I. PURPOSE

The purpose of this manual is to establish collection, remittance and reporting procedures to be followed by elected Tax Collectors of the Quakertown Community School District ("District") as to school real estate taxes that District has given authorization to collect.

II. TAX LEVY

A. GENERAL

The District Board of School Directors is authorized to levy annually a tax on each dollar of the total assessment of all real property within the District assessed and certified for taxation by the County Board of Assessment.

All school taxes are levied by the Board of School Directors before the July 1st start of the school fiscal year. These are the taxes that the District authorizes elected Tax Collectors to collect.

The County Board of Assessment furnishes to the District by the first of June of each year properly certified duplicates of the current assessed valuation of all real estate made taxable by the District tax levy.

B. CERTIFICATION OF LEVY

When school taxes are levied by the Board of School Directors each year the District Business Office computes and enters the tax to be collected by the Tax Collectors on the duplicate. Normally, a certified copy of such duplicate is furnished by the Board of School Directors to the Tax Collector before the fifteenth (15th) day of July each year. This duplicate constitutes the Tax Collector’s authority and obligation to collect the school taxes noted on the duplicate for the District. Included in this duplicate will be the designation of Homestead and Farmstead approved parcels that would receive, if state disburses funds, the annual reduction off of the school real estate tax bill.

C. ADDITIONS AND REVISIONS TO DUPLICATES

Following issuance of the tax duplicates to the Tax Collector, the Bucks County Board of Assessment may inspect and reassess, subject to the right of appeal and adjustment, tax parcels within the duplicates. Whenever the Board of School Directors receives notice of such a change in assessed value of the current tax duplicate, it shall, within the (10) days, notify the Tax Collector for the District, and the Tax Collector shall promptly notify the owner of the property of the additional taxes due the School District.
D. INSTALLMENT PAYMENTS and HOMESTEAD/FARMSTEAD EXCLUSIONS:

The Board of School Directors has approved all tax parcels as eligible for installment payments, excluding interim billings on a three (3) installment payment schedule. The minimum such installment payment shall be one-third (1/3) of the full face value. A summary of the schedule and terms are below.

- 1st payment shall be due by August 31 or lose the option to pay in installments. The 2nd and 3rd payment stub printing (for those who have made their 1st installment payment) must be printed no later than September 15th of the tax year.
- 2nd payment shall be due by October 31.
- 3rd payment shall be due by December 15.
- Where a taxpayer has made the 1st installment payment in a timely manner but is not timely for either the 2nd or 3rd payment, a penalty equal to 10% of the minimum installment payment amount shall be assessed against the taxpayer for each delinquent installment.
- All real estate taxes together with penalties, but excluding interim taxes, must be paid by December 31st.

The full requirements for payment of taxes in installments is contained in the “Procedures for Collecting School Taxes and Remuneration Tax Installment Resolution” adopted by the Board of School Directors on February 9, 2017.

Please Note: Installment payments are considered as one (1) bill issued. Tax Collectors will not be compensated for additional installment stubs as though they were additional tax bills.

The tax bills for all Homestead/Farmstead approved parcels must include the Notice of Property Tax Relief Statement and a box showing Homestead/Farmstead reduction of tax bill. The amounts of the Homestead and Farmstead reductions will be approved annually by the Board of School Directors on or before June 30 for the ensuing fiscal year.

III. TAX COLLECTION

A. GENERAL

The Tax Collectors of the School District are empowered by delivery of the duplicate to bill for and receive the school taxes identified therein. The Tax Collector will promptly issue a tax bill notice upon receipt of the duplicate. Any funds received from taxpayers on account of such tax bills shall be deposited in the accounts as hereafter described no later than the next banking day following the date of receipt from the taxpayer. The Collector shall have all the powers, perform all the duties, and be subject to all obligations and responsibility for the collection of school taxes as are now vested in, conferred upon, or imposed upon Tax Collectors by law.

B. DISCOUNTS/PENALTIES

Although the Board of School Directors retains the authority to do so in the future, the District has established no discount on taxes separate from the statutory two percent (2%) discount for payment made within two (2) months of the date of the tax notice. The Local Tax Collection Law
and the District requires the Tax Collector to charge a penalty of ten percent (10%) on the amount of taxes due from taxpayers who fail to make payment within four (4) months of the date of the tax notice.

C. COLLECTIONS

The Tax Collector shall keep a computerized record of all taxes collected, and mark “paid” on the duplicate at the name of each taxpayer, the amount of taxes paid, and the date on which payment was made. The Tax Collector shall furnish each taxpayer on payment of taxes a receipt providing the date of payment, name of taxpayer, amount of taxes paid, and identification of the real estate parcel. A separate receipt shall be issued for each real estate parcel.

D. DEPOSIT OF COLLECTIONS

The Tax Collector shall deposit all payments of District tax bills received directly into a District controlled account through use of a check scanner.

E. MONTHLY REPORTS

The Tax Collector shall, at the end of each month but no later than the tenth (10) day of the following month, make a computer generated summary report to the School District Business Office of the total amount of school taxes collected during the month including detailed documentation to support the data listed in the summary report, setting forth the parcels, years, tax type for which the tax is collected. The Tax collector shall also report the total amount collected during the current fiscal year, and the unexonerated balance remaining uncollected on the tax duplicate for each year for each tax.

Attached to the monthly report, the Tax Collector is to include an itemized CD/ emailed report/file sharing web site showing all taxes paid, bill number, name, amount paid, face amount, penalty and discount, and net amount for that month.

