The following table shows the book value of investment securities by type of obligation at the dates indicated:

|  | December 31, |  |  |
| :---: | :---: | :---: | :---: |
|  | 2003 | 2002 | 2001 |
| U.S. Treasury and other U.S. Government agencies and corporations | \$ 62,524 | \$ 54,609 | \$ 45,265 |
| U.S. Government mortgage-backed pass-through certificates | 92,499 | 87,892 | 96,606 |
| States of the U.S, and political subdivisions | 53,503 | 54,255 | 47,951 |
| Other securitics | 14,249 | 3,147 | 3,602 |
|  | \$222,775 | \$199,903 | \$193,424 |

A summary of securitics held at Dccember 31, 2003, classificd according to the earlier of next repricing or the maturity date and the weighted average yield for cach range of maturities, is set forth below. Fixed rate mortgage-backed securities are classificd by their estimated contractual cash flow, adjusted for current prepayment assumptions. Actual maturitics may dilfer from contractual maturitics because borrowers may have the right to call or prepay obligations with or without call or prepayment penallics.

(1) The weighted average yield has been computed by dividing the total interest income adjusted for amortization of premium or accretion of discount over the life of the security by the amortized cost of the securities outstanding. The weighted average yield of tax-exempt obligations of states of the U.S. and political subdivisions has been calculated on a fully taxable equivalent basis. The amounts of adjustments to interest which are based on the statutory tax rate of $34 \%$ were $\$ 14, \$ 24, \$ 37$ and $\$ 1,121$ for the four ranges of maturities.

As of December 31, 2003, there were $\$ 13,634$ in callable U.S. Government Agencics, $\$ 692$ in callable obligations of states and political subdivisions and $\$ 1,055$ in other securities that given current and expected interest rate environments are likely to be called within the one year time horizon. These securities are catcgorized according to their contractual maturities, with $\$ 14,689$ classified as maturing after five years but within ten years, and $\$ 692$ classified as maturing after 10 years.

Additionally, as of December 31, 2003, there were $\$ 27,468$ in callable U.S. Government Agencies and $\$ 21,682$ in callable obligations of states and political subdivisions that given current and expected interest rate environments are likely to be called within the time frame defined as after one year but within five years. These securities are categorized according to their contractual maturities, with $\$ 14,635$ maturing after five years but within ten years and $\$ 34,515$ maturing after 10 years.

As of December 31, 2003, the carrying value of all investment securities, both available for sale and held to maturity, tallied $\$ 222,775$, an increase of $\$ 22,872$ or $11.4 \%$ from the prior year. The allocation between single maturity investment securities and mortgage-backed securities shifted to a $58 / 42$ split versus the $55 / 45$ division of the previous year, even as mortgage-backed securities increased by $\$ 4,607$, or $5.2 \%$.

Holdings of obligations of states and political subdivisions showed a decrease of $\$ 752$ or $1.4 \%$.

The Company decreased its holdings of U.S. Treasury securities by approximately $\$ 558$, or $9.8 \%$. Investments in U.S. government agencies and sponsored corporations increased by approximately $\$ 8,473$, or $17.3 \%$. The Company also purchased $\$ 11,130$ in corporate debt securities during 2003 to take advantage of the higher yields that some of these securities offered, and the floating rate repricing characteristics of others.

Marketable equity securities declined by $\$ 141$ during 2003, as the Company sold its final holding of corporate common stock during the year. Holdings of other securities increased by $\$ 113$ primarily
reflecting stock dividends received from the Federal Home Loan Bank of Cincinnati.

The mix of mortgage-backed securitics remained weighted in favor of fixed rate securities in 2003. Floating rate and adjustable rate mortgage-backed securities provide some degree of protection against rising interest rates, while fixed rate securities perform better in periods of stable to slightly declining interest rates. The portion of the mort-gage-backed portfolio allocated to fixed rate securities rose to $87 \%$ in 2003 versus $81 \%$ in 2002. Included in the mortgage-backed securities portfolio are investments in collateralized mortgage obligations which totalled $\$ 39,992$ and $\$ 36,942$ at December 31, 2003 and 2002, respectively.

At December 31, 2003, a net unrealized gain of $\$ 2,203$, net of tax, was included in sharcholders' equity as a component of Other Comprehensive Income, as compared to a net unrealized gain of $\$ 3,165$, net of tax, as of December 31, 2002. This $\$ 962$ decrease reflects the decreased market value of debt securities resulting from rising intermediate and long term interest rates over the second half of the year, as well as the effect of gains realized during the year as a result of the early call of certain securities and the gains realized from other securities sold to reposition the portfolio. Lower interest rates generally translate into more favorable market prices for debt securities; conversely rising interest rates generally result in a depreciation in the market value of debt securities.

The Company had $\$ 7,988$ in investments in structured notes as of December 31, 2003. The Company had no investments in inverse floating rate securities or other derivative products.

Additional information regarding investments can be found in the Notes to the Consolidated Financial Statements (NOTES 1 and 2).

## DEPOSITS

The Company's deposits are derived from the individuals and businesses located in its primary market area. Total deposits at year-end exhibited an increase of $0.5 \%$ to $\$ 337,556$ at December 31,

2003, as compared to $\$ 335,758$ at December 31, 2002.

The Company's deposit base consists of demand deposits, savings, money market and time deposit accounts. Average noninterest-bearing deposits increased $4.9 \%$ during 2003, while average interestbearing deposits decreased by $1.5 \%$.

