

PROPERTY ADMINISTRATION



2016 WORK CALENDAR

Assessors and Collectors, County Boards of Taxation, and Finance Officers of New Jersey

DEPARTMENT OF THE TREASURY
Division of Taxation

DEPARTMENT OF COMMUNITY AFFAIRS
Division of Local Government Services

JANUARY 2016

A-Assessor CBT-County Board of Taxation	C-Collector	FO-Finance Officer	CY-Calendar Year (January 1-December 31) SFY-State Fiscal Year (July 1-June 30)		
DATES	CODE	** July 1998 edition	HANDBOOK FOR N.J. ASSESSORS	ASSESSORS' LAW MANUAL**	N.J.S.A.
January 1 _(on or before)	A	On or before January 1 of the year following the year in which a tax map is approved, the taxing district must file a duplicate of the map with the county clerk or county register of deeds.	608.07	93-993	54:1-15
January 1	A,C,CBT	The county board of taxation shall hear and determine added and omitted assessment appeals within one month after the last day for filing such appeals; provided, however, that appeals from added assessments or assessor's omitted assessments may be made directly to the Tax Court on or before December 1 of the year of levy, or thirty (30) days from the date the collector of the taxing district completes the bulk mailing of tax bills for added and omitted assessments, whichever is later, if the aggregate assessed valuation of the property exceeds \$750,000. Within ten days of the completion of the bulk mailing of tax bills for added and omitted assessments, the collector of the taxing district shall file with the county board of taxation a certification setting forth the date on which the bulk mailing was completed. The county board of taxation may at any time apply to the Director of the Division of Taxation for an extension of time within which the appeal(s) may be heard and determined.	805.07	94-965 95-001	54:4-63.11 54:4-63.11a 54:4-63.39
January 1 _(by)	A,CBT	By January 1 of the tax year, county tax administrator shall provide sufficient copies of form E/A-4 to assessors of municipalities having adopted tax agreement ordinances pursuant to Chapter 441, P.L. 1991.	502.19		40A:21-16
January 1 _(by)	A,CBT	Assessor to file one copy of each Farmland Assessment application (form FA-1) for Tax Year 2016 with the county board of taxation for the tax administrator's review.	616.07	94-871	54-4-23.21 N.J.A.C.18:15-2.6(b)
January 1 _(by)	FO	All municipal audits must be completed and filed within six months after close of fiscal year if on SFY.			40A:5-4
January 1	C	Unpaid real property taxes become a lien if on CY. Accrue to Tax Title Lien Ledger.			54:5-6
January 1	FO	Transfers of prior year's appropriation permitted during the first three months of this year if on CY.			40A:4-59
January 1	FO	Governing body to adopt cash management plan; adopt resolution(s) designating depository(ies). Resolution for facsimile signatures.			40A:5-14
January 1	FO	Ascertain bond of municipal collector and treasurer of school monies.			54:4-122.4; 18A:17-32
January 10 _(before)	A	Assessor, if prior to January 10 given property owner's notice of material depreciation of any building or other structure that occurred after October 1 and before January 1, after examination and inquiry, shall determine the value of such real property as of January 1 and assess the same according to such value.	605.03	94-917	54:4-35.1
January 10 _(on or before)	A	Assessor to file copies of Initial and Further Statements with county board of taxation.	414.17	94-755	54:4-4.4
January 10 _(by)	A,CBT	Assessor to file assessment lists and duplicates with county board of taxation.	103.01(1); 312.01	94-916	54:4-35
January 10 _(on or before)	A,CBT	Assessor to file a duplicate copy of a municipal tax map with county board of taxation. In any year in which no revisions were required to be made to a tax map, the county board of taxation may, upon proper notification by the tax assessor of that municipality, waive the requirement of filing a copy of the tax map with the board for that year.	608.07	93-993	54:1-15; N.J.A.C.18:23A-1.27(h)
January 10	A,CBT	Assessor to file two copies of form SR-3A with the county board of taxation.	1005.02	94-878	54:4-26
January 10 _(on or before)	A,CBT	Assessor files with the county board of taxation a statement of the estimated total amount of approved veteran and property tax deductions allowable against taxes.		94-920	54:4-36.1
January 10 _(after)	C,CBT	County board of taxation may permit tax collector to have custody of tax duplicate.		94-946	54:4-55.1
January 10 _(by)	A,CBT	Assessor provides county tax administrator with assessed value of new construction and improvements the local municipal purpose rate and the allowable increase to the budget cap for the municipality on forms CNC-1 and CNC-2 (original and two copies). Current law now allows fire districts to "add-on" the tax value of new construction to their tax levy base.	104.02		40A:4-45.2a 40A:4-45.44; 40A:4-45.45
January 10 _(by)	A,CBT	Assessor to file "U.E.Z. Exemption Report" and five-year Limited Exemption Report with county board of taxation, printed out of MOD IV.	504.12	94-753a	54:4-3.139 40A:21-11
January 25 _(on or before)	A,CBT	Assessor shall furnish the county tax administrator with a schedule of office hours and availability for appointments, and post this information in municipal building in a conspicuous place.	105.34	94-268	54:3-16 N.J.A.C.18:12A-1.3(l)1
January 30 _(before)	FO	Chief financial officer ascertains temporary appropriations budget if on CY.			40A:4-19
January 31 _(by)	CBT,FO	County tax administrator shall forward one copy of CNC-1 and CNC-2 to the municipal finance officer and one copy to the Director, Local Government Services.			40A:4-45.2a
January 31 _(by)	FO	Annual Debt Statement due by chief financial officer.			
January 31 _(by)	FO	Copies of Form W-2 to employees, Form W-3 to Internal Revenue.			

Appeals to the Tax Court from the judgment of the county board of taxation shall be made within forty-five (45) days from the date fixed for final decisions by the county board of taxation on appeals from added assessments and assessors' omitted assessments.

54:4-63.11;54:4-63.39

December

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January 2016

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<p>ASSESSORS - REMINDER For information concerning Continuing Education courses, Contact Marjorie Abrams at (609) 292-8291. Fifty (50) credits in a five-year cycle; thirty (30) credits in a three-year cycle. Assessors can find approved courses and additional information regarding Continuing Education on the Division of Taxation's Local Property Tax Internet Website at www.state.nj.us/treasury/taxation/pt/assessor_edu.shtml.</p>		<p>COLLECTORS, FINANCE OFFICERS, CLERKS - REMINDERS -Idle funds invested? -Property tax deductions on searches? -Farmland Assessment exemptions on searches? -County Association dues paid? -State Association dues paid? -Earn 15 Continuing Education credit hours every two years for tax collectors; 30 credit hours every two years for finance officers; 20 credit hours every two years for clerks</p>		<p>ASSESSORS - REMINDER Sign up for the MyNewJersey Portal at http://www.state.nj.us to access official information including news, directives, listings, forms, manuals, and other correspondence from the Division of Taxation in the Document Library. Assessors and county board personnel are notified by e-mail when new documents are posted onto the portal. Contact Chris Beitz at (609) 341-2708 or Taxation.PropAdmin@treas.nj.gov.</p>		<p>CLERKS - REMINDER Region II Conference, International Institute of Municipal Clerks (IIMC), January 12-15, 2016. Resorts Hotel, Boardwalk, Atlantic City, NJ. For information, contact Drew Pavlica at by e-mail at dpavlica@garfieldnj.org</p>
<p>ASSESSORS-REMINDERS -Earn Continuing Education credits throughout 2016 -Process SR-1As promptly, accurately -Review accumulative sales listings, myNewJersey Portal, file SR-6 -Tax Map Maintenance -Meeting of County Assessors' Association and the governing body -Public relations activity -Process building permits, new property record cards, added assessments, OPRA Requests</p>					<p>NEW YEAR'S DAY</p>	
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17	<p>MARTIN LUTHER KING, JR.'S BIRTHDAY (observed)</p>	19	20	21	22	23
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FEBRUARY 2016

