

RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF THE BIG SPRING SCHOOL DISTRICT TO
ESTABLISH THE COMPENSATION OF TAX COLLECTORS FOR THE COLLECTION OF TAXES LEVIED
BY THIS SCHOOL DISTRICT

RESOLUTION # 44

WHEREAS, the Big Spring School District ("School District" or "District") is a public school district situated in Cumberland County, Pennsylvania, being composed of numerous municipalities; and

WHEREAS, the School District levies various taxes on real estate and individuals within the School District and municipalities that the Board may collect; and

WHEREAS, the several tax collectors elected in the constituent municipalities collect the taxes levied by the School District; and

WHEREAS, pursuant to the Local Tax Collection Law, the School District is required to determine and establish the compensation of tax collectors for the collection of School District taxes; and

WHEREAS, the Board of School Directors in and for said School District intends hereby to establish the compensation of the several municipal tax collectors collecting taxes for said School District hereafter elected or appointed as follows:

NOW, THEREFORE, BE IT RESOLVED and it is hereby resolved and adopted by the Board of School Directors in and for the Big Spring School District, Cumberland County, Pennsylvania, as follows:

I. PREAMBLE - AUTHORITY AND POLICY

The foregoing paragraphs or preamble are incorporated herein as the background, authority and policy of and for this Resolution.

II. ESTABLISHMENT OF COMPENSATION OF TAX COLLECTOR

The compensation to be paid by the School District for the collection of real estate and individual taxes levied by the School District hereafter elected or appointed is hereby established:

A. Preparation of Bills

1. The District retains a commercial printer to prepare and mail the initial tax bills provided by the County.

2. If the District asks the Tax Collectors (TC) to prepare select bills for mailing, either regular or interim; the TC will be compensated according per Enclosure 1.

3. At the time of printing, each TC will receive one complete hard copy of the duplicate.
4. It is the TC's responsibility to prepare and mail real estate reminders as required by law. The District will also provide the one reminder notice for real estate only, as required by law.
5. All mailing of bills or reminders will be done at the District office via its postal metering device. District will provide the envelopes for TC use. A receipt document showing the number of pieces must be co-signed with the District receptionist at the time of delivery.

B. Tax Collection and Reporting Procedures

1. Routine Collection. In addition to the DCED Act 169 report, TCs are also required to submit the Big Spring Tax Collection report that includes a by-bill listing of collections. When preparing reports, TC should deposit checks promptly and wait for a minimum of 3 business days to ensure the check clears before including on a report. If the due date for any taxes shall fall on a holiday, then the due date shall be the next business day for the school. TC may hold non-local bank payments for an extra week or until the check clears. Any collections received on Saturday or Sunday shall be deemed received on the following Monday.
2. All taxes collected by TC during discount period shall be paid over to the School District weekly by Thursday of the week following collection.
3. Taxes collected during face period shall be paid over biweekly (every 2 weeks).
4. Taxes collected during penalty period shall be paid over biweekly through the third week in November. After that and until end of the year they will be paid over by Thursday of the week following collection.
5. Reminders. As part of the collection process, TC will send out one reminder to those accounts not paid within four months of the initial notification. This reminder should be mailed prior to December 1st of each year. The District will provide the notice and envelopes to the TC and mailing is to be done via the District postage.
6. Close out procedures. All closeout reports are due by January 15. The District has a series of forms that are the closeout process and includes a list of your credit disallowed, deletes, taxes not turned in at closeout and taxes not collected. These are required as part of the closeout process to account for all tax deposits. It is the TC responsibility to reconcile these reports as part of the tax collection process.
7. Tax Collection Software. The District provides the GSS tax accounting software at no charge to the TC. For efficiency in reporting and to reduce the cost of conversion or manual input, those TC who elect to use the District software are paid a higher per bill rate.