During 2003, noninterest-bearing deposits averaged $\$ 55,898$ or $16.6 \%$ of total average deposits as compared to $\$ 53,295$ or $15.8 \%$ of total deposits in 2002. Core deposits averaged $\$ 308,272$ for the year ended December 31, 2003, a decrease of $\$ 106$ from the average level of 2002. During 2002, core deposits had averaged $\$ 308,378$, an increase of $1.8 \%$ from the preceding year.

Historically, the deposit base of the Company has been characterized by a significant aggregate amount of core deposits. Core deposits represented $92.0 \%$ of average total deposits in 2003 compared to $91.6 \%$ in 2002 and $91.4 \%$ in 2001.

Over the past five years, the Company has successfully increased the share of deposits represented by noninterest-bearing and NOW checking accounts. These products now comprise $25.4 \%$ of total deposits compared to only $22.4 \%$ five years ago. The following depicts how the deposit mix has shifted during this time frame.


Additional information regarding interest-bearing deposits is presented in the Notes to the Consolidated Financial Statements (NOTE 6).

## FOURTH QUARTER 2003 AS COMPARED TO FOURTH QUARTER 2002

Tax equivalent net interest income for the Company during the fourth quarter of 2003 decreased by $\$ 489$, an $11.0 \%$ decrease from the fourth quarter of 2002. The yield on earning assets decreased by 72 basis points while fourth quarter average earning assets decreased by $0.9 \%$, or $\$ 3.9$ million, when compared to a year ago. The result was a decrease in tax equivalent interest income of $\$ 805$. The rate paid on interest-bearing liabilities decreased by 36 basis points while fourth quarter average interestbearing liabilitics decreased by $\$ 2.7$ million when compared to a year ago, resulting in a decrease in total interest expense of $\$ 316$. The net interest margin for the quarter registered $3.87 \%$, down 44 basis points from the same quarter a year ago. On a sequential basis, the net interest margin for the fourth quarter of 2003 represented a 5 basis point improvement from the $3.82 \%$ registered in the third quarter of 2003.
Reflecting the residual effects of the protracted recent economic weakness, loan charge-offs during the quarter were $\$ 667$ in 2003 compared to $\$ 140$ in 2002, while the recovery of previously charged-off loans amounted to $\$ 19$ during the fourth quarter of 2003 compared to $\$ 32$ in the same period of 2002. The Company's provision for loan losses during the quarter was $\$ 80$ compared to $\$ 125$ a year ago. The increase in charge-offs in the fourth quarter of 2003 primarily reflects an impaired commercial loan credit for which a specific loss reserve had previously been established.

The troubled credit had struggled for years to survive in the besieged steel industry, but in the end was unable to successfully reorganize under the protection of the bankruptcy court. The Company charged-off $\$ 569$ in the fourth quarter of 2003 as it began to liquidate collateral to satisfy the debtor's obligation.
Total other income increased by $\$ 215$ from a year ago, as fees for customer services increased by $\$ 187$, primarily due to the introduction of a new deposit product first offered to customers late in the third quarter of 2003. Investment securities gains of $\$ 259$ were realized in 2003 , while only a $\$ 1$ gain was realized in the fourth quarter of 2002. The net gain on loans sold during the quarter amounted to $\$ 21$, compared to $\$ 174$ a year ago, as refinancing activity slowed as mortgage rates rose. Gains on

## CORTLAND BANCORP AND SUBSIDIARIES MANAGEMENT'S DISCUSSION AND ANALYSIS

(In thousands of dollars, except for per share amounts)
trading account securities were $\$ 92$ in the fourth quarter of 2003 with no activity recorded in 2002. Other non-interest income increased by $\$ 28$ from the same period last year.

Total other non-interest expenses in the fourth quarter were $\$ 2,940$ in 2003 compared to $\$ 3,278$ in 2002, a decrease of $\$ 338$ or $10.3 \%$. Salaries and benefits constituted a $\$ 275$ decrease, or $14.1 \%$. This decrease was due to a $\$ 336$ profit sharing award granted in 2002. Without the award salaries and benefits increased by $\$ 61$ year-over-year, or $3.8 \%$. Occupancy and equipment, office supplies and marketing expenses decreased by $\$ 6$ or $1.0 \%$. State and local tax assessments increased by $\$ 10$ or $8.6 \%$. Other expenses decreased by $\$ 67$ or $11.6 \%$, primarily due to certain non recurring items including losses sustained in the robbery of one of the Company's branch banking offices in 2002.

Income before income tax during the fourth quarter amounted to $\$ 1,660$ in 2003 compared to $\$ 1,344$ in 2002. Income tax expense for the fourth quarter of 2003 was $\$ 320$ as compared to $\$ 215$ in 2002. Fourth quarter net income was $\$ 1,340$ in 2003 compared to $\$ 1,129$ in 2002, representing an increase of $\$ 211$, or $18.7 \%$.

Earnings per share for the fourth quarter, adjusted for the $3 \%$ stock dividend paid January 1, 2004, were $\$ 0.33$ in 2003 and $\$ 0.27$ in 2002.

Core earnings (earnings before gains on loans sold, investment sccurities sold or called and certain other non recurring items such as the discretionary award of profit sharing) decreased by $16.2 \%$ in the fourth quarter of 2003 compared to 2002. Core earnings for the fourth quarter of 2003 were $\$ 1.094$ million compared to last year's $\$ 1.306$ million. Core earnings per share were $\$ 0.27$ in 2003 and $\$ 0.32$ in 2002.