A-Assessor CBT-County Board of Taxation	C-Collector	FO-Finance Officer		CY-Calendar Year (January 1-December 31) SFY-State Fiscal Year (July 1-June 30)		
DATES	CODE			HANDBOOK FOR ASSESSORS' N.J. ASSESSORS LAW MANUAL N.J.S.A.		
Feb.1 _(prior)	A	Assessor shall notify by mail each taxpayer of the current assessment and preceding year's taxes.		1101.01	94-922b	54:4-38.1
Feb.1 _(after)	A,CBT	The assessor or county board of taxation shall notify each taxpayer by mail within thirty days of any change to the assessment. A taxpayer shall have forty-five days to file an appeal upon issuance of a notification of a change in assessment.		1101.01	94-274 94-922b	54:4-38.1 54:3-21
Feb.1	A,CBT	MOD IV master file sent to Property Administration via appropriate medium.				
Feb.1 _(on or before)	C	Forward Annual Post-Tax Year Statement (form PD5) to recipients of prior year property tax deduction.		403.07	94-803	54:4-8.44a
Feb.1 _(no later than)	A,CBT	Assessor shall complete Part A of form E/A-4 for each property subject to a tax agreement under Chapter 441, P.L. 1991, and file the form with the county tax administrator.		502.19		40A:21-16
Feb.1	C	First installment of taxes due.			95-014	54:4-66a
Feb.1 _(on or before)	A,CBT	County tax administrator to summarize assessors' office hours and furnish this schedule to the Director of the Division of Taxation.		105.34	94-268 N.J.A.C. 18:12A-1.3(l)2	54:3-16
Feb.10 <small>(on, before, or after)</small>	A,CBT	Within ten days of the completion of the bulk mailing of notification of assessment, the assessor of the taxing district shall file with the county board of taxation a certification setting forth the date on which the bulk mailing was completed. If a county board of taxation completes the bulk mailing of notifications of assessment, the tax administrator of the county board of taxation shall within ten days of the completion of the bulk mailing prepare and keep on file a certification setting forth the date on which the bulk mailing was completed.			94-274	54:3-21
Feb.10 _(on or before)	FO	Chief financial officer files Annual Financial Statement if on CY.				40A:4-5
Feb.10 _(on or before)	FO	Introduction and approval of the municipality's Annual Budget if on CY.				40A:4-5
Feb.15 _(no later than)	CBT	County tax administrator shall review FA-1 forms filed to apply for Farmland Assessment for Tax Year 2016 (as the tax administrator deems necessary) and forward them to Property Administration in district order no later than February 15 of the same tax year.		616.07	94-871 N.J.A.C. 18:15-2.6(b)	54:4-23.21
Feb.15	FO	First installment of county taxes due.			95-027	54:4-74
Feb.15	C,FO	County taxes on added and omitted assessments payable by municipality.			95-027 94-964 94-976	54:4-74 54:4-63.10 54:4-63.22
Appeals to the Tax Court from the judgment of the county board of taxation shall be made within forty-five (45) days from the date fixed for final decisions by the county board of taxation on appeals from added assessments and assessors' omitted assessments.						54:4-63.11 54:4-63.39

January

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February 2016

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>CLERKS - REMINDERS The Rutgers International Institute for Municipal Clerks (IIMC) workshops are available on several dates throughout the year. For further information or to register, please visit the Center for Government Services Internet Website at www.cgs.rutgers.edu.</p>	<p>ASSESSORS-REMINDERS -Process SR-1As promptly, accurately -Review accumulative sales listings, myNewJersey Portal, file SR-6 -Tax Map Maintenance -Meeting of County Assessors' Association -Meeting of the governing body -Public relations activity -Process building permits, new property record cards, added assessments, OPRA Requests</p>		<p>C.T.A. EXAMINATION ANNOUNCEMENT Tax Assessor Certification exam date is March 19, 2016. Filing deadline is February 18, 2016. Filing fee: \$10.00. Write to: Property Administration Attention: Assessors' Certification PO Box 251 Trenton, NJ 08695-0251</p>		<p>ASSESSORS - REMINDER Contact the IAAO Education Department at (816) 701-8115 for information on various seminars, conferences, and workshops. Refer to Fair and Equitable, IAAO's monthly member magazine. IAAO/IPTI Journal of Property Tax Assessment and Administration is IAAO's quarterly journal. www.iaao.org</p>	
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<p>FINANCE OFFICERS-REMINDER Executive Board meeting of the GFOA of NJ, Jumping Brook Country Club, Neptune, NJ. February 12, 2016. For further information, contact Michael Drulis at (973) 423-3415.</p>						
7	8	9	10	11	12	13
14	15 PRESIDENT'S DAY	16	17	18 Filing Deadline for C.T.A. Examination	19	20
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28	29	<p>COLLECTORS - REMINDER Executive Board meeting, TCTANJ, February 18, 2016. Double Tree Hotel Tinton Falls/Eatontown located at 700 Hope Road, Tinton Falls, NJ 07724.</p>	<p>ASSESSORS, COUNTY BOARD OF TAXATION MEMBERS - REMINDER Assessors, county tax administrators and board of taxation members can download the newest Center for Government Services Assessment and Appraisal Administration Program course brochure at http://cgs.rutgers.edu/sites/ce-drupal01.rutgers.edu/cgs/files/cgs/docs/aa-brochure-sp12.pdf. Contact Senior Program Coordinator Pamela Chappelle of the Center for Government Services at (732) 932-3640 ext. 622 or 646 or by e-mail at pmorley@docs.rutgers.edu for further information.</p>		<p>ASSESSORS - REMINDER 10th Annual Monmouth Conference sponsored by the Monmouth County Assessor's Association, a one-day seminar devoted to assessment issues, will be held on February 4, 2016 at the Sheraton Eatontown Hotel, Eatontown, NJ. For additional information, please contact Monmouth County Assessor Association President Bernard Haney at (732) 988-5200 ext. 248. Email: BHaney@Neptunetownship.org</p>	

