

**BALDWIN-WHITEHALL SCHOOL DISTRICT**

**REAL ESTATE TAX COLLECTOR  
BALDWIN TOWNSHIP**

**DECEMBER 31, 2021**



**AUDIT REPORT**

**BALDWIN-WHITEHALL SCHOOL DISTRICT**

**REAL ESTATE TAX COLLECTOR  
BALDWIN TOWNSHIP**

**TABLE OF CONTENTS**

	<b>Page</b>
Independent Auditor's Report	1 – 3
Statement of 2021 Tax Duplicate Receipts and Disbursements – Cash Basis	4
Notes to Financial Statements	5 – 11



---

## INDEPENDENT AUDITOR'S REPORT

To the Board of School Directors  
Baldwin-Whitehall School District  
4900 Curry Road  
Pittsburgh, PA 15236

### **Opinion**

We have audited the accompanying Statement of 2021 Tax Duplicate Receipts and Disbursements – Cash Basis of the Baldwin Township Real Estate Tax Collector for the year ended December 31, 2021 and the related notes to the Statement of 2021 Tax Duplicate Receipts and Disbursements – Cash Basis, which collectively comprise the Statement of 2021 Tax Duplicate Receipts and Disbursements – Cash Basis as listed in the table of contents.

In our opinion, the statement referred to above presents fairly, in all material respects, the respective cash basis of the real estate tax collections received and disbursements paid per the 2021 Baldwin-Whitehall School District Baldwin Township Real Estate Tax Collector Duplicate as of December 31, 2021 and for the year then ended in accordance with the basis of accounting described in Note 1.

### **Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Statement of 2021 Tax Duplicate Receipts and Disbursements – Cash Basis section of our report. We are required to be independent of the Baldwin Township Real Estate Tax Collector, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Emphasis of Matters – Basis of Accounting and Audit of School Duplicate Only**

We draw attention to Note 1 of the Statement of 2021 Tax Duplicate Receipts and Disbursements – Cash Basis, which describes the basis of accounting. The Statement of 2021 Tax Duplicate Receipts and Disbursements – Cash Basis are prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Additionally, we draw your attention to the fact that we only audited the 2021 Baldwin-Whitehall School District Baldwin Township Real Estate Tax Collector Duplicate (School Duplicate). Because this audit does not simultaneously include an audit of the 2021 Baldwin Township Real Estate Tax Collector Duplicate (Township Duplicate), it is possible that funds from the Township Duplicate may be used to cover collections for the School Duplicate and will not be detected by these audit procedures.

Our opinion is not modified with respect to either of these matters.

### **Responsibilities of Management for the Statement of 2021 Tax Duplicate Receipts and Disbursements – Cash Basis**

Management is responsible for the preparation and fair presentation of the Statement of 2021 Tax Duplicate Receipts and Disbursements – Cash Basis in accordance with the cash basis of accounting described in Note 1, and for determining that the cash basis of accounting is an acceptable basis for the preparation of the Statement of 2021 Tax Duplicate Receipts and Disbursements – Cash Basis in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of the Statement of 2021 Tax Duplicate Receipts and Disbursements – Cash Basis so that it is free from material misstatement, whether due to fraud or error.

### **Auditor’s Responsibility for the Audit of the Statement of 2021 Tax Duplicate Receipts and Disbursements – Cash Basis**

Our objectives are to obtain reasonable assurance about whether the Statement of 2021 Tax Duplicate Receipts and Disbursements – Cash Basis as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinions. Reasonable assurance is a high level of assurance but is not an absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Baldwin Township Real Estate Tax Collector’s internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Baldwin Township Real Estate Tax Collector's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

*J. Martin & Associates, LLC*

J. Martin & Associates, LLC  
Beaver, PA  
August 23, 2022

**BALDWIN-WHITEHALL SCHOOL DISTRICT**

**REAL ESTATE TAX COLLECTOR  
BALDWIN TOWNSHIP**

**STATEMENT OF 2021 TAX DUPLICATE RECEIPTS AND DISBURSEMENTS  
CASH BASIS**

**YEAR ENDED DECEMBER 31, 2021**

**RECEIPTS**

2021 Real Estate Tax Collections \$ 2,400,000

Total Receipts \$ 2,400,000

**DISBURSEMENTS**

Baldwin-Whitehall School Distric \$ 2,400,000

Total Disbursements \$ 2,400,000

RECEIPTS LESS DISBURSEMENTS \$ 0

**BALDWIN-WHITEHALL SCHOOL DISTRICT**

**REAL ESTATE TAX COLLECTOR  
BALDWIN TOWNSHIP**

**NOTES TO FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2021**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Basis of Accounting**