Realized gains or losses on securities are based on net proceeds and the adjusted carrying amount of the securities, using the specific identification method. The table below sets forth the proceeds, gains and losses realized on securities sold or called for the period ended:

| for | $\begin{gathered} \text { Three } \\ \text { Months } \\ \text { Dccember 31, } \\ \mathbf{2 0 0 3} \\ \hline \end{gathered}$ | Twelve Months December 31 2003 |
| :---: | :---: | :---: |
| Proceeds on securities sold or called | \$4,314 | \$20,115 |
| Gross realized gains | 261 | 948 |
| Gross realized losses | 2 | 2 |

Fourth Quarter of 2003 Compared to 2002

|  | Three Months Ended Dec. 31, |  |
| :---: | :---: | :---: |
|  | 2003 | 2002 |
| Interest Income | \$ 5,609 | \$ 6,405 |
| Interest Expense | 1,977 | 2,294 |
| Net Interest Income | 3,632 | 4,111 |
| Loan Loss Provision | (80) | (125) |
| Net security gains. | 259 | 1 |
| Net gain on loans | 21 | 174 |
| Trading securities gains | 92 |  |
| Other Income. | 676 | 461 |
| Other Expenses (1) | (2,940) | $(3,278)$ |
| Income Before Tax | 1,660 | 1,344 |
| Federal Income Tax | 320 | 215 |
| Net Income | \$ 1,340 | \$ 1,129 |
| Net Income Per Share. | \$ 0.33 | \$ 0.27 |

(1) Includes profit sharing award of $\$ 336$ in 2002.

CORTLAND BANCORP AND SUBSIDIARIES MAN $\Lambda$ GEMENT'S DISCUSSION AND AN $A L Y S I S$
(In thousands of dollars, except for per share amounts)

## ASSET-LIABILITY MANAGEMENT

The Company's executive management and Board of Directors routinely review the Company's balance sheet structure for stability, liquidity, and capital adequacy. The Company has dcfined a set of key control parameters which provide various measures of the Company's exposure to changes in interest rates. The Company's asset-liability management goal is to produce a net interest margin that is relatively stable despite interest rate volatility while maintaining an acceptable level of earnings. Net Interest Margin is the difference between total interest earned on a fully taxable equivalent basis and total interest expensed. The Net Interest Margin Ratio expresses this difference as a percentage of average earning assets. In the past five years, the net interest margin ratio has averaged $4.22 \%$ ranging between $3.94 \%$ and $4.39 \%$.

Included among the various measurement techniques used by the Company to identify and manage exposure to changing interest rates is the use of computer based simulation models. Computerized simulation techniques enable the Company to explore and measure net interest income volatility under alternative asset deployment strategies, different interest rate environments, various product offerings and changing growth patterns.

GAP TABLE
December 31, 2003

|  | Maturity or Repricing Interval |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  | 3 Months or Less | 3 to 12 <br> Months | $\begin{aligned} & 1 \text { to } 5 \\ & \text { Years } \\ & \hline \end{aligned}$ | Non Rate Sensitive or $>5$ Years | Total |
| Interest-Earning Assets |  |  |  |  |  |
| Investments | \$ 29,049 | \$ 31,484 | \$109,115 | \$ 53,127 | \$222,775 |
| Loans \& Leases | 67,138 | 38,601 | 69,091 | 14,432 | 189,262 |
| Total Earning Assets | 96,187 | 70,085 | 178,206 | 67,559 | 412,037 |
| Other Assets |  |  |  | 26,355 | 26,355 |
| Total Assets | \$ 96,187 | \$ 70,085 | \$178,206 | \$93,914 | \$438,392 |
| Interest-Bearing LiabilitiesInterest-bearing Checking |  |  |  |  |  |
|  |  |  |  |  |  |
| Money Market Accounts. | 17,376 |  |  |  | 17,376 |
| Passbook Savings | 89,830 |  |  |  | 89,830 |
| Time Deposits < 100,000 | 25,705 | 37,221 | 35,280 | 16,279 | 114,485 |
| Time Deposits $\geq 100,000$ | 5,439 | 9,700 | 8,606 | 5,335 | 29,080 |
| Repurchase Agreements | 2,243 |  |  |  | 2,243 |
| U.S. Treasury Demand | 643 |  |  |  | 643 |
| Federal Funds Purchase | 1,000 |  |  |  | 1,000 |
| Other Borrowings . | 5,000 |  | 6,000 | 33,000 | 44,000 |
| Total Interest-Bearing Liabilities | 176,389 | 46,921 | 49,886 | 54,614 | 327,810 |
| Demand Deposits |  |  |  | 57,632 | 57,632 |
| Other Liabilities |  |  |  | 3,069 | 3,069 |
| Shareholders' Equity |  |  |  | 49,881 | 49,881 |
| Total Liabilities \& Equity | \$176,389 | \$46,921 | \$ 49,886 | \$165,196 | \$438,392 |
| Rate Sensitivity Gap | \$(80,202) | \$ 23,164 | \$128,320 | \$ 12,945 |  |
| Cumulative Gap | \$(80,202) | \$(57,038) | \$ 71,282 | \$ 84,227 |  |
| Cumulative Gap to Total Assets | (18.3)\% | (13.0)\% | 16.3\% | 19.2\% |  |

CORTLAND BANCORP AND SUBSIDIARIES MANAGEMENT'S DISCUSSION AND ANALYSIS
(In thousands of dollars, except for per share amounts)

