

Treasurer's Duties during the Tax drive.

Last years check list was 61 pages

Make sure all specials are done and completed.

Some specials are Solid Waste, Drainage Districts, and Delinquent water/sewer bills. Then also delinquent Personal property, yield, and deferred. I always get approval from the County Commissioners to add the delinquent bills to the current tax year.

Now the specials assessments must be received by August 1st, except the drainage districts have 3rd Monday of September. I still take these to the Commissioners for approval

All bank codes on loans also must be hand entered for the first time. This will allow us to keep track of mortgage payments.

We need to verify the approved levy, and I always enter the number into a spread sheet and then the UAD system. This also helps me verify no errors.

Then there is a bill purge. Idaho code says we need to keep 10 years. We tried to keep more years, but it ties down our County Server. Idaho code also says 10 years. It's nice just to keep what is needed and move on. Some people want us to go back to 1915, and I tell them no. 10 years only. Or we would never be able to do anything else.

We will get all the final reports from Pam at the State Tax Commission office. We will update any changes with the Property Tax reduction. Then we need to rebalance the PTR and mail everything back to the State Tax Commission in care of Pam. This is what the County will receive. They will pay the County in 2 halves also. Half in December and half in June.

Once I have entered the approved levies before I calculate taxes, I pull a parcel from each code area and double check calculations. We check everything over with the taxes. We get all the reports on the market values from the Assessor we use these to make sure the market values are still the same. We get the L1 from the clerk and enter on the spreadsheet. We pull the amounts from the taxes in non-update. Everything should be balanced within 100 dollars.

Once everything looks correct, we will then calculate taxes. The next step is to enter all the cancellations from Homeowners, casualty, hardship and market value errors.

Print the bills and mail. The deadline for mailing tax bills is the 4th Monday of November. The due date is December 20th for the first ½ and June 20th for the second ½. There is a challenge with the new federal holiday June 19th. Our Courthouse is closed for several reason the State tax commission is closed so we have no tech support. Banks are also closed.

This year is the year of change with the homeowners. Which is better, someone could not come in on December 30th sign up and get a whole year. The treasurer will only provide for the days qualified from the Assessor.

Commissioners, I would want to make a point that when someone comes into a meeting wanting a cancellation, you bring the Assessor and Treasurer over to verify. You cancel for one you cancel for all. You need to be fair. Also remember that the taxing districts will be short for every cancellation you approve after the tax bills have been issued.

Yield and Deferred bills are also calculated and mailed out in November and May.

Then the Sub roll, missed and Occupancy are completed. For our County we complete in January and bills are mailed and due by the end of February and the next due date is June.

When money is collected during the month the Treasurer will complete a month end process and then will turn it over to the Clerk by the first Monday of the month according to the Idaho Code. The Clerk will enter and keep in balance with the Treasurer and the Clerk will cut checks to the taxing districts.

With the 44 Counties there are 44 different ways of doing something. We are on the State Tax Commissions UAD web program, and we like it a lot. If anyone has questions, please call or email me and I can help you out. My phone number is 208-245-0156 and email is ssexton@benewahcounty.org. Sorry I was unable to attend as I am getting ready for June collections.