The accounting records of the Baldwin Township tax office are maintained on the cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Under the cash basis of accounting, the Statement of 2021 Tax Duplicate Receipts and Disbursements – Cash Basis reflects only cash received and disbursed by the tax collector. Therefore, receivables and payables that may be material in amount are not reflected.

**B. Audited Duplicates**

The Statement of 2021 Tax Duplicate Receipts and Disbursements – Cash Basis in this report reflects tax collections arising from cash transactions pertaining to the 2021 School Duplicate only.

**C. Nature of Business**

The Real Estate tax collector is the municipal officer designated to collect municipal and school real estate taxes. County taxes in Allegheny County are collected by the county treasurer. The real estate tax is the only tax authorized by law to be levied by all classes of local government in the state of Pennsylvania. Every property owner pays real estate taxes to three independent classes: the county, the municipality, and the school district.

**D. Election**

The tax collector is elected for a four-year term at the municipal election in odd-numbered years. City treasurers are not all elected at the same municipal election, but all township and borough tax collectors were elected in 2001 and at four-year intervals following.

**E. Qualified Tax Collectors**

Act 48-2015 requires a basic training program and examination for newly elected tax collectors beginning January 1, 2017. Upon successful completion of the basic training program and exam, a newly elected tax collector will be issued a “qualified tax collector” certification by the Department of Community Economic Development.

For an individual who is a tax collector prior to January 1, 2017, they will be considered a qualified tax collector and issued a qualified tax collector certificate by DCED and added to the list of qualified tax collectors.

**BALDWIN-WHITEHALL SCHOOL DISTRICT**

**REAL ESTATE TAX COLLECTOR  
BALDWIN TOWNSHIP**

**NOTES TO FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2021**

**F. Tax Duplicate**

The tax duplicate is the basic tool of the tax collector. It is the official list of all properties and persons taxable for the current year indicating the amount of tax due on each. It also contains spaces to record the payment of taxes and the disposition of all unpaid taxes. The duplicate may be in paper, electronic, or any other format from which accurate reproductions can be made.

The tax duplicate, when issued to the tax collector, constitutes a personal warrant for the collection of taxes levied in the duplicate. The warrant is the legal authority issued to the tax collector by the taxing district to proceed to collect the taxes listed on the duplicate and empowers the tax collector to apply statutory procedures to enforce collection. The warrant remains in force until the complete settlement of all taxes in the duplicate with the taxing district.

Warrants are issued solely to the individual named and cannot be used by another person unless the individual is appointed a deputy. The tax collector is prohibited from collecting taxes that do not appear on the duplicate. Tax collectors have no duty or power to alter duplicates placed in their charge for collection of taxes. Any alteration or addition to the duplicate must come from the taxing district.

**G. Delivery of Duplicate**

Duplicates for county taxes are issued by the county commissioners. Duplicates must be delivered within thirty days after adoption of the county budget. However, the county commissioners have the option to deliver tax duplicates no later than July 1 if delivering the duplicate by this later date will result in cost savings and the county commissioners adopt a resolution to this effect. Most counties now bill taxes in January or February so that revenues will be received early in their fiscal year.

Duplicates for municipal taxes are issued by the city, township, and borough governing bodies. Duplicates must be issued to the tax collector within thirty days of the adoption of the budget or thirty days after receipt of the assessment roll from the county, whichever is later. Since municipal fiscal years begin January 1, municipal taxes are usually billed in January or February.

Duplicates for school taxes must be furnished to the local tax collector by July 1 of each year. This ensures that the billing of school taxes occurs soon after the school fiscal year begins on July 1.