The preceding Gap Table presents an analysis of the Company's earliest repricing opportunity for each of its interest-earning assets and interestbearing liabilities. Assets are distributed according to the earlier of intercst rate repricing opportunity or expected cash flows. Time deposits and liabilities with defined maturities are distributed according to the earlier of the repricing interval or contractual maturity. Other core deposit accounts (Interest-bearing checking, Money Market and Savings accounts) are shown as being available for repricing in the carlicst time frame, although management can exert considerable influence over the timing and manner of repricing such core deposits. Therefore, these accounts may reprice in later time intervals and reflect smaller incremental changes than other interest-carning assets and interestbearing liabilitics. Since management may reprice these accounts at its discretion, the impact of changing rates on net interest income is likely to be considerably different than inferred by this table.
During 2003, the effective maturitics of carning assets tended to shorten as interest rates in the credit markets stayed low during the year. Federal Reserve policy makers reduced short-term interest rates one time during the year, from $1.25 \%$ to $1.00 \%$ in an attempt to avoid an unwelcome substantial fall in inflation. The Federal Reserve also encouraged investors to increase their interest ratc risk by repeatedly reassuring investors that interest rates could remain low for "a considerable period." With credit market rates remaining low throughout the year, the volume of investment securities eligible to be called remained high, whilc prepayments on loans and mortgage-backed securities similarly increased, causing the effective maturitics of existing earning assets to shorten. Accordingly, management sought to extend duration by investing excess overnight funds (federal funds sold balances) and by cxtending the maturity and increasing the convexity of reinvested funds.
While the preceding Gap Table provides a general indication of the potential effect that changing interest rates may have on net interest income, it does not by itself present a complete picture of intercst rate sensitivity. Because the repricing of
the various categories of assets and liabilities is subject to competitive pressures, customer preferences and other factors, such assets and liabilities may in fact reprice in different time periods and in different increments than assumed.

The computerized simulation techniques utilized by management provide a more sophisticated measure of the degree to which the Company's interest sensitive assets and liabilities may be impacted by changes in the general level of interest rates. These analyses show the Company's net interest income remaining relatively neutral within the economic and interest rate scenarios anticipated by management. In fact, as previously noted, the Company's net interest margin has remaincd relatively stable in the range of $3.94 \%$ to $4.39 \%$ over the past five years, despite significant shifts in the mix of earning assets and the direction and level of interest rates.


## LIQUIDITY

The central role of the Company's liquidity management is to (1) ensure sufficient liquid funds to meet the normal transaction requirements of its customers, (2) take advantage of market opportunities requiring flexibility and speed, and (3) provide a cushion against unforeseen liquidity needs.
Principal sources of liquidity for the Company include assets considered relatively liquid, such as interest-bearing deposits in other banks, fcderal funds sold, cash and due from banks, as well as cash flows from maturities and repayments of loans, investment securities and mortgage-backed securities.

CORTLAND BANCORP AND SUBSIDIARIES
MANAGEMENT'S DISCUSSION AND ANALYSIS
(In thousands of dollars, except for per share amounts)

Cash and cash equivalents, which includes federal funds sold decreased by $\$ 22,824$ compared to yearend 2002. Anticipated principal repayments on mortgage-backed securities along with investment securities maturing, repricing, or expected to be called in onc year or less amounted to $\$ 60,533 \mathrm{at}$ December 31, 2003, representing $27.2 \%$ of the total combined portfolio, as compared to $\$ 79,453$ or $34.7 \%$ of the portfolio a year ago.

Along with its liquid assets, the Company has other sources of liquidity available to it which help to ensure that adequate funds are available as needed. These other sources include, but are not limited to, the ability to obtain deposits through the adjustment of interest rates, the purchasing of federal funds, and access to the Federal Reserve Discount Window. The Company is also a member of the Federal Home Loan Bank of Cincinnati, which provides yet another source of liquidity.

Operating activities provided cash of $\$ 7,048$ in 2003, $\$ 5,338$ in 2002 and $\$ 6,178$ in 2001. Kcy differences stem mainly from 1) loans held for sale at December 31, 2003 totaled $\$ 103$, as compared to $\$ 2,022$ at December 31, 2002 and none at December 31, 2001 which favorably impacts the
proceeds and gains on loans realized in 2003; 2) the purchase of an additional $\$ 2.5$ million insurance contracts on the lives of the participants in the supplemental post retirement benefit plan in 2003 ; 3) $\$ 946$ gains on the sale of investments as compared to $\$ 215$ in 2002 and $\$ 386$ in 2001; and 4) the increase in amortization on securities of $\$ 1,644$ in 2003 compared to $\$ 487$ in 2002 and $\$ 335$ in 2001. Refer to the Consolidated Statements of Cash Flows for a summary of the sources and uses of cash in 2003, 2002 and 2001.

## CONTRACTUAL OBLIGATIONS AND COMMITMENTS

The Corporation has various obligations, including contractual obligations and commitments that may require future cash payments.

Contractual Obligations: The following table presents, as of December 31, 2003, significant fixed and determinable contractual obligations to third parties by payment date. Further discussion of the nature of each obligation is included in the referenced note to the consolidated financial statements.

