

INDEPENDENT ACCOUNTANT'S
REPORT ON APPLYING AGREED-UPON
PROCEDURES

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To the Board of Commissioners
Town of Bellefonte
Bellefonte, Delaware

We have performed the procedures enumerated below, which were agreed to by the Town of Bellefonte, solely to assist you with respect to the accounting records of the Town of Bellefonte for the year ended May 31, 2013. The Town of Bellefonte's management is responsible for the Town's accounting records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Procedure

We will review the bank reconciliations as of May 31, 2013 for the Town Account, the Municipal Street Aid Fund Account, the Property Transfer Account, the Stimulus Account and the Stimulus Refund Account and determine that the bank balances reconcile to the balances shown on the Treasurer's Report (Exhibit A) as of May 31, 2013. We will also verify the bank balances of all five accounts with the bank as of May 31, 2013.

Finding

We noted that the bank balances for the Town Account, the Municipal Street Aid Fund Account and the Property Transfer Account reconciled to the balances reported on the Treasurer's Report as of May 31, 2013. We also verified the bank balances of these accounts with the bank as of May 31, 2013 by reviewing the applicable bank statement.

We noted that the Stimulus Account and Stimulus Refund Account were closed in August 2012. We reviewed the August 2012 bank statements for these accounts to verify that they were closed.

2. **Procedure**

We will review the Treasurer's Report for the year ended May 31, 2013 and will review the supporting invoices for all the disbursements listed on that report. We will then determine if the disbursement appeared to be for a Town-related expense.

Finding

For the year ended May 31, 2013, we reviewed the supporting invoices for all of the disbursements reported on the Treasurer's Report and noted that all the disbursements appeared to be for Town-related expense.

3. **Procedure**

We will compare the expected real estate tax collections for the year ended May 31, 2013 to the collections listed on the Treasurer's Report. The expected collections will be determined by using the total assessed property value of taxable property within the Town and the tax rate to determine how much should have been collected.

Finding

We performed this comparison and noted that expected real estate tax collections were \$25,295 less than the amount reported on the Treasurer's Report for the year ended May 31, 2013.

4. **Procedure**

We will agree the transfer tax receipts reported on the Treasurer's Report for the year ended May 31, 2013 to the Property Transfers Report provided by the Treasurer which documented the properties sold, the sales price and the transfer tax. We will agree the sales price of the properties sold to the property transfers information available on DelawareOnline.com, and we will recalculate the amount of the tax by applying the tax rate to the sales price.

Finding

We compared the transfer tax receipts reported on the Treasurer's Report for the year ended May 31, 2013 to the Property Transfers Report provided by the Treasurer which documented the properties sold, the sales price and the transfer tax. We noted no differences between the transfer tax receipts reported on the Treasurer's Report and the Property Transfers Report.

Many of the property sales could not be found on the DelawareOnline.com website. Per discussions with the Board of Commissioners, we were instructed to agree the sales prices of the properties sold to the property transfer information available on the New Castle County Land Use Property Assessment website. For all properties sold, the sales price was agreed to either the DelawareOnline.com or the New Castle County Land Use Property Assessment websites.

Finally, we recalculated the amount of the tax by multiplying the sales price by the tax rate of 1.5 percent. There were no exceptions between the recalculated tax amounts and the amounts reported on the Property Transfers Report for each property.

To the Board of Commissioners
Town of Bellefonte

5. Procedure

We will agree the state grant receipts reported on the Treasurer's Report for the year ended May 31, 2013 to the applicable bank statement, the deposit slip and correspondence from the state.

Finding

The Treasurer's Report for the year ended May 31, 2013 did not report any state grant receipts.

We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion on the accounting records. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Town of Bellefonte, and is not intended to be and should not be used by anyone other than these specified parties.

Barbacane, Thornton & Company LLP
BARBACANE, THORNTON & COMPANY LLP

EXHIBIT A

**TOWN OF BELLEFONTE
MONTHLY TREASURER'S REPORT
2013 REPORT**

	Town Account	MSAF Account	Property Transfer Account	Stimulus Account	Stimulus Rebate Account	Total
Cash Balances, June 1, 2012	\$ 26,093.40	\$ 4,235.09	\$ 51,951.52	\$ 77,185.31	\$ 1,665.84	\$ 161,131.16
Receipts						
Property transfer tax			61,191.00	-	-	61,191.00
Town tax	160,263.34	-	-	-	-	160,263.34
Building inspection fee	4,890.00	-	-	-	-	4,890.00
Plumbing inspection fee	1,550.00	-	-	-	-	1,550.00
State reimbursement		7,015.97	-	600.00	-	7,615.97
Picnic receipts	318.00	-	-	-	-	318.00
Cable franchise fee	16,088.48	-	-	-	-	16,088.48
Transfer	79,470.00	-	-	-	-	79,470.00
Energy credits	112.30	-	-	-	-	112.30
Interest	140.67	2.79	52.55	18.45	0.40	214.86
Total Receipts	<u>262,832.79</u>	<u>7,018.76</u>	<u>61,243.55</u>	<u>618.45</u>	<u>0.40</u>	<u>331,713.95</u>
Disbursements						
Accounting fees	6,727.80	-	-	-	-	6,727.80
Advertising	68.88	-	-	-	-	68.88
Boiler inspection	30.00	-	-	-	-	30.00
Building inspection fees	700.00	-	-	-	-	700.00
Donation	1,250.00	-	-	-	-	1,250.00
Insurance	13,370.00	-	-	-	-	13,370.00
Landscaping	4,337.00	-	-	-	-	4,337.00
Legal fees	3,537.50	-	-	-	-	3,537.50
Maintenance	1,985.00	-	-	-	-	1,985.00
Picnic expenses	724.91	-	-	-	-	724.91
Plumbing inspection fees	725.00	-	-	-	-	725.00
Printing/mailing	1,278.01	-	-	-	-	1,278.01
Secretary fee	558.10	-	-	-	-	558.10
Snow plowing	1,110.00	-	-	-	-	1,110.00
Supplies/other	913.30	-	-	-	-	913.30
Tax bill	257.52	-	-	-	-	257.52
Tax collection	8,866.13	-	-	-	-	8,866.13
Town utilities	9,555.36	11,022.23	103.56	-	-	20,681.15
Transfer	-	-	-	77,803.76	1,666.24	79,470.00
Trash collection	102,234.85	-	34,077.45	-	-	136,312.30
U.S. Postal Service	200.00	-	-	-	-	200.00
U.S. Treasury	1,699.89	-	-	-	-	1,699.89
Total Disbursements	<u>160,129.25</u>	<u>11,022.23</u>	<u>34,181.01</u>	<u>77,803.76</u>	<u>1,666.24</u>	<u>284,802.49</u>
Cash Balances, May 31, 2013	<u>\$ 128,796.94</u>	<u>\$ 231.62</u>	<u>\$ 79,014.06</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 208,042.62</u>