
TOWN OF BELLEFONTE
AGREED-UPON PROCEDURES REPORT

MAY 31, 2014

TOWN OF BELLEFONTE

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To the Board of Commissioners
Town of Bellefonte

Finding

For the year ended May 31, 2014, we reviewed the supporting documentation 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, 2014 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 compared the expected real estate tax collections for the year ended May 31, 2014 to the collections listed on the Treasurer's Report and noted that expected real estate tax collections were \$18,195 less than the amount reported on the Treasurer's Report for the year ended May 31, 2014.

4. **Procedure**

We will agree the transfer tax receipts reported on the Treasurer's Report for the year ended May 31, 2014 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 the New Castle Land Use Property Assessment website, 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, 2014 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.

For all properties sold, the sales price was agreed to the New Castle County Land Use Property Assessment website. 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.

5. **Procedure**

We will agree the state grant receipts reported on the Treasurer's Report for the year ended May 31, 2014 to the applicable bank statement, the deposit slip, and correspondence from the state.

To the Board of Commissioners
Town of Bellefonte

Finding

We agreed the state grant receipts reported on the Treasurer's Report for the year ended May 31, 2014 to the bank statement, deposit slip, and correspondence from the state.

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 management 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

**TREASURER'S REPORT
(EXHIBIT A)**

**TOWN OF BELLEFONTE
TREASURER'S REPORT
(EXHIBIT A)
2014 REPORT**

	Town Account	MSAF Account	Property Transfer Account	Total
Cash Balances, June 1, 2013	\$ 128,796.94	\$ 231.62	\$ 79,014.06	\$ 208,042.62
Receipts				
Property transfer tax	-	4,140.00	48,265.50	52,405.50
Town tax	142,153.89	-	-	142,153.89
Building inspection fee	1,123.12	-	-	1,123.12
Plumbing inspection fee	1,000.00	-	-	1,000.00
State reimbursement	-	8,773.90	-	8,773.90
Picnic receipts	213.00	-	-	213.00
Cable franchise fee	17,050.31	-	-	17,050.31
Interest	110.82	3.57	91.38	205.77
Total Receipts	<u>161,651.14</u>	<u>12,917.47</u>	<u>48,356.88</u>	<u>222,925.49</u>
Disbursements				
Accounting fees	2,810.13	-	-	2,810.13
Advertising	383.04	-	-	383.04
Building inspection fees	650.00	-	-	650.00
Donation	1,100.00	-	-	1,100.00
Insurance	8,141.00	-	-	8,141.00
Landscaping	6,792.70	-	-	6,792.70
Maintenance	7,954.79	-	-	7,954.79
Other expenses	190.00	-	-	190.00
Picnic expenses	1,620.25	-	-	1,620.25
Plumbing inspection fees	425.00	-	-	425.00
Security system	600.00	-	-	600.00
Snow plowing	26,355.00	6,917.50	-	33,272.50
Stormwater expenses	1,725.00	-	-	1,725.00
Supplies/other	136.56	-	-	136.56
Tax bill	138.00	-	-	138.00
Tax collection	7,533.16	-	-	7,533.16
Tax payment	205.01	-	-	205.01
Town utilities	22,732.07	-	-	22,732.07
Trash collection	138,975.16	-	-	138,975.16
Treasurer's fee	923.50	-	-	923.50
U.S. Treasury	1,401.05	-	-	1,401.05
Total Disbursements	<u>230,791.42</u>	<u>6,917.50</u>	<u>-</u>	<u>237,708.92</u>
Cash Balances, May 31, 2014	<u>\$ 59,656.66</u>	<u>\$ 6,231.59</u>	<u>\$ 127,370.94</u>	<u>\$ 193,259.19</u>