|  |  |  |  | yments Due in |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | See Note | $\begin{gathered} \text { One } \\ \text { Year } \\ \text { or Less } \end{gathered}$ | One to Three Years | Three to Five Years Years | $\begin{aligned} & \text { Over } \\ & \text { Hive } \\ & \text { Years } \end{aligned}$ | Total |
| Non-interest bearing deposits |  | \$ 57,632 | \$ | \$ | \$ | \$ 57,632 |
| Interest bearing deposits (a) | 6 | 136,359 |  |  |  | 136,359 |
| Avg. Rate (b) |  | $0.41 \%$ |  |  |  | 0.41\% |
| Certificates of deposit(a) | 6 | 61,045 | 44,362 | 15,935 | 22,223 | 143,565 |
| Avg. Rate (b) |  | 2.45\% | 4.71\% | 4.50\% | 5.01\% | 3.46\% |
| Federal funds purchased and security repurchase agreements(a) | 7 | 3,243 |  |  |  | 3,243 |
| Avg. Rate (b) |  | 0.92\% |  |  |  | 0.92\% |
| U.S. Treasury interest-bearing demand note (a) | 7 | 643 |  |  |  | 643 |
| Avg. Rate (b) |  | 0.73\% |  |  |  | 0.73\% |
| Federal Home Loan Bank advances(a) | 7 |  | 5,000 | 6,000 | 33,000 | 44,000 |
| Avg. Rate(b) |  |  | 1.31\% | 5.76\% | 5.42\% | 5.00\% |
| Operating leases | 8 | 191 | 378 | 109 |  | 678 |

[^1]The Corporation's operating lease obligations represent short and long-term lease and rental payments for the subsidiary bank's branch facilities.

The Corporation also has obligations under its supplemental retirement plans as described in Note 9 to the consolidated financial statements. The postretirement benefit payments represent actuarially determined future benefit payments to eligible plan participants. The Corporation does not have any commitments or obligations to the defined contribution retirement plan (401(k) plan) at December 31, 2003 due to the funded status of the plan. Sce further discussion in Note 9.
Commitments: The table on the following page details the amounts and expected maturities of significant commitments as of December 31, 2003. Further discussion of these commitments is included in Note 8 to the consolidated financial statements.

|  | One <br> Year or I ess | One to Three Years | Three to Five Years | Over Five Years | Total |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Commitments to exiend credit: |  |  |  |  |  |
| Commercial | \$18,469 | \$858 | \$ | \$1,018 | \$20,345 |
| Residential real estate |  |  |  |  |  |
| Revolving home equity | 8,452 |  |  |  | 8,452 |
| Other | 710 |  |  |  | 710 |
| Standby levters of eredit | 761 |  |  |  | 761 |

Commitments to extend credit, including loan commitments, standby letters of credit, and commercial letters of credit do not necessarily represent future cash requirements, in that these commitments often expire without being drawn upon.

## CAPITAL RESOURCES

Regulatory standards for measuring capital adequacy require banks and bank holding companies to maintain capital based on "risk-adjusted" assets so that categories of assets of potentially higher credit risk require more capital backing than assets with lower risk. In addition, banks and bank holding companies are required to maintain capital to support, on a risk-adjusted basis, certain oll-balance sheet activities such as standby letters of credit and interest rate swaps.

The risk-based standards classify capital into two tiers. Tier 1 capital consists of common shareholders' equity, noncumulative and cumulative perpetual preferred stock, and minority interests less goodwill. Tier 2 capital consists of a limited amount of the allowance for loan and lease losses, perpetual preferred stock (not included in Tier 1), hybrid capital instruments, term subordinated debt, and intermediate-term preferred stock.

The following graph, which is not "risk-adjusted," depicts Tier 1 capital as a percentage of total average assets over the past several years. This measure of capital adequacy is known as the "leverage ratio." The ratio decreased from $11.12 \%$ in 2002 to $10.94 \%$ in 2003, but remains well above regulatory minimums.


The Federal Deposit Insurance Corporation Improvement Act of 1991 (FDICIA) required banking regulatory agencies to revise risk-based capital standards to ensure that they take adequate account of interest rate risk. Accordingly, regulators subjectively consider an institution's exposure to declines in the economic value of its capital due to changes in interest rates in evaluating capital adequacy.

The table on the following page illustrates the Company's risk-weighted capital ratios at December 31, 2003 and 2002. Banks are required to maintain a minimum ratio of $8 \%$ of qualifying total capital to risk-adjusted total assets. The Tier 1 capital ratio must be at least $4 \%$. Capital qualifying as Tier 2 capital is limited to $100 \%$ of Tier 1 capital. As the table indicates, the Company maintains both Tier 1 and total risk-based capital well

CORTLAND BANCORP AND SUBSIDIARIES MANAGEMENT'S DISCUSSION AND ANALYSIS
in excess of the required regulatory minimum ratios.


SFAS 115, "Accounting for Certain Investments in Debt and Equity Securities," requires that investments designated as available for sale be marked-to-market with corresponding entries to the deferred tax account and shareholders' equity. Regulatory agencies, however, exclude these adjustments in computing risk-based capital, as their inclusion would tend to increase the volatility of this important measure of capital adequacy. Additional information regarding regulatory matters can be found in the Notes to the Consolidated Financial Statements (NOTE 12.)

## REGULATORY MATTERS

On March 13, 2000, the Board of Governors of the Federal Reserve System approved the Company's application to become a financial holding company. As a financial holding company, the Company may engage in activities that are financial in nature or incidental to a financial activity, as authorized by the Gramm-Leach-Bliley Act of 1999 (The Financial Services Reform Act). Under the Financial Services Reform Act, the Company may continue to claim the benefits of financial holding company status as long as each depository institution that it controls remains well capitalized and well managed. The Company is required to provide notice to the Board of Governors of the Federal

Reserve System when it becomes aware that any depository institution controlled by the Company ceases to be well capitalized or well managed. Furthermore, current regulation specifies that prior to initiating or engaging in any new activities that are authorized for financial holding companies, the Company's insured depository institutions must be rated "satisfactory" or better under the Community Reinvestment Act (CRA). As of December 31, 2003, the Company's bank subsidiary was rated "satisfactory" for CRA purposes, and remained well capitalized and well managed, in management's opinion.