MARCH 2016

**A-Assessor C-Collector
CBT-County Board of Taxation**

FO-Finance Officer

**CY-Calendar Year (January 1-December 31)
SFY-State Fiscal Year (July 1-June 30)**

DATES	CODE		HANDBOOK FOR N.J. ASSESSORS	ASSESSORS' LAW MANUAL	N.J.S.A.
March 1 _(on or before)	C	On or before March 1, 2016, all recipients of a property tax deduction for Tax Year 2015 must file a Post-Tax Year Statement (form PD5) with the tax collector acknowledging income for 2015 and anticipated income for 2016.	403.07	94-803	54:4-8.44a
March 1	C	File tax collector's Annual Statement of Receipts if on CY.		95-043	54:4-91
March 1 _(by)	A,CBT	County tax administrator shall submit copy of equalization table to county board of taxation, mail copy to the assessor of each district, to the Division of Taxation; two copies to the Director, Local Government Services, and post a copy at the courthouse.	1007.04	94-269	54:3-17
March 10 _(before)	A,CBT	County board of taxation must complete hearings, held before March 10 of the tax year for the purpose of reviewing the equalization table, with respect to the several taxing districts of the county. At the first hearing, any taxing district may object to the ratio or valuation fixed for any other district, but the board shall make no increase in any valuation as shown in the table without giving a hearing, after three days' notice, to the governing body of the taxing district affected.	1007.05	94-270	54:3-18
March 10	CBT	Following confirmation of the county equalization table, county board of taxation must send copies to all taxing districts in the county, to the Director, Division of Taxation, to the Tax Court, and two copies to the Director, Division of Local Government Services. ¹	1007.05	94-271	54:3-19
March 15 _(on or around)	FO	Chief financial officer files application for State Library Aid with State Library and local library.			18A:74-1 et seq.
March 18	FO	Extend date for introduction of municipal and county budgets per LFN 2015-27			
March 20 _(not later than)	FO	Public hearing: statutory adoption date of Annual Municipal Budget if on CY. Copies of budget, as adopted, in such form and quantity as Local Finance Board determines, shall be transmitted to the Director, Division of Local Government Services, and made available in print for public inspection at the local library, within three days after adoption. The adopted budget shall be provided for public inspection on the local unit's website, if one exists, and made available online.			40A:4-10
March 30	FO	Municipality's payment: Consolidated Police and Firefighter's Pension Fund "Pension-Increase Fund." Annual payment if on SFY.			
March 31 _(on or before)	C	Reconciled tax bill, second installment, where tax collector in SFY municipality is unable to complete mailing and delivery of tax bills by December 1. Due date is May 1.			54:4-66.4
March 31 _(on or before)	CBT	County board of taxation to notify Director, Division of Local Government Services, when copy of budget resolution (in CY municipality) showing amount to be raised by taxation, is not received.			40A:4-16

¹ Complaints from a county equalization table must be filed with the Tax Court within forty-five (45) days of promulgation.

February						
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March 2016

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REMINDERS Examination date for certification of Registered Municipal Clerks (R.M.C.) is April 12, 2016. Examination date for Certified Public Works Manager (C.P.W.M.) is April 20, 2016. Contact the Department of Community Affairs, Division of Local Government Services, PO Box 803, Trenton, NJ 08625-0803 or call (609) 633-6349 for application forms and additional information. www.nj.gov/dca/lgs .						
		ASSESSORS- REMINDER 14th Annual "Tax Appeal 2016" Seminar of the NJ - IAAO will be held on March 10, 2016 at the Forsgate Country Club, Monroe Township, NJ. For additional information, please contact Frederick Millman at (848) 333-0344.				
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					C.T.A. EXAM	
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Spring Begins at 12:30 A.M. EDT					GOOD FRIDAY	
27	28	29	30	31		

APRIL 2016

A-Assessor CBT-County Board of Taxation	C-Collector Board of Taxation	FO-Finance Officer	CY-Calendar Year (January 1-December 31) SFY-State Fiscal Year (July 1-June 30)		
DATES	CODE		HANDBOOK FOR N.J. ASSESSORS	ASSESSORS' LAW MANUAL	N.J.S.A.
April 1 _(on or before)	FO	Annual Payment Due: Public Employees Retirement System.			
April 1 _(on or before)	A,C,CBT	In non-revalued and non-reassessed municipalities for 2016 and thereafter, taxpayers and taxing districts may appeal assessed valuations to the county board of taxation on or before April 1, or forty-five (45) days from the date the bulk mailing of notification of assessment is completed in the taxing district, whichever is later. Where assessed valuation of property subject to the appeal exceeds \$1,000,000, taxpayer or taxing district may file a complaint directly with the Tax Court on or before April 1, or 45 (forty-five) days from the date the bulk mailing of notification of assessment is completed in the taxing district, whichever is later.	1105.01	94-274	54:3-21
April 1	A,CBT	If a petition of appeal or a complaint is filed on April 1 or during the nineteen (19) days next preceding April 1, a taxpayer or a taxing district shall have twenty (20) days from the date of service of the petition or complaint to file a cross-petition of appeal with a county board of taxation or a counterclaim with the Tax Court, as appropriate.	1105.01	94-274	54:3-21
April 1 _(on or before)	C	Collector to mail Notice of Disallowance of 2015 property tax deduction when Post-Tax Year Statement either is not filed or reveals income in excess of \$10,000.	403.09(2)	94-803	54:4-8.44a
April 1 _(by)	CBT	The clerk of the county board of chosen freeholders shall transmit to the county board of taxation a statement of the total amount appropriated to be raised for current expenses, debt and interest, and all amounts to be raised by taxation in that year for county purposes. The county board shall apportion the tax among the taxing districts.		94-925 94-926	54:4-41
April 1 _(on or before)	A,C,CBT	County board of taxation to establish by resolution the percentage level of taxable value of real property.	202.04	94-511	54:4-2.27
April 10 _(on or before)	CBT	County board of taxation to mail copy of resolution establishing percentage level of taxable value of real property to Director of the Division of Taxation, each assessor and municipal clerk.	202.04	94-511	54:4-2.27
April 15 _(not later than)	CBT	County board of taxation files form SR-3A with Property Administration.	1005.02		54:4-26 N.J.A.C. 18:12A-1.17(4)
April 22	FO	Extended date for adoption of CY municipal budget per Local Finance Notice 2015-27.			
April 30 _(by)	C,FO	Local Government Ethics Law: File Financial Disclosure Statement.			40A:9-22.1 et seq.
NOTE:		Complaints (appeals) from judgments that the county board of taxation renders must be filed with the Tax Court within forty-five (45) days of service of such judgments.			54:51A-1

March						
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April 2016

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
ASSESSORS-REMINDERS -Process SR-1As promptly, accurately -Review accumulative sales listings, myNewJersey Portal, file SR-6 -Tax Map maintenance -Meeting of County Assessors' Association -Meeting of the governing body -Public relations activity -Process building permits, new property record cards, added assessments, OPRA Requests		Assessors - Reminder AMANJ Annual Education Conference will be held on April 21 - April 22, 2016 at the Wyndham Hamilton Park Hotel located in Florham Park, NJ. For additional info., please contact Robyn Palughi at (732) 892-3447 or by email at taxassessor@ptboro.com.		REMINDERS Examination date for certification of Registered Municipal Clerk (R.M.C.) is April 12, 2016. Examination date for Certified Public Works Manager (C.P.W.M.) is April 20, 2016. Examinations are administered at Thomas Edison State College. Contact the Department of Community Affairs, Division of Local Government Services, PO Box 803, Trenton, NJ 08625-0803 or call (609) 633-6349 for application forms and additional information. www.nj.gov/dca/lgs .		
ASSESSORS-REMINDER Society of Professional Assessors (SPA), April 7, 2016 at the Homewood Suites by Hilton, 125 Route 17 South, East Rutherford, NJ 07073. For additional info., please contact Robert Layton, at (201) 336-6300 or visit www.societyofassessors.org					1	2
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MAY 2016

