
TOWN OF BELLEFONTE
AGREED-UPON PROCEDURES REPORT
JUNE 30, 2023

TOWN OF BELLEFONTE

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INDEPENDENT ACCOUNTANT'S REPORT ON
APPLYING AGREED-UPON PROCEDURES

March 12, 2024

To the Board of Commissioners
Town of Bellefonte
Bellefonte, Delaware

We have performed the procedures enumerated below on the Treasurer's Report of the Town of Bellefonte ("the Town") for the year ended June 30, 2023. The Town's management is responsible for the Town's Treasurer's Report for the year ended June 30, 2023.

The Town has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of assisting users in understanding the Treasurer's Report of the Town as of and for the year ended June 30, 2023. This Treasurer's Report is presented as Exhibit A. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and the associated findings are as follows:

1. **Procedure**

We will obtain the bank reconciliations as of June 30, 2023 for the Town Account, the Municipal Street Aid Fund Account, the Property Transfer Account, and the ARPA Account; and determine that the bank balances reconcile to the balances shown on the Treasurer's Report as of June 30, 2023. We will also agree the bank balances used for the reconciliations to the applicable bank statements of all four accounts.

Finding

We noted that the bank balances for the Town Account, the Municipal Street Aid Fund Account, the Property Transfer Account, and the ARPA Account reconciled to the balances reported on the Treasurer's Report as of June 30, 2023. We also agreed the bank balances used for the reconciliations of these accounts with the bank as of June 30, 2023 by observing the applicable bank statement. There is no difference between the bank balance and the balance on the Treasurer's Report.

To the Board of Commissioners
Town of Bellefonte

2. **Procedure**

We will obtain the Treasurer's Report for the year ended June 30, 2023 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, 2023, we were able to locate and observe the supporting documentation for all the disbursements listed on the Treasurer's Report except as follows:

- The July 2022 Treasurer's Report reported \$231.96 for Comcast Cable, which was the autopay amount per the bank statement. However, the invoice amount was \$206.19.
- The March 2023 Treasurer's Report reported \$199.76 for Comcast Cable, which was the autopay amount per the bank statement. However, the invoice amount was \$205.95.
- The April 2023 Treasurer's Report reported \$199.76 for Comcast Cable, which was the autopay amount per the bank statement. However, the invoice amount was \$215.36.
- The October 2022 Treasurer's Report reported \$1,247.49 for the Delmarva – Town Street Lights. However, the invoice and autopay amount per the bank statement was \$1,247.89.
- The March 2023 Treasurer's Report reported \$1,276.96 for the Delmarva – Town Street Lights. However, the invoice and autopay amount per the bank statement was \$1,276.93.

3. **Procedure**

We will compare the expected real estate tax collections for the year ended June 30, 2023 to the collections listed on the yearly 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, 2023 to the collections listed on the Treasurer's Report and noted that expected real estate tax collections were \$4,666 more than the amount reported on the Treasurer's Report for the year ended June 30, 2023.

4. **Procedure**

We will agree the transfer tax receipts reported on the Treasurer's Report for the year ended June 30, 2023 to the Property Transfers Report provided by the Treasurer which documents the properties sold,

To the Board of Commissioners
Town of Bellefonte

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, 2023 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 or a hard copy of the Real Estate Affidavits provided by the Town Treasurer. Some of the properties listed on the website only list properties sold at \$10.00 due to lawyers not being required to provide sales prices for the New Castle County Assessment website.

We recalculated the amount of the tax by multiplying the sales price by the tax rate of 1.5%. 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, 2023 to the applicable bank statement, the deposit slip, and correspondence from the state (Delaware Open Checkbook website).

Finding

We agreed the state grant receipts reported on the Treasurer's Report for the year ended June 30, 2023 to the bank statement and correspondence from the state without exception. We obtained the Municipal Street Aid Fund (MASF) bank statement, which shows the grant amount received, which we agreed directly to the Delaware Open Checkbook website and deposit slip.

6. Procedure

We will prepare an annual Treasurer's Report using the 12 monthly Treasurer's reports provided by the Treasurer for the year ended June 30, 2023. This annual Treasurer's Report will be attached to the agreed-upon procedures report as Exhibit A.

Finding

We prepared the annual Treasurer's Report using the 12 monthly Treasurer's reports provided by the Treasurer for the year ended June 30, 2023. See Exhibit A.