## MARKET RISK

Management considers intercst rate risk to be the Company's principal source of market risk. Interest rate risk is mcasured as the impact of interest rate changes on the Company's net interest income. Components of interest rate risk comprise repricing risk, basis risk and yield curve risk. Repricing risk arises due to timing differences in the repricing of assets and liabilities as interest rate changes occur. Basis risk occurs when repricing assets and liabilities reference different key rates. Yield curve risk arises when a shift occurs in the relationship among key rates across the maturity spectrum.
The effective management of interest rate risk seeks to limit the adverse impact of interest rate changes on the Company's net interest margin, providing the Company with the best opportunity for maintaining consistent earnings growth. Toward this end, management uses computer simulation to model the Company's financial performance under varying interest rate scenarios. These scenarios may reflect changes in the level of interest rates, changes in the shape of the yield curve, and changes in interest rate relationships.

The simulation model allows management to test and evaluate alternative responses to a changing interest rate environment. Typically when confronted with a heightened risk of rising interest rates, the Company will evaluate strategies that shorten investment and loan repricing intervals and

CORTLAND BANCORP AND SUBSIDIARIES MANAGEMENT'S DISCUSSION AND ANALYSIS
(In thousands of dollars, except for per share amounts)
maturities, emphasize the acquisition of floating rate over fixed rate assets, and lengthen the maturities of liability funding sources. When the risk of falling rates is perceived, management will consider strategies that shorten the maturities of funding sources, lengthen the repricing intervals and maturities of investments and loans, and emphasize the acquisition of fixed rate assets over floating rate assets.
The most significant assumptions used in the simulation relate to the cash flows and repricing characteristics of the Company's balance sheet. Repricing and runoff rate assumptions are based upon specific product parameters modified by historical trends and internal projections. These assumptions are periodically reviewed and benchmarked against historical results. Actual results may differ from simulated results not only due to the timing, magnitude and frequency of interest rate changes, but also due to changes in general economic conditions, changes in customer preferences and behavior, and changes in strategies by both existing and potential competitors.

The following table shows the Company's current estimate of interest rate sensitivity based on the composition of its balance sheet at December 31, 2003. For purposes of this analysis, short term interest rates as measured by the federal funds rate and the prime lending ratc are assumed to increase (decrease) gradually over the next twelve months reaching a level 300 basis points higher (lower) than the rates in effect at December 31, 2003. Under both the rising rate scenario and the falling rate scenario, the yield curve is assumed to exhibit a parallel shift.

During 2003, the Federal Reserve decreased its target rate for overnight federal funds by 25 points. At year end December 31, 2003, the difference between the yield on the ten year Treasury and the three month Treasury had increased to a positive 332 basis points from the positive 261 basis points that existed at December 31, 2002. The yield curve is positively sloping, as intcrest rates now increase with a lengthening of maturities, with rates peaking at the long-end of the Treasury curve.

The base case against which interest rate sensitivity is measured assumes no change in short term rates. The base case also assumes no growth in assets and liabilities and no change in asset or liability mix. Under these simulated conditions, the base case projects net interest income of $\$ 15,363$ for the year ending December 31, 2004.

| Simulated Net Interest Income Sensitivity <br> For the Twelve Months Ending December 31, 2004 |  |  |  |
| :---: | :---: | :---: | :---: |
| Change in Interest Rates | Net Interest | \$ Change | \% Change |
| Graduated increase of +300 basis points | \$14,955 | S(408) | (2.7)\% |
| Short term rales unchanged (base case) | 15,363 |  |  |
| Graduated decrease of -300 basis points | 14,700 | (663) | (4.3)\% |

The level of interest rate risk indicated is within limits that management considers acceptable. However, given that interest rate movements can be sudden and unanticipated, and are increasingly influenced by global events and circumstances beyond the purview of the Fcderal Reserve, no assurances can be made that interest rate movements will not impact key assumptions and parameters in a manner not presently embodied by the model.
It is management's opinion that hedging instruments currently available are not a cost effective means of controlling interest rate risk for the Company. Accordingly, the Company does not currently usc financial derivatives, such as interest rate options, swaps, caps, floors or other similar instruments.

## CRITICAL ACCOUNTING POIICIES AND ESTIMATES

The Company's consolidated financial statements are prepared in accordance with accounting principles generally accepted in the United States and follow general practices within the industries in which it operates. The most significant accounting policies followed by the Company are presented in "Notes to Consolidated Financial Statements Summary of Significant Accounting Policies." Application of these principles requires management
(In thousands of dollars, except for per share amounts)
to make estimates, assumptions and judgments that affect the amounts reported in the financial statements and accompanying notes. Some of these policies and related methodologies are more critical than others. The Company has identified its policy on the allowance for loan losses as being critical because it requires management to make particularly difficult, subjective and/or complex judgments about matters that are inherently uncertain and because of the likelihood that materially different amounts would be reported under different conditions or by using different assumptions.

The allowance for loan losses represents management's estimate of probable credit losses inherent in the loan portfolio. Determining the amount of the allowance for loan losses is considered a critical accounting estimate because it requires significant judgment and the use of subjective measurements including management's assessment of the internal risk classifications of loans, changes in the nature of the loan portfolio, industry concentrations and the impact of current local, regional and national economic factors on the quality of the loan portfolio. Changes in these estimates and assumptions are reasonably possible and may have a material impact on the Company's consolidated financial statements, results of operations or liquidity.