A-Assessor CBT-County Board of Taxation	C-Collector	FO-Finance Officer	CY-Calendar Year (January 1-December 31) SFY-State Fiscal Year (July 1-June 30)		
DATES	CODE		HANDBOOK FOR N.J. ASSESSORS	ASSESSORS' LAW MANUAL	N.J.S.A.
May 1 _(by)	A,CBT	Assessor shall designate to the county board of taxation the properties that have been identified as residential property, together with a certification that the assessor has made good faith efforts in so identifying those properties.		94-814c	54:4-8.57 et seq.
May 1 _(before or on)	A,CBT	In a taxing district where a municipal-wide revaluation or municipal-wide reassessment has been implemented, a taxpayer or a taxing district may appeal to the county board of taxation by filing with it a petition of appeal or, if the assessed valuation of the property subject to the appeal exceeds \$1,000,000, by filing a complaint directly with the Tax Court.	1105.01	94-274	54:3-21
May 1 _(on or before)	C	Annual Post-Tax Year Statement (form PD5) to be filed with tax collector where property tax deduction recipient was ill or a medical problem existed that prevented timely filing on or before March 1, 2016.	403.08	94-803	54:4-8.44a
May 1	C	Second installment of taxes due.		95-014	54:4-66a
May 1 _(on or before)	C	File tax collector's statement of uncollectable taxes with governing body if on CY.		95-044	54:4-91.1
1 st _{business day in May}	CBT	County board of taxation shall organize on the first business day in May of each year and elect from its members a president who shall hold office for one year, or until his successor is duly elected.	109.02 109.03		N.J.A.C. 18:12A-1.2(e)
May 10 _(on or before)	CBT	County tax administrator files form TL-45 with Property Administration providing assessment list filing date, bulk mailing of notification of assessments date, and petition of appeal filing deadline for each municipality within the county.		94-922b 94-274	54:4-38.1 54:3-21
May 11	C	Commence sale of property for delinquent property taxes and other municipal liens if on SFY.			54:5-19
May 13 _(on or before)	C,FO	SFY municipality must establish preliminary municipal tax levy by governing body resolution.			40A:4-12.1
May 15 _(on or before)	C	Collector to furnish the Director, Division of Taxation with list of delinquent property taxpayers for taxes due and payable for preceding year and amounts of such delinquencies.		94-814x	54:4-8.64
May 15	FO	Second installment of county taxes due.		95-027	54:4-74
May 19 _(on or before)	FO	School district certifies to county board of taxation amount appropriated for school purposes.		94-929	54:4-45
May 20 _(on or before)	CBT	County board of taxation fills out a table of aggregates copied from the duplicates of the several assessors and the certifications of the Director of the Division of Taxation relating to second-class railroad property.	313	94-941	54:4-52
May 20 _(on or before)	CBT	County board of taxation to certify general tax rates, developed by dividing budgets currently being transmitted to the board for county, municipal and school purposes, by the 2016 aggregate assessed valuation for each municipality.	109.10(4)	94-941	54:4-52
May 23 _(on or before)	CBT	Members of the county board of taxation shall sign the Table of Aggregates and transmit it to the county treasurer who shall file, print in its entirety, and transmit certified copy to the Director of the Division of Taxation, the State Auditor, the Director of the Division of Local Government Services in the Department of Community Affairs, the clerk of the board of freeholders, and the clerk of each municipality in the county.	313.02	94-941	54:4-52
NOTE:		Complaints (appeals) from judgments that the county board of taxation renders must be filed with the Tax Court within forty-five (45) days of the service of such judgments.			54:51A-1

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May 2016

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Assessors - Reminder Submit paperwork for renewal certification for assessors on a credit cycle ending June 30th.	ASSESSORS - REMINDER 52nd Annual Conference, Northeast Regional Association of Assessing Officers, will be held May 15 - May 18, 2016 at the Carousel Resort Hotel, Ocean City, MD. The 2016 N.R.A.A.O. President is Bruce Bolt, of Upper Marlboro, MD. For conference information, please contact Stafford Township Assessor James A. Mancini at (609) 597-1000 extension 8546 or visit www.nraao.org .		FINANCE OFFICERS - REMINDER Examination for Certified Municipal Finance Officer (C.M.F.O.) is scheduled for June 7, 2016. Applications must be postmarked thirty days prior to test date. The examination is administered at Thomas Edison State College. Contact the Certification Unit, Division of Local Government Services, Department of Community Affairs, PO Box 803, Trenton, NJ 08625-0803 or call (609) 292-9757.		CLERKS - REMINDER 2016 International Institute of Municipal Clerks (IIMC) will be held on May 22-25, 2016 at the Century Link Convention Center, Omaha, NE. For information, contact Ashley DiBlasi, Certification Manager at (909) 944-4162 or by email at Ashley@iimc.com or visit www.njclerks.org . (Application to attend this Conference will appear on that website.)	
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29	30 MEMORIAL DAY	31				
	COLLECTORS/TREASURERS - REMINDER 49th Annual Spring Conference, Tax Collectors and Treasurers Association of New Jersey (TCTANJ), Tropicana Hotel and Casino, Atlantic City, NJ, May 17-19, 2016. For additional information, contact TCTANJ Chairperson Mary Picariello at mpicariello@northanovertpw.com .		FINANCE OFFICERS - REMINDER 110th Annual International GFOA Conference, will be held on May 22-25, 2016 at Metro Toronto Convention Centre, Toronto, ON M5V 3L9. For additional information, please contact Communications Manager Natalie Laudadio at (312) 977-9700 or by e-mail at nlaudadio@gfoa.org .		COLLECTORS-REMINDER Examination for certification of Tax Collector (C.T.C.) is scheduled for June 22, 2016. Applications must be received thirty days prior to test date. Contact the Certification Unit, Department of Community Affairs, Division of Local Government Services, PO Box 803, Trenton, NJ 08625-0803 or call (609) 292-9757 for additional information.	