The taxing district must make settlement with the tax collector for the current year's duplicate before the duplicate of any succeeding year can be delivered to the tax collector. The oath stipulated in Section 26 of the Local Tax Collection Law as part of the settlement process is a mandatory provision that must be met before a new duplicate is delivered.

**H. Reports to Taxing District**

The tax collector is required to make periodic reports to the taxing district. These reports are due by the tenth day of each month for the previous month's activity but may be required more frequently by the taxing district by ordinance or resolution. All reports must be made on a form



**BALDWIN-WHITEHALL SCHOOL DISTRICT**

**REAL ESTATE TAX COLLECTOR  
BALDWIN TOWNSHIP**

**NOTES TO FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2021**

approved by the Department of Community and Economic Development (DCED). A taxing district may require the tax collector to include supplemental information not included on the DCED form.

The monthly statement must list all taxes collected for the taxing district for the reporting period. This report must list the names of taxpayers and amount collected from each, including discounts and penalties, and must carry a total of all taxes collected with discounts and penalties for the reporting period.

The monthly statement must include a reconciled tax collector's report. The reconciled report must include each type of tax collected for each taxing district reconciled from the tax duplicates to the amount of taxes remaining to be collected.

If the monthly reports are not filed on time, the taxing district may impose late filing fees not to exceed \$20 for each business day for the first six days the reports are overdue. After six days, the late fee cannot exceed \$10 for each additional business day up to a maximum fee of \$250 per overdue report.

If the taxing district determines that there is a reasonable cause for failure to file the reports, the fee may be waived. The reports will not be considered filed until the late filing fee is received, but no further fees will be incurred.

The report is to be accompanied by payment of the funds collected for which the tax collector is to be given a receipt. In some instances, taxing districts require a more frequent payment of taxes collected.

**I. Interim Real Estate Taxes**

Additions to the duplicate may be made during the year after major improvements to a parcel have been completed. The county assessment board certifies the assessment change to the taxing district. The taxing district sends the additions to the duplicate to the tax collector.

All affected taxpayers must be sent interim tax notices by the tax collectors within ten days after receipt of duplicate additions. The additional valuation is taxed at the jurisdiction's tax rate reduced proportionately to the number of months remaining in the fiscal year. Interim taxes are supplemental to the original duplicate. They must be accounted for separately. Interim taxes will have different discount, face, and penalty periods than the original duplicate.

If the full amount is paid within two months after the notice, a discount of at least two percent applies. If the full amount is paid within four months of the tax notice, no penalty may be imposed and the taxes cannot be considered delinquent, even if payment occurs after December 31st.

If the taxes due from an interim assessment remain unpaid by December 31 and less than four months have elapsed since the date of the tax notice, the taxing district must reissue the duplicate

**BALDWIN-WHITEHALL SCHOOL DISTRICT**

**REAL ESTATE TAX COLLECTOR  
BALDWIN TOWNSHIP**

**NOTES TO FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2021**

to the elected tax collector to allow the taxpayers a full four months to pay the taxes before a penalty may be imposed or the taxes declared delinquent.

The Baldwin Township Real Estate Tax Collector did not collect any interim taxes for the year ended December 31, 2021.

**J. Discounts and Penalties/Millage**

The Local Tax Collection Law establishes the discount and penalty schedule. Calculation of the cutoff date for the discount and face periods is determined by the postmark date on the envelopes.

Discount: At least two percent if the whole amount of the tax is paid within two months after the date of the tax notice.

Payment at Face: The full amount of tax if paid during the two months following the end of the discount period.

Penalty: Up to ten percent added to the face amount for all taxes not paid within four months after the date of the tax notice.

Based upon assessed valuations provided by the County, the municipal tax collector bills and collects property taxes on behalf of the District. The schedule for property taxes levied for 2021 is as follows:

July 1st	Tax levy date
Through August 31	2% discount period
Through October 31	Face payment period
Beginning November 1st	10% penalty period
2nd Week in January	Lien date

The District tax rate for all purposes in 2021 was 22.63 mills (\$22.63 per \$1,000 assessed valuation).