Accordingly, the Company has developed and maintains a comprehensive, systematic and consistently applied process to determine the appropriate amounts of the allowance for loan losses, and resultant provision for loan losses, necessary to absorb estimated credit losses inherent in the loan portfolio. The allowance for loan losses represents management's best estimate from within an acceptable range of estimated losses that it considers appropriate and prudent, but not excessive.
While management's evaluation of the allowance for loan losses as of December 31, 2003 has determined the allowance to bc adequate, under ad-
versely different conditions or assumptions, the Company would most likely need to increase the allowance. The assumptions and estimates used by the Company in its internal review of non-performing loans and potential problem loans, as well as the associated evaluation of the related collateral coverage for these loans, can have a significant impact on the overall assessment of the adequacy of the allowance for loan losses. While management has concluded that the current valuation of loan collateral is reasonable under present circumstances, if collateral valuations were significantly reduced due to either new information or other changing circumstances, additional provisions to the allowance for loan losses would most likcly be necessary.
All accounting policies are important and the reader of these financial statements is encouraged to review the summary of significant accounting policies described in Note 1 of the Consolidated Financial Statements, in order to gain a better understanding of how the Company's financial performance is reported.

For additional information regarding the allowance for loan losses, its relation to the provision for loan losses and risk related to asset quality, see sections of the "Notes to the Consolidated Financial Statements" and "Management Discussion and Analysis" related to the allowance for loan losses.

## IMPACT OF INFLATION

Consolidated financial information included herein has been prepared in accordance with generally accepted accounting principles, which require the Company to measure financial position and operating results in terms of historical dollars. Changes in the relative value of money duc to inflation are generally not considered. Neither the price, timing nor the magnitude of changes directly coincide with changes in interest rates.

## OTHER INFORMATION

The Company files quarterly reports, (Forms $10-\mathrm{Q}$, an annual report (Form $10-\mathrm{K}$ ), current reports on Form 8-K and all amendments to those reports with the Securities and Exchange Commission (SEC) pursuant to section 13(a) or (15)d of the Exchange Act. In 2004 the quarterly reports will be filed within 40 days of the end of each quarter, while the annual report is filed within 75 days of the end of the year. Any individual requesting copies of such reports may obtain these free of charge, as soon as reasonably practicable after such material is electronically filed with or furnished to the SEC by visiting our web site at www.cortlandbanks.com or by writing to:

Deborah L. Eazor
Cortland Bancorp
194 West Main Street
Cortland, Ohio 44410
The SEC also maintains an Internet site that contains reports, proxy and information statements, and other information regarding issuers that file electronically with the SEC at www.sec.gov.

The Company's stock trades on the NASDAQ OTC market under the symbol CLDB. The following brokerage firms are known to be relatively active in trading the Company's stock:

Community Banc Investments, Inc.
Columbus, Ohio
Contact: Greig $\Lambda$. McDonald
Telephone: 1-800-224-1013
McDonald \& Company Securities, Inc. 6575 Seville Drive
2nd Floor
P.O. Box 119

Canfield, Ohio 44406
Telephone: 1-330-746-2993
Salomon Smith Barney, Inc.
5048 Belmont Ave.
Youngstown, Ohio 44505
Telephone: 1-800-535-0017

UBS Financial Services
3701 Boardman Canfield Rd
P.O. Box 100

Canfield, Ohio 44406
Telephone: 330-533-7191
The following table shows the prices at which the common stock of the Company has actually been purchased and sold in market transactions during the periods indicated. The range of market price is compiled from data provided by brokers based on limited trading. Also shown in the table are the dividends per share on the outstanding common stock. All figures shown have been adjusted to give retroactive effect to the $3 \%$ stock dividend paid as of January 1, 2004, 2003 and 2002. The Company currently has approximately 1,748 shareholders.

|  | Price Per Share |  | Cash <br>  <br> Sividends <br> Per Share |
| :--- | :---: | :---: | :---: |
| $\mathbf{2 0 0 3}$ | $\underline{\text { High }}$ | $\underline{\text { L.ow }}$ |  |
| Fourth Quarter | $\mathbf{\$ 3 0 . 5 8}$ | $\mathbf{\$ 2 9 . 0 0}$ | $\mathbf{\$ 0 . 4 4}$ |
| Third Quarter | $\mathbf{3 2 . 5 3}$ | $\mathbf{2 9 . 3 7}$ | $\mathbf{0 . 2 1}$ |
| Second Quarter | $\mathbf{3 1 . 8 0}$ | $\mathbf{2 6 . 2 2}$ | $\mathbf{0 . 2 1}$ |
| First Quarter | $\mathbf{2 6 . 4 6}$ | $\mathbf{2 4 . 6 1}$ | $\mathbf{0 . 2 1}$ |
| 2002 |  |  |  |
| Fourth Quarter | $\$ 24.75$ | $\$ 22.78$ | $\$ 0.44$ |
| Third Quarter | 25.92 | 23.33 | 0.20 |
| Second Quarter | 25.69 | 20.26 | 0.20 |
| First Quarter | 20.97 | 18.86 | 0.20 |
| 2001 |  |  |  |
| Fourth Quarter | $\$ 19.80$ | $\$ 16.73$ | $\$ 0.37$ |
| Third Quarter | 19.91 | 16.50 | 0.19 |
| Sccond Quarter | 20.15 | 15.79 | 0.19 |
| First Quarter | 16.51 | 15.55 | 0.19 |

For the convenience of sharcholders, the Company has established a plan whereby shareholders may have their dividends automatically reinvested in the common stock of Cortland Bancorp. Participation in the plan is completely voluntary and shareholders may withdraw at any time.
For current stock prices you may access our home page at www.cortland-banks.com.
For more information on the dividend reinvestment plan, you may contact Deborah L. Eazor at the following telephone number: (330) 637-8040 Ext. 130 or E-mail address DEAZOR@cortlandbanks.com.