A-Assessor CBT-County Board of Taxation DATES	C-Collector CODE	FO-Finance Officer	JUNE 2016	CY-Calendar Year (January 1-December 31) SFY-State Fiscal Year (July 1-June30) HANDBOOK FOR N.J. ASSESSORS	ASSESSORS' LAW MANUAL	N.J.S.A. N.J.A.C. 18:12A-1.2(c)
June 1 _(on or before)	CBT	County tax administrator shall furnish the Director, Division of Taxation with a certified report listing the board of taxation members in office at that time, whether their required courses have been satisfactorily completed by them and, if not, those courses still required to be taken, and shall also indicate the appointment date and expiration date of the term of office of each member.				
June 1 _(on or before)		File application annually for property tax reimbursement (freeze) with Director, Division of Taxation reflecting prerequisites on December 31 of the tax year for which claim is being made. Review new law increasing income eligibility limits.				54:4-8.70
June 1 _(on or before)	C	Disallowed deduction recipients required to repay deduction previously granted.		403.07	94-803	54:4-8.44a
June 1	C	Disallowed property tax deduction claims, if unpaid, become real property liens.				
June 1 _(on or before)	C	Collector to mail Notice of Disallowance of 2015 property tax deduction when Post-Tax Year Statement is not filed, or reveals income in excess of \$10,000, for those recipients whose illness or medical problem prevented timely filing on or before March 1, 2016.		403.09(3)	94-803	54:4-8.44a
June 1 _(on or before)	A	Where assessor denies an initial PTD application for property tax deduction made with him not later than December 31, 2015, assessor forwards a Notice of Disallowance (form PD4) to claimant stating that the deduction has not been granted for the current tax year.		403.09(1)	94-803	54:4-8.44a N.J.A.C. 18:14-3.10(a)1
June 1 _(on or before)	FO	Final installment of Consolidated Municipal Property Tax Relief Aid and Energy Tax Receipts Aid for SFY Municipalities subject to successful completion of Best Practices.			Per certification by Director, DLGS	
June 3 _(on or before)	C,CBT	County board of taxation to deliver corrected, revised and completed tax duplicates to collectors. Proceed with billing.		312.07	94-945	54:4-55
June 5 _(on or before)	C,CBT	Collector must complete and forward Certification of Property Tax Deductions (form PD-65.10) and Certification of Veterans Deductions (form VE-WVE-1) in duplicate to the county board of taxation.		Par. 401.24, Handbook for County Boards of Taxation		
2 nd Mon. in June	A	If Director, Division of Taxation requires, assessors shall report to the Director the description and valuation of railroad property not used for railroad purposes.		619.08		54:29A-16
June 14 _(on or before)	C	Final tax bills to be mailed if on CY; when billed annually, include preliminary taxes of following year. Third and fourth quarter tax bills to be mailed if on SFY.			95-010	54:4-64
June 15 _(on or before)	CBT	County board of taxation certifies to Director, Division of Taxation each year the number and total dollar amount of property tax and veterans deductions allowed and disallowed for the current tax year on report forms PD-65.15 and VE-WVE-2.		109.10	94-811	54:4-8.52
June 23	FO	Supplemental Energy Tax Receipts payment if on SFY.			Per certification by Director, DLGS	
June 30	C	Option of governing body to cancel uncollectable taxes and release tax collector within sixty days of filing by the tax collector if on CY.			95-045	54:4-91.2
June 30	FO	Finance officer to verify school levy payments at end of school fiscal period between paying municipality and recipient school district treasurers. Municipal treasurer or other authorized paying officer makes payment verifications.				
June 30	C	Last day for holding tax sale of prior year's delinquent taxes and other municipal liens if on SFY.				54:5-19
June 30	FO	All revenues to treasurer by officials handling monies in SFY.				
June 30	C	Mailing of estimated and reconciled tax bills, whenever a governing body of a municipality operating on CY determines that the tax collector will be unable to complete the mailings or deliveries by June 14.				54:4-66.3
June 30 _(on or before)	C	Mailing of estimated tax bill, third installment, where tax collector in SFY municipality is unable to complete mailing and delivery of tax bills by June 14.				54:4-66.4
June 30	FO	Close out petty cash account to budget appropriation if SFY.				

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June 2016

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
FINANCE OFFICERS-REMINDER Executive Board meeting of the GFOA of NJ, Jumping Brook Country Club, Neptune, NJ. June 10, 2016. For further information, contact Executive Director Michael Drulis at (973) 423-3415.	FINANCE OFFICERS - REMINDER Examination for Certified Municipal Finance Officer (C.M.F.O.) is scheduled for June 7, 2016. Applications must be postmarked thirty days prior to test date. Contact the Certification Unit, Department of Community Affairs, Division of Local Government Services PO Box 803, Trenton, NJ 08625-0803 or call (609) 292-9757.	ASSESSORS - REMINDER The Society of Professional Assessors is a non-profit organization dedicated to the advancement of professional standards, theory, and practice within the assessment profession. Executive Director is Shelby P. Jackson, III. Contact the S.P.A. at P.O. Box 1425, Wallingford, CT 06492 or online at www.societyofassessors.org.		ASSESSORS - REMINDERS -Process SR-1As promptly, accurately -Review accumulative sales listings, myNewJersey Portal, file SR-6 -Tax Map maintenance -Meeting of County Assessors Association -Meeting of the governing body -Public relations activity -Process building permits, new property record cards, added assessments, OPRA Request -Assessors' Association dues must be paid by July 1		
COLLECTORS - REMINDER Examination for certificate of Tax Collector (C.T.C.) is scheduled for June 22, 2016. Applications must be postmarked thirty days prior to exam date. Contact the Certification Unit, Department of Community Affairs, Division of Local Government Services, PO Box 803, Trenton, NJ 08625-0803 or call (609) 633-6349.			1	2	3	4
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19	20 Summer Begins at 6:34 P.M. EDT	21	22	23	24	25
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JULY 2016

A-Assessor CBT-County Board of Taxation	C-Collector	FO-Finance Officer	CY-Calendar Year (January 1-December 31) SFY-State Fiscal Year (July 1-June 30)		
DATES	CODE		HANDBOOK FOR N.J. ASSESSORS	ASSESSORS' LAW MANUAL	N.J.S.A.
July 1	A, CBT	In the event a county board of taxation cannot hear and determine any one or more appeals within the time prescribed in R.S. 54:3-26 , the board may at any time apply to the Director of the Division of Taxation for an extension of the time within which the appeal or appeals may be heard and determined.	1105.12	94-287	54:3-26; 54:3-26.1
July 1 <small>(on or before)</small>	FO	Transfers of prior years' appropriation permitted during first three months of this year if on SFY.			40A:4-59
July 1 <small>(by)</small>	FO	All municipal audits must be completed and filed within six months after the close of the fiscal year if on CY.			40A:5-4
July 1 <small>(on or before)</small>	C	Unpaid real property taxes become a lien if on SFY. Accrue to Tax Title Lien Ledger.			54:5-6
July 1 <small>(by)</small>	C	Disallowed property tax deduction, where extension of filing time was granted, is due and payable. If unpaid, constitutes a lien on the property.	403.07	94-803	54:4-8.44a
July 1	A, CBT	MOD IV Master file sent to Property Administration via appropriate medium.			
July 1 <small>(on or before)</small>	A	On or before July 1, 2016, the assessor shall mail to each taxpayer whose land has been assessed for Tax Year 2016 under the provisions of the "Farmland Assessment Act of 1964" a copy of the form prescribed to claim a continuance of valuation under the Act for Tax Year 2017 together with a notice that the completed form is required to be filed with the assessor on or before August 1, 2016.	616.08	94-865	54:4-23.15a
2 nd Tuesday in July	CBT	State Equalization Table prepared.		94-024 94-025	54:1-34; 54:1-35
July 15 <small>(on or before)</small>		Property tax reimbursement (freeze) payment, as the Director of the Division of Taxation calculates, annually mailed to eligible claimants.			54:4-8.71
July 15 <small>(on or before)</small>	FO	Supplemental Energy Tax Receipts payment if on CY.			
July 30 <small>(on or before)</small>	FO	Chief financial officer ascertains temporary appropriations budget if on SFY.			40A4-19
July 31	FO	Chief financial officer files Annual Debt Statement if on SFY.			
July 31	FO	Municipality's payment: Consolidated Police and Firefighter's Pension Fund "Pension-Increase Fund." Annual payment if on CY.			