**K. Assessment Appeals**

Assessment appeals do not halt the timely collection of real estate taxes on the basis of the current value listed in the duplicate. The taxpayer may pay the amount billed under protest, and in this case, the tax collector must deliver the note of written protest to the taxing district. If the assessment is reduced on appeal, the excess must be returned to the taxpayer by the taxing districts.

**BALDWIN-WHITEHALL SCHOOL DISTRICT**

**REAL ESTATE TAX COLLECTOR  
BALDWIN TOWNSHIP**

**NOTES TO FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2021**

**L. Refunds**

Refunds of taxes paid in error may only be made by the taxing district. Checks for the amount of the refund must be issued directly by the treasurer of the taxing district. The tax collector has no authority to make refunds from the tax collection account.

**M. Delinquent Tax Collector**

School districts have specific authority to appoint annually special collectors of delinquent taxes. On or before the first Monday of July, the board of school directors may appoint one or more delinquent tax collectors to collect all delinquent school taxes from which the regular tax collector has been exonerated, except for those taxes returned to the county tax claim bureau. The delinquent tax collector has all the powers of a regular tax collector. The compensation is set by the school district. There is no authority to exact an additional fee from the delinquent taxpayers to compensate for the services of the delinquent tax collector. Any additional compensation must come from the tax receipts.

For 2021, the School elected Weiss Burkardt Kramer LLC as the Delinquent Tax Collector.

A 2000 amendment to the Local Tax Collection Law mandates all counties, cities of the third class, townships, towns, and boroughs to appoint the elected tax collector as the delinquent tax collector by ordinance with the same rights and responsibilities as school district special collectors of delinquent taxes.

Third class city treasurers are to collect all unpaid taxes including delinquent taxes turned over at the expiration of the term of the previous treasurer.

As long as the elected tax collectors have the duplicate for real estate and code personal taxes, they remain responsible for their collection. However, after settlement, the taxing district has the right to collect all unpaid taxes.

**N. Closing Out Duplicate**

As the agent for the taxing district, in accordance with House Bill No. 2200, Session of 1998, by January 15<sup>th</sup>, the tax collector shall make a complete settlement of all taxes for the prior calendar year with the proper authority of the taxing district. The tax collector's final settlement shall be audited annually. This involves settlement of all taxes on the duplicate, discharge of bond liability, audit, and return of unpaid real estate taxes to the delinquent tax collector or county tax claim bureau. Settlement for the current year must be made before the tax collector may receive a duplicate for the following year. The following is a summary of the close out of the 2021 duplicate as of December 31, 2021:

**BALDWIN-WHITEHALL SCHOOL DISTRICT**

**REAL ESTATE TAX COLLECTOR  
BALDWIN TOWNSHIP**

**NOTES TO FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2021**

2021 Original Assessed Value	\$ 120,803,320
Times Millage	\$ 2,733,779
Net Assessment Changes	-
Less: Homestead Property	(114,540)
Net Duplicate Value	\$ 2,619,239
Less: Collections at Face	(2,541,520)
Unpaid Taxes at 12/31/2021	\$ 77,719

**NOTE 2 – RELATED PARTY TRANSACTION**

As of December 31, 2021, the real estate tax collector was responsible for collecting her own personal real estate taxes. This related party transaction of personal real estate taxes collected by the tax collector amounted to \$2,340 for the year ended December 31, 2021.

**NOTE 3 – CONTINGENCIES**

In March 2020, the World Health Organization declared the novel coronavirus (COVID-19) a pandemic impacting social interaction, travel, economies, and financial markets. Since the declaration, developments arising from the coronavirus pandemic and efforts to mitigate the disease’s domestic and global impacts have disrupted operations of companies in many industries. Facility closings, labor and personnel layoffs, curtailments of supply lines and increased materials costs, contracted production, dislocations of product-deliver methods, and reduced markets can diminish companies’ ability to maintain employment levels. If fewer individuals are employed, overall employee earnings are likely to be reduced, and it can become more difficult for individuals to make tax payments. Presently, the ultimate effects of this continuing public health crisis on real estate tax collections and subsequent distributions at the individual public school district level within the municipality are indeterminable because the duration and future extent of the crisis is indeterminable.

