

2026

Bath Borough Stormwater Authority RTKL AORO Request Tracking Sheet

Request Number	Date Request Received	Name of Requester	Requester Organization	Type of Requester	Method Of Request	Records Requested	30 Day Extension Needed	Response Due (1 st 5 Days/Ext.)	Date Response Sent	Method of Response	Type of Response	Agency to which request Forwarded or NOTES
#01.2026	05.15.2026	Michael Long		Individual	Email	<p>1. Bank Statements Please provide all monthly bank statements for every bank account maintained by BBSA, or held by the Borough of Bath on behalf of BBSA, from the date of BBSA's incorporation through the date this request is processed.</p> <p>2. Reconciliation Records For every bank account identified in Item 1, please provide the following from the date of BBSA's incorporation through the date this request is processed:</p> <ol style="list-style-type: none"> 1. Monthly reconciliation summaries. 2. Monthly reconciliation detail reports. <p>3. General Journal Entry Reports Please provide General Journal Entry reports covering every account and every fund maintained by BBSA in its accounting system, from the date of BBSA's incorporation through the date this request is processed.</p> <p>4. QuickBooks Audit Trail Reports Please provide QuickBooks Audit Trail reports, or the equivalent audit-trail report from any other accounting system used by BBSA, covering every account and every fund maintained by BBSA in its accounting system, from the date of BBSA's</p>	YES	05.22.2026	05.22.2026	OpenGov	Granted & Denied In Part	Bookkeeping & Legal

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						<p><i>incorporation through the date this request is processed.4</i></p> <p>5. Fiscal Year 2025 Audit</p> <p><i>Please provide BBSA's fiscal year 2025 annual audit and financial report, including the Annual Report of</i></p> <p><i>Municipal Authorities and Neighborhood Improvement Districts (Form DCED-CLGS-04) filed with the Pennsylvania Department of Community and Economic Development, the independent auditor's report, and the audited financial statements for fiscal year 2025.</i></p> <p><i>BBSA was incorporated in late 2024 or early 2025 and may operate on a calendar fiscal year ending December 31 or on an alternate fiscal year established by its Articles of Incorporation or bylaws. If BBSA operates on a fiscal year other than the calendar year, please identify BBSA's fiscal year-end and provide the most recent annual audit and financial report covering operations through that fiscal year-end. To the extent the fiscal year 2025 audit is in progress but not yet final, please also provide any draft audit, engagement letter, or auditor-related</i></p>						

