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**TOWN OF BELLEFONTE**  
**AGREED-UPON PROCEDURES REPORT**  
**JUNE 30, 2018**

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TOWN OF BELLEFONTE

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INDEPENDENT ACCOUNTANT'S REPORT ON  
APPLYING AGREED-UPON PROCEDURES

August 27, 2019

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's Board of Commissioners, on the Treasurer's Report of the Town of Bellefonte for the year ended June 30, 2018. The Town of Bellefonte's management is responsible for the Town of Bellefonte's Treasurer's Report. The sufficiency of these procedures is solely the responsibility of the party specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated 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 obtain the bank reconciliations as of June 30, 2018 for the Town Account, the Municipal Street Aid Fund Account, and the Property Transfer Account; and determine that the bank balances reconcile to the balances shown on the Treasurer's Report as of June 30, 2018. We will also agree the bank balances used for the reconciliations to the applicable bank statements of all three accounts.

**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 June 30, 2018. We also agreed the bank balances used for the reconciliations of these accounts with the bank as of June 30, 2018 by observing the applicable bank statement.

To the Board of Commissioners  
Town of Bellefonte

2. **Procedure**

We will obtain the Treasurer's Report for the year ended June 30, 2018 and will obtain the supporting documentation 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 June 30, 2018, we were not able to locate and observe supporting documentation for four disbursements totaling \$818.11. The four disbursements were paid to the following vendors in the following amounts:

<u>Vendor</u>	<u>Date</u>	<u>Amount</u>
B. Williams	July 2017	\$ 400.00
Comcast	September 2017	158.62
Scott McKenzie	September 2017	105.00
Andrew Richie	November 2017	154.49
Total		<u>\$ 818.11</u>

We also noted that in the month of February 2018, an expense for \$2,800 paid to Barbacane, Thornton & Company LLP was classified as Town history expense and should have been classified as accounting fees.

We observed the supporting documentation for the remaining disbursements listed on the Treasurer's Reports; the remaining disbursements appeared to be Town-related expenses.

3. **Procedure**

We will compare the expected real estate tax collections for the year ended June 30, 2018 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 June 30, 2018 to the collections listed on the Treasurer's Report and noted that expected real estate tax collections were \$16,853.47 less than the amount reported on the Treasurer's Report for the year ended June 30, 2018.

To the Board of Commissioners  
Town of Bellefonte

4. **Procedure**

We will agree the transfer tax receipts reported on the Treasurer's Report for the year ended June 30, 2018 to the Property Transfers Report provided by the Treasurer which documents 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 County 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 year ended June 30, 2018 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 June 30, 2018 to the applicable bank statement, the deposit slip, and correspondence from the state.

**Finding**

We agreed the state grant receipts reported on the Treasurer's Report for the year ended June 30, 2018 to the bank statement, deposit slip, and correspondence from the state without exception.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the Town of Bellefonte's Treasurer's Report. Accordingly, we do not express such an opinion or conclusion. 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 Board of Commissioners and 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)  
2018 REPORT**

	Town Account	MSAF Account	Property Transfer Account	Totals
<b>Cash Balances July 1, 2017</b>	<b>\$ 23,536.08</b>	<b>\$ 322.68</b>	<b>\$ 168,071.45</b>	<b>\$ 191,930.21</b>
<b>Receipts</b>				
Property Transfer Tax	-	-	70,757.55	70,757.55
Tax Collection	170,942.76	-	-	170,942.76
Energy Credits	463.80	-	-	463.80
Cable Franchise Fee	19,289.64	-	-	19,289.64
State Grant	-	8,469.37	-	8,469.37
Insurance Reimbursement	5,061.83	-	-	5,061.83
Other	940.98	-	1.20	942.18
<b>Total Receipts</b>	<b>196,699.01</b>	<b>8,469.37</b>	<b>70,758.75</b>	<b>275,927.13</b>
<b>Disbursements</b>				
Accounting Fees	5,157.50	-	-	5,157.50
Bank Fee	140.87	-	-	140.87
Community Activies	2,837.28	-	-	2,837.28
Donations	685.00	-	-	685.00
Engineering	-	-	1,340.00	1,340.00
Insurance/Bond	7,984.00	-	1,200.00	9,184.00
Other Expenses	54.47	-	-	54.47
Landscaping	6,081.12	-	-	6,081.12
Legal Fees	2,108.58	-	-	2,108.58
Maintenance	3,074.00	-	93,785.00	96,859.00
Memberships	1,381.40	-	-	1,381.40
Miscellaneous	226.19	-	-	226.19
Public Notices	230.50	-	-	230.50
Snow Plowing	18,845.00	-	-	18,845.00
Tax Collection Fees	9,117.07	-	-	9,117.07
Town Meetings/Supplies	1,267.65	-	-	1,267.65
Town History	3,374.90	-	-	3,374.90
Town Tax Bills (Postage)	198.99	-	-	198.99
Town Utilities	16,241.31	7,772.40	1,752.25	25,765.96
Trash Collection	121,358.80	-	39,689.00	161,047.80
Federal Taxes	1,510.46	-	-	1,510.46
NC County Permit	-	-	1,662.00	1,662.00
Web Page	203.88	-	-	203.88
<b>Total Disbursements</b>	<b>202,078.97</b>	<b>7,772.40</b>	<b>139,428.25</b>	<b>349,279.62</b>
<b>Cash Balances June 30, 2018</b>	<b>\$ 18,156.12</b>	<b>\$ 1,019.65</b>	<b>\$ 99,401.95</b>	<b>\$ 118,577.72</b>