**NOTE 4 – SUBSEQUENT EVENTS**

In preparing the Statement of 2021 Tax Duplicate Receipts and Disbursements – Cash Basis for Baldwin Township School Real Estate Tax collection, we have evaluated events and transactions for potential recognition and disclosure through the date of the Independent Auditor’s Report.

Baldwin-Whitehall School District noted that Judy Maffie, Baldwin Township Tax Collector, resigned her position and that Jordan Tax Service began collecting taxes effective January 1, 2022.

**BALDWIN-WHITEHALL SCHOOL DISTRICT**

**REAL ESTATE TAX COLLECTOR  
BALDWIN TOWNSHIP**

**NOTES TO FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2021**

Baldwin-Whitehall School District is not aware of any other subsequent events that require recognition or disclosure in the Statement of 2021 Tax Duplicate Receipts and Disbursements – Cash Basis.



To the Board of School Directors  
Baldwin-Whitehall School District  
4900 Curry Road  
Pittsburgh, PA 15236

In planning and performing our audit of the Statement of 2021 Tax Duplicate Receipts and Disbursements – Cash Basis of the Baldwin Township Real Estate Tax Collector (or Statement) in relation to the Baldwin-Whitehall School District (or School) real estate tax collections as of and for the year ended December 31, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the tax collector’s internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the Statement of 2021 Tax Duplicate Receipts and Disbursements – Cash Basis, but not for the purpose of expressing an opinion on the effectiveness of the Baldwin Township Tax Collector’s (or Tax Collector) internal control. Accordingly, we do not express an opinion on the effectiveness of the Tax Collector’s internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies; therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we noted certain deficiencies in internal control that we consider to be material weaknesses and other deficiencies that we consider to be significant deficiencies.

#### MATERIAL WEAKNESS

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal controls, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiencies in internal control to be material weaknesses:

##### Limited Staff

The Tax Collector has a limited staff responsible for or access to:

a.	Tax Receipts	e.	Tracking and Reconciling Assessment Changes
b.	Tax Disbursements	f.	Assembling and Reporting Unpaid Lists
c.	Refunds	g.	Preparation of the monthly DCED Reports
d.	Managing of the Tax Duplicates	h.	Maintaining Individual Tax Payer Records
		i.	Reconciliation of Bank Statements

In an ideal accounting office, these duties would all be separated and restricted to the individual responsible for that portion of the accounting function. This internal control weakness makes it possible for assets to be misappropriated, by error or fraud, without the knowledge of School management.

Because of extremely limited staff, we realize segregation of the above duties is not practical, if not impossible. Because of this internal control situation, the responsibility of the Tax Collector is greatly increased because the School must rely on the Tax Collector's knowledge of the everyday operations to discover any material changes in the Tax Collector's financial position.

It is also imperative that the School review, reconcile, and approve each monthly DCED report submitted by the tax collector to ensure that tax collections are being properly accounted for.

Duplicates Audited at Different Times

As noted in our independent audit report, we want to draw your attention to the fact that we are auditing the 2021 School duplicate only. Because this audit does not include an audit of the 2021 Township duplicate at the same time, it is possible that funds from the Township duplicate may be used to cover collections for the School duplicate and not be detected by these audit procedures.

We recommend the School consider discussing the possibility of auditing both duplicates with the Township at the same time.

SIGNIFICANT DEFICIENCY

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in internal control to be a significant deficiency:

Tax Notice Elements Are Missing

Upon review of the 2021 Tax Notice, we identified missing elements on the tax bill. According to Pennsylvania Real Estate Tax Collection Law, a tax notice must contain the following information:

- Date of tax notice
- Rate of taxation
- Valuation and identification of real property of taxpayer
- Occupation valuation of the taxpayer
- The several amounts of real and personal property and personal taxes is billed for the current year
- The total amount of taxes the taxpayer owes for the current year
- A statement that the taxes are due and payable
- A request of payment of taxes

- Statement of the time and place where taxes can be paid
- Dates of discount, face, and penalty periods
- An indication of the original amount of tax liability before homestead exclusion
- An indication of the amount of the exclusion
- An indication of the net amount of tax due after the exclusion

The 2021 tax notice is missing a statement that the taxes are due and payable, a request for the payment of taxes, and an indication of the original amount of tax liability before the homestead exclusion. We recommend that the School notify the contracted software company that produces the tax notices and advise that to be in compliance with PA Law, all required elements be added to the template.