To the Board of Commissioners
Town of Bellefonte

We were engaged by the Town to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the AICPA. 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's Treasurer's Report for the year ended June 30, 2023. 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.

We are required to be independent of the Town and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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)**

	Town Account	MSAF Account	Property Transfer Account	ARPA Account (693)	TD Bank CD	Total of Town Accounts
Balance 07/01/22	\$ 64,171.31	\$ 5.00	\$209,528.09	\$119,037.38	\$ -	\$392,741.78
Receipts						
Town Taxes	151,984.43	-	-	-	-	151,984.43
Property Transfer Tax	-	-	84,457.50	-	-	84,457.50
Franchise Fees (Verizon and Comcast)	14,934.39	-	-	-	-	14,934.39
Energy Credits	371.60	-	-	-	-	371.60
Insurance	113.19	-	-	-	-	113.19
MSAF Award	-	9,813.18	-	-	-	9,813.18
Other (Equipment Refund)	231.00	-	-	-	-	231.00
State of Delaware - Grant	50,000.00	-	-	-	-	50,000.00
Total Receipts	217,634.61	9,813.18	84,457.50	-	-	311,905.29
Disbursements						
\$5 Coupon Reimbursement	-	-	-	270.00	-	270.00
Anderson & Catania Town Bonding	510.00	-	-	-	-	510.00
ARPA Administration (C. Nass)	923.50	-	-	-	-	923.50
Artisan Electric	-	-	19,325.00	-	-	19,325.00
Attorney's Fees	4,889.95	-	-	-	-	4,889.95
Bank Analysis Fees	200.05	-	-	-	-	200.05
Barbacane, Thornton & Company LLP	2,301.25	-	-	-	-	2,301.25
Bellefonte Arts Festival	1,110.24	-	-	-	-	1,110.24
Bellefonte Day	4,279.66	-	-	-	-	4,279.66
Comcast Cable	2,586.71	-	-	-	-	2,586.71
Commissioners Stipends	6,649.21	-	-	-	-	6,649.21
Cultivate Forward	-	-	-	30,949.98	-	30,949.98
Delaware League of Local Government	840.00	-	-	-	-	840.00
Delmarva - Annex Gas	1,574.70	-	-	-	-	1,574.70
Delmarva - TH Gas and Electric	3,084.78	-	-	-	-	3,084.78
Delmarva - Town Street Lights	7,175.59	8,835.59	-	-	-	16,011.18
DP&L Street Lights	16,358.00	-	-	-	-	16,358.00
Elevator Ready	20,000.00	-	-	-	-	20,000.00
Holiday Gathering	1,545.00	-	-	-	-	1,545.00
INCdellini, LLC	-	-	-	26,580.09	-	26,580.09
Insurance	9,466.00	-	-	-	-	9,466.00
Landscaping	8,912.89	-	-	-	-	8,912.89
New Castle County Sewer	194.44	-	-	-	-	194.44
News Journal - ARPA Public Hearing Notice	646.56	-	-	-	-	646.56
Printing and Postage	1,050.17	-	-	1,346.15	-	2,396.32
Reimbursement (Supplies / Meeting Expenses)	7,632.35	-	-	-	-	7,632.35
Repair and Maintenance	8,997.93	-	-	-	-	8,997.93
State of Delaware / Boiler	15.00	-	-	-	-	15.00
Tax Collection	8,610.98	-	-	-	-	8,610.98
Trash Collection	-	-	133,271.06	-	-	133,271.06
U.S. Treasury - Taxes	3,068.69	-	-	-	-	3,068.69
University of Delaware Annexation Map	450.00	-	-	-	-	450.00
Visual Arts - Banner Design	-	-	-	1,431.00	-	1,431.00
Water - Veolia	189.08	-	-	-	-	189.08
Website Maintenance	239.88	-	-	600.00	-	839.88
Total Disbursements	123,502.61	8,835.59	152,596.06	61,177.22	-	346,111.48
Other Financing Sources (Uses)						
Interfund Transfers	-	-	(80,000.00)	-	80,000.00	-
Ending Balance 06/30/23	\$158,303.31	\$ 982.59	\$141,389.53	\$ 57,860.16	\$ 80,000.00	\$358,535.59