C. Accounting.

1. The District reserves the right to provide and require the use of a bank account for tax collectors who do not exhibit sound accounting procedures or have trouble reconciling reports.
2. For those tax collectors who maintain their own bank account for District tax collection, the District reserves the right to a copy of all bank statements and to audit the tax collector from time to time to ensure proper accounting of all taxpayer funds.
3. The District may enable Credit card payments in the near future. These payments will be deposited directly into a District account.
4. Fines. All taxes described above are required to be paid over on a Thursday. If any report or statement for such taxes is not received by the District by Friday of the week in which it was due, then a late filing fee shall be imposed beginning on the Monday following the date upon which it was due. The late filing fee imposed shall be in the amount of seven dollars (\$7) for the first six days and in the amount of five dollars (\$5) for each day thereafter. Said late fees shall begin on the Monday following a due date; for the purposes of late fees a "day" shall not include a Saturday, Sunday, or national holiday. Late filing fees may be waived if the District determines that there was a reasonable cause for the delay.

D. Reimbursement of Tax Collector Expense.

The Big Spring School District shall provide or reimburse each tax collector collecting School District taxes, for bonding, printing, postage, books, blanks and forms provided the tax collector establishes the need with the District beforehand and the request is reasonable, necessary and validated by other tax collector usage of same. The District will arrange for the tax bill printing; mailing and postage are provided via the District's mail metering device. The TC should submit a written request along with the receipt to claim reimbursement. The District will make payment via EFT into the account used for compensation.

E. Establishment of Tax Collector Compensation.

The compensation to be paid by the Big Spring School District for the services of tax collectors collecting real estate and individual personal taxes levied by the said School District hereafter elected or appointed is hereby established for as follows:

1. Each tax collector will receive a base stipend payable on July 1 to cover the cost of initial tax collection operation for the year; the amount will increase based on total number of bills contained in the initial July 1 duplicate. If the TC has less than 1,000 bills they receive \$1,000 stipend; from 1000-1999, they receive \$1,800 and 2,000 or more is paid \$2,600.

2. In addition to the stipend, each TC will also be paid per bill as follows:

To send out a tax bill or real estate reminder	\$1.00
Collection of a non-installment real estate bill of greater than \$0 using District GSS software	\$4.15
Collection of a non-installment real estate bill of greater than \$0 without District software	\$4.00
Collection of real estate installment payment greater than \$0 using District GSS software	\$1.50
Collection of real estate installment payment greater than \$0 without District software	\$1.40
Recording of real estate bill payment paid by credit card into District account	\$2.00
Collection of per capita or other individual tax (if levied)	\$2.00

3. Each tax collector shall submit to the Board of School Directors documentary proof satisfactory to said Board of the preparation, for issuance and/or collection of tax bills prior to payment hereunder. All payments to TC shall be by electronic funds transfer with pay stubs available on the District employee portal. As elected municipal officials, tax collectors are not authorized any District benefits such as retirement or medical.

F. Notice of Potential Changes in Quantity of Tax Bills to be Prepared, Issued, Collected, and Remitted.

Due to the uncertainty of school funding sources and the potential for changes in the tax structure, tax collectors and candidates for the office of tax collector are hereby notified that the quantity of tax bills to be prepared, issued, collected and remitted is subject to change during the term of office. In the event the Commonwealth changes the property tax in a manner that reduces the District's total collection amount, the Board reserves the right to adjust compensation after discussion with the Tax Collectors. Further, the Board may elect to suspend and reinstate collection of per capita/residence taxes during the term of office.

III. APPLICATION

The foregoing compensation shall be applicable to all tax collections occurring on and after July 1, 2018, and to all tax collectors elected or appointed after the adoption of this Resolution.

IV. EFFECTIVE DATE

This Resolution shall take effect immediately with application as aforesaid. RESOLVED AND ADOPTED this sixth day of February, 2017.

BIG SPRING SCHOOL DISTRICT

ATTEST:

By: Wilbur E. Wolf, Jr.

Wilbur E. Wolf, Jr., President
Board of School Directors



Robert L. Barrick, Secretary Board
of School Directors

(Official Seal)