This communication is intended solely for the information and use of management, those charged with governance, and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

*J. Martin & Associates, LLC*

J. Martin & Associates, LLC  
Beaver, PA  
August 23, 2022





---

To the Board of School Directors  
Baldwin-Whitehall School District  
4900 Curry Road  
Pittsburgh, PA 15236

We have audited the Statement of 2021 Tax Duplicate Receipts and Disbursements – Cash Basis of the Baldwin Township Real Estate Tax Collector (or Statement) in relation to the Baldwin-Whitehall School District (or School) real estate tax collections as of and for the year ended December 31, 2021, and have issued our report thereon dated August 23, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated March 7, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

*Qualitative Aspects of Accounting Practices*

The Baldwin Township Real Estate Tax Collector (or Management) is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Baldwin Township Real Estate Tax Collector are described in Note 1 to the Statement of Tax Duplicate Receipts and Disbursements – Cash Basis. No new accounting policies were adopted, and the application of existing policies was not changed during the year. We noted no transactions entered into by Management during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the Statement of Tax Duplicate Receipts and Disbursement – Cash Basis in the proper period.

Certain disclosures are particularly sensitive because of their significant to Statement users. The most sensitive disclosures affecting the financial statements were:

1. The disclosure of the Basis of Accounting in Note 1, Item A to the Statement. The Statement is prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.
2. The disclosure regarding Audited Duplicates in Note 1, Item B to the Statement. We audited only the 2021 Baldwin-Whitehall School District Baldwin Township Real Estate Tax Collector Duplicate (School Duplicate). Because this audit does not simultaneously include an audit of the 2021 Baldwin Township Real Estate Tax

Collector Duplicate (Township Duplicate), it is possible that funds from the Township Duplicate may be used to cover collections for the School Duplicate and will not be detected by these audit procedures.

3. The disclosure at Note 2 regarding Subsequent Events and Contingencies. The ultimate effects of the COVID-19 continuing public health crisis on real estate collections and subsequent distributions at the individual public school district level within the municipality are indeterminable because the duration and future extent of the crisis is indeterminable.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with the Baldwin Township Real Estate Tax Collector in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements, if applicable. In addition, none of the misstatements detected as a result of audit procedures and corrected were material, either individually or in the aggregate, to the Statement taken as a whole.

#### *Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with The Baldwin Township Real Estate Tax Collector as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the Statement or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from the Baldwin Township Real Estate Tax Collector that are included in the management representation letter dated August 23, 2022.

#### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors.

However, these discussions occurred in the normal course of our professional relationship, and our responses were not a condition to our retention.

Restriction on Use

This information is intended solely for the use of the Board of School Directors and Management of the Baldwin-Whitehall School District and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

*J. Martin & Associates, LLC*

J. Martin & Associates, LLC  
Beaver, PA  
August 23, 2022






# BWSD - Baldwin Township 2021 RETC Audit Report

Final Audit Report

2022-10-27

Created:	2022-10-26
By:	Kimberly McDougal (kmcDougal@jma.cpa)
Status:	Signed
Transaction ID:	CBJCHBCAABAACGIHg0Z0PUC-5DbKwSZGANCCAqaQdhNZ

## "BWSD - Baldwin Township 2021 RETC Audit Report" History

-  Document created by Kimberly McDougal (kmcDougal@jma.cpa)  
2022-10-26 - 6:13:28 PM GMT- IP address: 72.23.16.143
-  Document emailed to Michele Renz (mrenz@jma.cpa) for signature  
2022-10-26 - 6:14:56 PM GMT
-  Email viewed by Michele Renz (mrenz@jma.cpa)  
2022-10-27 - 5:16:10 PM GMT- IP address: 174.203.96.252
-  Document e-signed by Michele Renz (mrenz@jma.cpa)  
Signature Date: 2022-10-27 - 5:16:29 PM GMT - Time Source: server- IP address: 174.203.96.252
-  Agreement completed.  
2022-10-27 - 5:16:29 PM GMT