June						
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July 2016

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
ASSESSORS - REMINDERS -Process SR-1A's promptly, accurately -Review accumulative sales listings, myNewJersey Protal, file SR-6 -Tax Map maintenance -Meeting of County Assessors's Association -Meeting of the governing body -Public relations activity -Process building permits, new property record cards, added assessments, OPRA Requests	ASSESSORS - REMINDER A series of conferences, courses, and workshops for municipal assessors will be held in regional locations throughout NJ. Call or write: Rutgers University/Center for Government Services 33 Livingston Avenue, Suite 200 New Brunswick, NJ 08901-1979 (732) 932-3640 extension 627; (732) 932-3586 (fax) www.policy.rutgers.edu/cgs	ASSESSORS - REMINDER IAAO's unique series of webinars may provide assessors with needed education conveniently and at a reasonable price for any budget. Covering all trends in the tax assessment industry IAAO's webinars can provide the relevant and timely knowledge assessors and their staffs require for their continued success. For additional information, visit the IAAO Internet Website at www.iaao.org/education/index.cfm .	FINANCE OFFICERS-REMINDER Executive Board meeting of the GFOA of NJ, Jumping Brook Country Club, Neptune, NJ. July 22, 2016. For further information, contact GFOA Executive Director Michael Drulis at (973) 423-3415.				
ASSESSORS, COUNTY BOARDS OF TAXATION - REMINDER Sign up for the MyNewJersey Portal at http://www.state.nj.us to access official information including news, directives, listings, forms, manuals, and other correspondence from the Division of Taxation in the Document Library. Assessors and county board personnel are notified by e-mail when new documents are posted onto the portal. Contact Chris Beitz at (609) 341 - 2708 or Taxation.PropAdmin@treas.nj.gov .					1	2	
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AUGUST 2016

A-Assessor CBT-County Board of Taxation	C-Collector	FO-Finance Officer	CY-Calendar Year (January 1-December 31) SFY-State Fiscal Year (July 1-June 30)		
DATES	CODE		HANDBOOK FOR N.J. ASSESSORS	ASSESSORS' LAW MANUAL	N.J.S.A.
August 1 <small>(on or before)</small>	FO	First installment of Consolidated Municipal Property Tax Relief Aid and Energy Tax Receipts Aid.			Per certification by Director, DLGS
August 1 <small>(on or before)</small>	A	All owners of farmland who would claim to have their land assessed under the Farmland Assessment Act in Tax Year 2017 must file an application (form FA-1) with the assessor.	616.03	94-861	54:4-23.1 et seq.
August 1	C	Third installment of taxes due.		95-014	54:4-66a
August 1 <small>(on or before)</small>	C,FO	Annual Treasurer of School Monies report.			18A:17-36
August 5 <small>(on or before)</small>	A	Property Administration must receive all SR-1A forms showing information on sales transactions used in compiling the 2016 Table of Equalized Valuations for State School Aid on or before August 5.			
August 10 <small>(on or before)</small>	FO	Introduction and approval of municipality's Annual Budget if on SFY.			40A:4-5
August 10 <small>(on or before)</small>	FO	Chief financial officer files Annual Financial Statement if on SFY.			40A:4-5 40A:5-12
August 15 <small>(on or before)</small>	CBT	County board of taxation presidents shall annually file a report (form TAS) that contains appeal information and statistics to the Director of the Division of Taxation for her review.	109.06	94-256	54:3-5.1
August 15	FO	Third installment of county taxes due.		95-027	54:4-74
August 25 <small>(by)</small>	CBT	Director of the Division of Taxation completes the State Equalization Table.		94-024	54:1-34
August 29	C	File collector's Annual Statement of Receipts if on SFY.		95-043	54:4-91

July

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August 2016

September

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
ASSESSOR - REMINDERS -Process SR-1As promptly, accurately -Review accumulative sales, myNewJersey Portal, file SR-6 -Tax Map maintenance -Meeting of County Assessors's Association -Meeting of the governing body -Public relations activity -Process building permits, new property record cards, added assessments, OPRA Requests		C.T.A. EXAMINATION ANNOUNCEMENT Tax Assessor Certification exam date is September 24, 2016. Filing deadline is August 25, 2016. Filing fee: \$10.00. Write to: Property Administration Attention: Assessors' Certification PO Box 251 Trenton NJ 08695-0251		ASSESSORS-REMINDER 82nd Annual International Conference on Assessment Administration, "International Conference on Assessment Administration," will be held on August 28-31, 2016 at the Tampa Convention Center, Tampa, FL. For additional information, please contact Thomas G. Glock at (856) 783-6655 ext. 149 or visit the I.A.A.O.'s Internet Website at www.iaao.org .		
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21	22	23	24	25 Filing Deadline for C.T.A. Examination	26	27
28	29	30	31		County Boards of Taxation, Assessors-Reminder The 45th Annual Conference of the New Jersey County Tax Board Association (NJACTB) is scheduled for August 29 - September 2, 2016 at the Grand Hotel, Cape May, NJ. For information on this conference, please contact Patty Marsh at (973) 285-6709 or PMarsh@co.morris.nj.us or visit the Association's Internet Website at www.njactb.org	

SEPTEMBER 2016

A-Assessor CBT-County Board of Taxation	C-Collector	FO-Finance Officer	CY-Calendar Year (January 1-December 31) SFY-State Fiscal Year (July 1-June 30)	HANDBOOK FOR N.J. ASSESSORS	ASSESSORS' LAW MANUAL	N.J.S.A.
DATES	CODE					
September 1 <small>(on or before)</small>	FO	Second installment of Consolidated Municipal Property Tax Relief Aid and Energy Tax Receipts Aid. Payment of Legislative Initiative Municipal Block Grant.				Per certification by Director, DLGS
September 1 <small>(on or before)</small>	A	The assessor may grant an extension of time for filing form FA-1 where satisfied that failure to file by August 1 was due to illness of the owner, or death of the owner or an immediate member of the owner's family.	616.05	94-853	54:4-23.6(d)	
September 1 <small>(on or before)</small>	A	Form PT-10 for tangible business personal property returns of local exchange telephone companies filed. On or before September 1, 2016 with respect to Tax Year 2017, owners of tangible personal property used in business of local exchange telephone systems are required to file returns with the assessor for the taxing district in which said property is located. "Local exchange telephone company" means a telecommunications carrier providing dial tone and access to 51% of a local telephone exchange.	703.09	94-532	54:4-1 54:4-2.48	
September 1 <small>(on or before)</small>	A	Form PT-10.1 for tangible business personal property returns for machinery, apparatus, or equipment of a petroleum refinery directly used to manufacture petroleum products from crude oil filed for Tax Year 2017 with assessor.	703.09	94-532	54:4-2.48	
September 10 <small>(on or before)</small>	CBT	County board of taxation shall revise the Table of Aggregates to include the tax rate for local taxing purposes for municipalities having adopted the SFY.	109.10(4)	94-941	54:4-52	
September 13 <small>(on or before)</small>	CBT	Table of Aggregates shall be transmitted to the county treasurer who shall file, print in its entirety, and transmit certified copy to the Director of the Division of Taxation, the State Auditor, the Director of the Division of Local Government Services in the Department of Community Affairs, the clerk of the board of freeholders, and the clerk of each municipality in the county.	313.02	94-942	54:4-52	
September 20 <small>(not later than)</small>	FO	Public hearing: Adoption of Annual Municipal Budget, if on SFY. Copies of budget, as adopted, in such form and quantity as Local Finance Board determines, shall be transmitted to the Director, Division of Local Government Services, and made available in print for public inspection at the local library, within three days after adoption. The adopted budget shall be provided for public inspection on the local unit's website, if one exists, and made available online.				40A:4-10
September 30 <small>(by)</small>	C	Mailing of estimated and reconciled tax bills, whenever a governing body of a municipality operating on a CY determines that the tax collector will be unable to complete the mailings or deliveries by June 14.				54:4-66.3
September 30 <small>(on or before)</small>	C	Reconciled tax bill, fourth installment, where tax collector in SFY municipality is unable to complete mailing and delivery of tax bills by June 14.				54:4-66.4