Should a Tax Collector not provide the District this monthly report, the compensation paid to such Collector shall be reduced by twenty-five cents ($0.25) per bill paid by the taxpayer during the month for which the report was not timely provided as required.

The School District tax clerk will post the monthly tax collections to the District’s tax duplicate and reconcile with the Tax Collector the amount of the unpaid face balance. Upon reconciliation, the Business Office will submit to each Tax Collector a financial report, showing the month’s collections including penalty or discount, adjustments, additions and deletions to tax duplicates, and the balance of taxes to be collected. The Tax collector will then reconcile his or her records to this financial report, making necessary adjustments to the tax duplicate.

F. ANNUAL REPORT

The Tax Collector shall annually settle the account for school taxes for the fiscal year, and shall at the same time, furnish the Board of School Directors with a statement of the total amount of school taxes remaining unpaid and which have not been exonerated upon the tax duplicates. At the end of December of each year a lien must be placed on all unpaid school taxes assessed upon real property, in like way and manner, and subject to like assessed in the Commonwealth. The report shall also incorporate a reconciliation of Homestead/Farmstead funds used and any remaining balance.
G. BONDING

Each appointed or elected Tax Collector shall, before receiving the tax duplicate, furnish to the District a proper bond, in an amount to be fixed by the Board of School Directors, and the collective bond process established by the Bucks County Tax Claim Bureau with such surety or sureties as it may approve, conditional upon the faithful performance of the duties as such Tax Collector.

H. COMPENSATION

Each Tax Collector of school taxes shall be paid such compensation as the Board of School Directors may determine, and in addition to this salary and reimbursed for necessary expenses such as postage, tax forms and fifty percent (50%) of the expenses for printer cartridges or toner. The District is not responsible for reimbursement of startup costs including but not limited to the purchase of a computer. The Tax Collector must complete a reimbursement expense form and supply an original itemized receipt in order to receive reimbursement.

I. PROCEDURES FOR COLLECTING SCHOOL TAXES AND REMUNERATION

1. School taxes will be collected in accordance with the Quakertown Community School District Tax Collector’s Manual dated February 14, 2013, last revised February 27, 2013.

2. In lieu of the compensation noted in paragraph H (3) of the manual, tax collectors will be paid the following:

   - Base Rate 2018 $3.25/issue
   - Base Rate 2019 $3.30/issue
   - Base Rate 2020 $3.35/issue
   - Base Rate 2021 $3.40/issue

A Penalty of $20 a day for the first 6 days for late reports/electronic files.
A Penalty of $10 a day for each additional day late, with a maximum of $250.00 per overdue report.
A Penalty of $20 a day for checks not deposited within 2 days.

3. The provisions of TAX LEVY paragraph D shall be amended so as to change the following:
   - payment shall be due by August 31 and 2nd payment shall be due by October 31

4. The provisions of TAX COLLECTIONS paragraph D shall be amended so as to add an additional subsection (4) as follows:
   - Deposit all payment of District tax bills received directly into a District controlled account through use of a check scanner. This procedure is required and the District will pay the monthly fee for the check scanner, but will not pay additional
compensation for utilizing the procedure. The Tax Collector will scan each check within two (2) days of receiving it.

5. The provisions of paragraph H shall be amended so as to add an additional subsection (4) as follows:
   - Payment for taxes filed as liens with the County shall be made within three (3) weeks of verification that the liens have been filed with the County.

6. The District reserves the right to withhold all or any portion of remuneration due to each tax collector at any time when any of the requirements are not met. If such a circumstance should arise, the funds shall be released within twenty-one (21) days of the satisfactory completion of the task by the tax collector.

7. The provisions of the Manual, as noted previously, shall be further advised by adding thereto additional sections (K) and (L) to read as follows:

   J. All requirements of the Tax Collection Law, the School Code, and all other regulations regarding tax collection procedures, etc., not specifically mentioned in this Resolution must be adhered to strictly by all tax collectors.

   K. If any sentence, clause, section, or part of this Resolution is found by a court of competent jurisdiction, for any reason, to be unconstitutional, illegal, or invalid, such unconstitutionality, illegality, or invalidity shall not affect or impair any other remaining provisions, clauses, sentences, sections, or parts of this Resolution. It is hereby declared the intent of the School District by its Board of School Directors that this Resolution would have been adopted even if such unconstitutionality, illegality, or invalidity had not been included therein.

   L. DELINQUENT TAX COLLECTIONS

   The Tax Collector shall, prior to the end of the first month of the penalty period, prepare and issue a notice to each delinquent taxable parcel as to the real property tax payment deficiency then existing.

   M. OFFICE HOURS AND OPERATIONS

   1. The Tax Collector is encouraged to maintain a minimum number of regular weekday office hours when the Tax Collector will be in his or her office and available to consult with taxpayers and accept hand delivery of tax payments. Such hours should include daytime hours each week. The Tax Collectors shall maintain evening hours during the three weeks prior to the end of the discount and regular period with the following exception: the District wishes the Tax Collector to hold office hours and be available between the hours of 8:30 AM and 9:00 PM on the final 2 days of the discount and regular period for payment of non-interim bills.
2. Any Tax Collector who notifies the District that he or she will set and keep office hours in conformity with the above shall be paid an additional twenty-five cents ($0.25) per bill issued.

3. The Tax Collector shall order necessary supplies and shall be responsible for all folding, stuffing, addressing, affixing postage and mailing of all tax bills and the performance of all other duties as prescribed by law.