



# **Treasurer's Comprehensive Duties During the Tax Drive for Efficient Tax Collection**

# **Special Assessments and Delinquent Bills Management**



# Completion of Solid Waste and Delinquent Water/Sewer Bills assessments is crucial for tax accuracy.



## Thorough Review of Special Assessments

A comprehensive evaluation of special assessments such as Solid Waste and delinquent water/sewer bills is essential for ensuring tax accuracy and compliance.



## County Commissioners' Approval Process

Securing approval from County Commissioners for integrating delinquent bills into the tax records is a critical step in maintaining transparency and accountability.



## Timeliness in Special Assessments Submission

Ensuring that all special assessments are submitted by the August 1st deadline, except for drainage districts due on the 3rd Monday of September, is vital for efficient tax processing.



# Verification and Entry of Approved Levies in Systems



# Meticulous Tracking of Mortgage Payments



## Hand-Entering Bank Codes for Accuracy

The process of hand-entering all bank codes enables precise tracking of payment accuracy, ensuring financial accountability and minimizing potential errors.



## Approval from County Commissioners

Obtaining prior approval from County Commissioners for adding delinquent bills to the current tax year enhances transparency and adheres to established financial protocols.



## Spreadsheet and UAD System Utilization

Utilizing spreadsheets alongside the Softway (UAD) for entering approved levy values significantly reduces human error and ensures accurate financial reporting.



# Ensuring Accurate Levy Verification



## Verification of Approved Levies

The treasurer meticulously verifies all approved levies, ensuring that the figures entered are accurate and aligned with county financial regulations.



## Regular Tax Calculation Checks

Conducting double checks with a parcel from each code area ensures tax calculations are precise, fostering trust in the tax collection process.



## Market Value Assessments

Collaborating with the Assessor to obtain and verify market value reports is essential in maintaining accurate property tax assessments.

# Streamlined Process for Tax Bill Distribution



## Deadline for Mailing Tax Bills

The deadline for mailing tax bills is set for the 4th Monday of November, aligning with state regulations and ensuring timely delivery to taxpayers.



## Handling of Cancellations

The treasurer emphasizes fairness in cancellation requests by ensuring that all decisions are verified collaboratively with the Assessor and are consistent across the board.



# **Tax Calculation and Bill Mailing Process Overview**







### Collaboration with Tax Commission

Engaging with Pam and the State Tax Commission is crucial to ensure all tax assessments are accurately reported and any necessary updates are made.



### Deadline Compliance

It is essential to meet deadlines for assessments, especially ensuring that all special assessments are submitted by August 1st for compliance.



### Importance of Accuracy

Maintaining precision in calculations and reports helps to avoid errors that may affect the financial health of taxing districts.



### Final Reporting Process

Receiving and reviewing final reports is integral to the end-of-year accounting for property tax adjustments.

**Final report collaboration with the State Tax Commission is vital for accurate tax documentation.**

# **Monthly Process Completion and Collaboration with Clerk**



# Completing monthly collection processes ensures accurate financial reporting to the County Clerk.



## Timely Financial Reporting

Ensuring all collections are processed monthly allows for accurate financial reporting, which is critical for maintaining the integrity of our County's finances.



## County Clerk Collaboration

Working closely with the County Clerk facilitates timely and accurate financial documentation, improving overall efficiency in financial processes.



## Regulatory Compliance Assurance

Adhering to Idaho Code during month-end procedures protects against potential financial discrepancies and ensures compliance with state regulations.





# Effective collaboration with the Clerk aids in maintaining balance and timely check issuance.

## 1 Proactive Communication

Regular communication with the County Clerk is essential for maintaining balance in financial records and ensuring timely issuance of checks.

## 2 Checks and Balances

Collaboration helps establish a system of checks and balances, promoting accuracy and accountability within financial processes.

## 3 Coordination for Efficiency

Effective collaboration enhances the efficiency of financial operations, reducing delays in check issuance and improving service delivery.

## 4 Shared Financial Oversight

Working together with the Clerk allows for shared oversight of financial activities, ensuring all duties are performed accurately.



# Adherence to Idaho Code during month-end processes safeguards against financial discrepancies.



## Legal Compliance Commitment

Strict adherence to Idaho Code during financial processes is crucial in safeguarding against discrepancies, ensuring legal compliance in all activities.



## Financial Integrity Maintenance

Following established regulations maintains the integrity of financial reporting, protecting the County from potential legal challenges.



## Risk Mitigation Strategies

Implementing compliance strategies reduces the risk of financial errors and enhances the reliability of financial reports.



# Thank You

44 Counties - 44 ways

Benewah County Treasurer Sara Sexton

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