August

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September 2016

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
FINANCE OFFICERS-REMINDER Fall conference, GFOA, Sheraton Atlantic City Convention Center Hotel, Atlantic City, NJ September 14-16, 2016. Additional information visit: www.gfoanj.org	CLERKS-REMINDER Examination date for certification of Registered Municipal Clerks (R.M.C.) is October 5, 2016. Contact the Certification Unit, Department of Community Affairs, Division of Local Government Services, PO Box 803, Trenton, NJ 08625-0803 or call (609) 292-9757 for additional information.		REMINDER Examination for Certified Public Works Manager (C.P.W.M.) is scheduled for October 19, 2016. Applications must be received thirty days prior to test date. Contact the Certification Unit, Department of Community Affairs, Division of Local Government Services, PO Box 803, Trenton, NJ 08625-0803 or call (609) 292-9757 for additional information.		COLLECTORS - REMINDER Executive Board meeting, TCTANJ, September 8, 2016. Double Tree Hotel Tinton Falls/Eatontown located at 700 Hope Road, Tinton Falls, NJ 07724.	
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4	Labor Day	6	7	8	9	10
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18	19	20	21	Autumn begins at 10:21 A.M. EDT	23	24
25	26	27	28	29	30	C.T.A. EXAM

OCTOBER 2016

A-Assessor CBT-County Board of Taxation	C-Collector Board of Taxation	FO-Finance Officer	CY-Calendar Year (January 1-December 31) SFY-State Fiscal Year (July 1-June 30)	HANDBOOK FOR N.J. ASSESSORS	ASSESSORS' LAW MANUAL	N.J.S.A.
DATES	CODE					
October 1	A	Assessor values all real property located in the taxing district for tax purposes as of October 1 of the pretax year.		202.04	94-916	54:4-35
October 1	A,C	All required conditions for a veteran's property tax deduction of up to \$250 must exist as of October 1 of the pretax year.		405.02 405.03	94-787	54:4-8.15
October 1	A,C	Required conditions for property tax deduction must exist as of October 1 of the pretax year (sixty-five years of age for senior citizens, fifty-five years for surviving spouse/civil union partner/domestic partner, or occurrence of disability, by December 31 of the pretax year).		402.02 402.03	94-802	54:4-8.44
October 1 _(on or before)	A	Initial application (form F.S.1) for a blast or radiation fallout shelter tax exemption must be filed with assessor.		436.05	94-622	54:4-3.50
October 1 _(on or before)	A	Director, Division of Taxation promulgates Table of Equalized Valuations for State school aid.		1006.04	94-029	54:1-35.1
October 1 _(on or before)	A	The State Farmland Evaluation Advisory Committee (F.E.A.C.) publishes its recommended agricultural land values for use with the Farmland Assessment Act.		616.13	94-870	54:4-23.20
October 1	A,C	Assessor must file Added Assessment List and duplicate with county board of taxation.		312.13; 804.08	94-959	54:4-63.5
October 1	A,C	Assessor must file Omitted Assessment List and duplicate with county board of taxation.		312.14; 805.02	94-971	54:4-63.19
October 1	A,CBT	Assessor to file one copy of "Limited Exemption and Abatement Audit Trail" report with the county board of taxation and one copy with Property Administration.				
October 1 _(on or before)	A	Initial application (form WS-1) for water supply and sewerage disposal facilities exemption must be filed with assessor.		431.02	94-633	54:4-3.61
October 1	A	Exempt real property sold to non-exempt owner or any real property improved after October 1 and before January 1 may be valued and assessed as of the first day of the month following completion or sale of said property.		416.04 801.02(1)	94-956 94-981	54:4-63.2 54:4-63.28
October 1	A	The assessor shall determine the true taxable value of an improvement, conversion or construction of property that has applied for exemption and/or abatement.			92-700c	40A:21-1 et seq.
October 1	FO	Third installment of Consolidated Municipal Property Tax Relief Aid and Energy Tax Receipts Aid. Full payment of Garden State Trust Aid.		Per certification by Director, Division of Local Government Services		
October 1	A	Assessor certifies that, upon the basis of property assessments as of October 1 of of the year preceding the certification, the total taxable property value in all districts designated by the municipality, including the district being proposed in the ordinance, does not exceed 15% or 20% of the total taxable property assessed in the municipality, as provided in the ordinance adopted in accordance with statutory provisions.		509.01		52:27D-462
October 1	A	Assessor provides certification of the proposed preliminary revenue allocation plan and property tax increment base of district, estimate of taxable value of assessed property, statement of tax abatements or exemptions expected to be granted, etc.		509.05		52:27D-463
October 1	FO	Chief financial officer certifies revenue statement, description of proposed project(s) etc. for preliminary revenue allocation plan.				52:27D-463
October 1 _(after)	A	Assessor notified of structural material depreciation occurring after Oct. 1 and before Jan. 1.		605.03	94-917	54:4-35.1
October 6 _(on or before)	CBT	County board of taxation to notify Director, Division of Local Government Services, when copy of budget resolution (in SFY municipality) showing amount to be raised by taxation, is not received.				40A:4-16
October 10 _(on or before)	C,CBT	County board of taxation delivers added and omitted tax duplicates to collectors. Proceed with billing.		805.03 805.05	94-959 94-917	54:4-63.5 54:4-63.19
October 25 _(on or before)	A,C,CBT	Assessor/collector provide added assessment certification for fire districts on form CNC-3.				40A:4-45.44 et seq.
October 25 _(before)	C,CBT	Added and omitted assessment bills to be mailed at least one week before November 1. Within ten days of completion of the bulk mailing of tax bills for added and omitted assessments, the collector shall file with the county board of taxation a certification setting forth the date on which the bulk mailing was completed.		805.05	94-961 94-973	54:4-63.7 54:4-63.11 54:4-63.39
October 31 _(on or before)		The State Treasurer annually shall pay and distribute the amount of the Homestead Benefit (Rebate) that the Director of the Division of Taxation approves. Employees who do not enroll in Health Benefits Program when eligible may do so during the annual enrollment period in October. Coverage is effective January 1.			94-814w	54:4-8.63

¹ Taxing districts may appeal to the Tax Court to review **Table of Equalized Valuations** within forty-five (45) days following its promulgation.