# BOARD OF DIRECTORS 

RODGER W. PLATT<br>Chairman

DAVID C. COLE

LAWRENCE A. FANTAUZZI

GEORGE E. GESSNER

WILLIAM A. HAGOOD

JAMES E. HOFFMAN III

NEIL J. KABACK
K. RAY MAHAN

RICHARD B. THOMPSON

TIMOTHY K. WOOFTER

## OFFICERS

RODGER W. PLATT

Chairman and President

LAWRENCE A. FANTAUZZI
Senior Vice President
Controller
Chief Financial Officer
and Secretary-Treasurer

JAMES M. GASIOR
Senior Vice President
Chief of Administration and Lending

# THE CORTLAND SAVINGS AND BANKING COMPANY 

## BOARD OF DIRECTORS

DAVID C. COLE General Manager
Cole Valley Motor Company
LAWRENCE A. FANTAUZZI
Senior Vice President
GEORGE E. GESSNER Attorney
WILLIAM A. HAGOOD
President, Tri-City Mobile Homes, Inc.
JAMES E. HOFFMAN III
Attorney
NEIL J. KABACK
Partner, Cohen \& Company
K. RAY MAHAN

President, Mahan Packing Co
RODGER.W. PLATT
President and Chairman
RICHARD B. THOMPSON
Executive, Therm-O-Link, Inc.
TIMOTHY K. WOOFTER
President, Stan-Wade Metal Products
PAUL C. BOWERS
Director Emeritus

## OFFICERS

RODGER W. PLATT
President, Chairman and Chief Executive Officer LAWRENCE A. FANTAUZZI
Senior Vice Prcsident, Secretary-Treasurer and Chief Financial Officer
JAMES M. GASIOR
Senior Vice President and Cbicf Lending Officer STEPHEN A. TELEGO, SR.
Senior Vice Presidert and Director of IIuman Resources and Corporate Administration
TIMOTHY CARNEY
Senior Vice President \& Chief Operations Officer
CHARLES J. COMMONS
Vice President
GERALD L. THOMPSON
Vice President
MARLENE LENIO
Vice President
EMMA JEAN WOLLAM
Vice President
ROBERT J. HORVATH
Vice President
DANNY L. WHITE
Vice President
JUDY RUSSELL
Vice President
JAMES DUFF
Vice President

FRANK R. SEDALL Vice President
DOUGLAS BLAY Vicc President KEITH MROZEK Vice President

CRAIG PHYTHYON Vice President

DEBORAH L. EAZOR Vice President

GERARD F. KANE Assistant Vice President

MARK GOVERNOR Assistant Vice President
MARCEL P. ARNAL
Assistant Vice President
GRACE J. BACOT Assistant Vice Prcsident

BEVERLY KOSTOFF Assistant Vice President
PIETRO PASCALE Assistant Vice President
SHIRLEY F, ROOT Assistant Vice President

DARLENE MACK Assistant Vice President and Trust Officer

KAREN CLOWER
Assistant Vice President
BARBARA R. SANDROCK Assistant Vice President
KIMBERLY S. VOGT
Assistant Vice President
JANET K. HOUSER Assistant Vice President

RUSSELL E. TAYLOR Assistant Vice President

JOAN M. FRANGIAMORE Assistant Vice President

JUDY A. LARSON
Assistant Vice President
DAVID MAY
Assistant Vice President
BARBARA McKENZIE
Assistant Vice President
STEVE J. MACK
Assistant Secrelary-Treasurer
LANA MUIR
Assistant Secretary-Treasurer
JAMES HUGHES
Assistant Secretary-Trcasurer
WILLIAM J. HOLLAND Assistant Secrctary
KAREN MILLER
Assistant Sccretary
MATTHEW LAUTHER
Assistant Sccretary

## CORTLAND BANKS OFFICES AND LOCATIONS

Thirteen Offices Serving These Fine Communities

## BOARDMAN

8580 South Avenue
Youngstown, Ohio 44514 330-758-5884

HUBBARD
890 West Liberty Strect
Hubbard, Ohio 44425
330-534-2265

## BOARDMAN

Victor Hills Plaza 6538 South Avenue
Boardman, Ohio 44512
330-629-9151

BRISTOL
6090 State Route 45
Bristolville, Ohio 44402
330-889-3062

BROOKFIELD
7325 Warren-Sharon Road
Brookfield, Ohio 44403
330-448-6814

CORTLAND
194 Wcst Main Street
Cortland, Ohio 44410 330-637-8040

MANTUA
11661 State Route 44
Mantua, Ohio 44255
330-274-3111

## NILES PARK PLAZA

815 Youngstown-Warren Road Suite 1
Niles, Ohio 44446 330-652-8700

NORTH BLOOMFIELD
8837 State Route 45
North Bloomfield, Ohio 44450 440-685-4731

VIENNA
4434 Warren-Sharon Road Vienna, Ohio 44473

330-394-1438

## WILLIAMSFIELD

5917 U.S. Route 322
Williamsfield, Ohio 44093 440-293-7502

> Member
> Federal Reserve System
> and
> Federal Deposit Insurance Corporation

Visit us at our home page on the world wide web at www.cortland-banks.com or e-mail us at cbinfo@cortland-banks.com


[^0]:    Rodgcr W. Platt
    Chairman and President

[^1]:    (a) Excludes present and future accrucd interest
    (b) Variable rate obligations reflect interest rates in effect at December 31, 2003.

