

# POLICY

1997

1343

By-Laws

## **SUBJECT: DUTIES OF THE TAX COLLECTOR**

The Tax Collector is appointed annually by the Board of Education and shall be covered by a bond. It shall be the responsibility of the District Tax Collector to perform the following duties:

- a) To prepare and mail tax notices;
- b) To use suitable printed tax receipt forms as prescribed by the State Tax Commission;
- c) To collect taxes in the amount of the warrant, upon the issuance of the tax warrant by the Board of Education and penalty fees in accordance with the terms of such warrant;
- d) To turn over daily to the School District Treasurer all money collected by virtue of any tax list and warrant issued;
- e) To submit a report, certified by him/her to the Board of Education, showing the amount of taxes and fees collected along with the unpaid listing. The combination of taxes collected and uncollected shall equal the amount of the warrant;
- f) To turn over to the County Treasurer, prior to November 15th, a list of unpaid taxes;
- g) To carry out such other duties of the position as prescribed in the Education Law or as established by regulation of the Commissioner of Education and the Real Property Tax Law.

Education Law Sections 2126 and 2130  
Real Property Tax Law Sections 922,  
924, 1322, 1330, and 1338