

Wissahickon School  
District  
Ambler, Pennsylvania 19002

SECTION: FINANCES

TITLE: Tax Collection

FIRST READING: June 11, 2007  
SECOND READING: June 25, 2007  
ADOPTED: June 25, 2007  
REVISED:

I. Authority

Real estate taxes provided for in the School Code shall be collected by the elected tax collector, who shall be properly bonded during the term of office.

All other taxes shall be collected by the school district tax office, cooperative agency with other units of local government, or contracted collection service.

II. Delegation of Authority

All taxes shall be collected and remitted to the District Treasurer in accordance with the collection agreements.

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### **ADMINISTRATIVE GUIDELINES**

The Board Secretary or his/her designee shall be responsible to ascertain that a tax collector is properly bonded and shall submit information on estimated collection required to set proper bond.

All monies received from the tax collectors shall be deposited on the day of receipt or as soon as possible, and all receipts shall be supported by documentary evidence.

Preparation of tax bills shall be conducted by the tax collector.