94-029 54:1-35.1

September

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October 2016

November

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20	21	22	23	24	25	26
27	28	29	30			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
FINANCE OFFICERS-REMINDER Executive Board meeting of the GFOA of NJ, Jumping Brook Country Club, Neptune, NJ, October 7, 2016. For further information, contact GFOA Executive Director Michael Drulis at (973) 423-3415.	REMINDER Examination for certification of Certified Public Works Manager (C.P.W.M.) is scheduled for October 19, 2016. Applications must be received thirty days prior to test date. Contact the Certification Unit, Department of Community Affairs, Division of Local Government Services, PO Box 803, Trenton, NJ 08625-0803 or call (609) 292-9757 for additional information.	COLLECTORS-REMINDER 18th Annual Saul A. Wittes Foundation Educational Seminar of the Tax Collectors and Treasurers Association of New Jersey (TCTANJ) is scheduled for October 5, 2016. Double Tree Hotel Tinton Falls/Eatontown, located at 700 Hope Road, Tinton Falls, NJ 07724. www.tctanj.org	CLERKS-REMINDER Examination date for certification of Registered Municipal Clerks (R.M.C.) is October 5, 2016. Contact the Certification Unit, Department of Community Affairs, Division of Local Government Services, PO Box 803, Trenton, NJ 08625-0803 or call (609) 292-9757 for additional information.			
						1
2	3	4	5	6	7	8
9	10 COLUMBUS DAY	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2016

A-Assessor C-Collector FO-Finance Officer
CBT-County Board of Taxation

CY-Calendar Year (January 1-December 31)
SFY-State Fiscal Year (July 1-June 30)

DATES	CODE		HANDBOOK FOR N.J. ASSESSORS	ASSESSORS' LAW MANUAL	N.J.S.A.
Nov. 1 _(on or before)	A,C, CBT	Assessor completes form CNC-3 and forwards the original to the tax collector.			40A:4-45.44 et seq.
Nov. 1 _(on or before)	C	File tax collector's statement of uncollectable taxes with governing body if on SFY.		95-044	54:4-91.1
Nov. 1 _(on or before)	A	All new applicants for property tax exemption must file an Initial Statement (form I.S.) with the assessor. If an exemption has been granted for past years, the applicant must file a Further Statement (form F.S.) by November 1 of every third year.	414.16	94-755	54:4-4.4
Nov. 1 _(on or before)	FO	Fourth installment of Consolidated Municipal Property Tax Relief Aid and Energy Tax Receipts Aid.			Per certification by Director, DLGS
Nov. 1 _(on or before)	A	Assessor to send Notice of Disallowance to applicants requesting valuation under the Farmland Assessment Act where such claim has been disallowed.	616.10	94-862	54:4-23.13b
Nov. 1	C	Fourth installment of taxes due.		95-014	54:4-66a
Nov. 1	C	Omitted assessment taxes payable.	805.05	94-974	54:4-63.20
Nov. 1	C	Added assessment taxes payable.	805.05	94-962	54:4-63.8
Nov. 1	FO	Receipt of State payments for veterans' and property tax deductions.			54A:10-1
Nov. 1 _(after)	FO	Appropriation transfers during the last two months of fiscal year if CY.			40A:4-58
Nov. 5 _(by)	FO	All school audits shall be completed and filed not later than four months after the end of the school fiscal year.			18A:23-1
Nov. 11	C	Earliest date to commence accelerated sale of property for delinquent property taxes and other municipal liens if on CY.			54:5-19
Nov. 15 _(by)	A,CBT	Assessor submits compliance plan (form CP) for Tax Year 2017 with county board of taxation through county tax administrator for approval, if proposing compliance plan.	902.01		54:4-23 N.J.A.C. 18:12A-1.14(i)(2)
Nov. 15	FO	Fourth installment of county taxes due.		95-027	54:4-74
Nov. 15 _(by)	A	Taxing districts may appeal to the Tax Court to review Table of Equalized Valuations within forty-five (45) days following timely promulgation of Table.	1006.06	94-029	54:1-35.1

October

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November 2016

December

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
<p>ASSESSORS - REMINDER Submit paperwork for renewal certification for assessors on a credit cycle ending December 31st.</p>	<p>ASSESSORS-REMINDERS -Process SR-1As promptly, accurately -Review accumulative sales listings, myNewJersey Portal, file SR-6 -Tax Map maintenance -Meeting of CountyAssessors' Association -Meeting of the governing body -Public relations activity -Process building permits, new property record cards, added assessment, OPRA Requests</p>		<p>FINANCE OFFICERS-REMINDER Examination date for Certified Municipal Finance Officer (C.M.F.O.) is scheduled for December 6, 2016. Applications must be postmarked thirty days prior to test date. Contact the Certification Unit, Department of Community Affairs, Division of Local Government Service, PO Box 803, Trenton, NJ 08625-0803 or call (609) 292-9757 for additional information.</p>		<p>REMINDER The International Association of Fire Chiefs now employs the Change Your Clock, Change Your Battery program urging Americans to adopt a simple, lifesaving habit of replacing smoke alarm and carbon monoxide detector batteries when changing clocks back to Standard Time on Sunday, November 6, 2016. Changing these batteries is one of the most effective ways to reduce tragic deaths and injuries. If you cannot reach your alarms, ask the local fire department if they can help. Firefighters may also be able to advise you on where to best locate smoke alarms and carbon monoxide detectors.</p>		
	<p>COLLECTORS-REMINDER Examination for certification of Tax Collector (C.T.C.) is scheduled for December 21, 2016. Applications must be received thirty days prior to test date. Contact the Certification Unit, Department of Community Affairs, Division of Local Government Services, PO Box 803, Trenton, NJ 08625-0803 or call (609) 292-9757 for additional information.</p>	<p>ELECTION DAY</p>	1	2	3	4	5
6	7	8	9	10	11	12	
					<p>VETERANS DAY</p>		
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
				<p>THANKSGIVING DAY</p>			
27	28	29	30	<p>REMINDER 101st Annual Conference of the New Jersey State League of Municipalities will be held at the Atlantic City Convention Center in Atlantic City, NJ on November 15-17, 2016. For additional information regarding League events and continuing education courses, visit the various websites including www.njslom.org; www.amanj.org; www.tctanj.org; www.gfoanj.org.</p>			

DECEMBER 2016

A-Assessor C-Collector FO-Finance Officer
CBT-County Board of Taxation

CY-Calendar Year (January 1- December 31)
SFY-State Fiscal Year (July 1- June 30)

DATES	CODE		HANDBOOK FOR N.J. ASSESSORS	ASSESSORS' LAW MANUAL	N.J.S.A.
Dec. 1 (prior to)	A	Assessor may accept FA-1 applications prior to December 1 of the pretax year in cases where the assessed values in the assessment list for the year for which farmland assessment is applied reflect a program of revaluation of all property.	616.05	94-861	54:4-23.13a
Dec. 1 (by)	C	Mail first and second quarter tax bills for subsequent year if on SFY.		95-010	54:4-66.1
Dec. 1 (on or before)	A,C, CBT	Appeals from added assessments may be made to the county board of taxation on or before December 1 of the year of levy, or thirty (30) days from the date the collector of the taxing district completes the bulk mailing of tax bills for added assessments, whichever is later.	805.07	94-965	54:4-63.11
Dec. 1 (on or before)	A,C, CBT	Appeals from omitted assessments for current year may be made to the county board of taxation on or before December 1 of the year of levy, or thirty (30) days from the date the collector of the taxing district completes the bulk mailing of tax bills for omitted assessments, whichever is later.	805.07	95-001	54:4-63.39
Dec. 1 (by)	C	Collector to mail tax bill for preliminary first half (following year) where two billings annually if on CY.		95-010e	54:4-64a
Dec. 1 (on or before)	FO	Final installment of Consolidated Municipal Property Tax Relief Aid and Energy Tax Receipts Aid.		Per certification by Director, DLGS	
Dec. 20 (on or before)	A,CBT	County board computes and certifies to the Director of the Division of Taxation the aggregate decline, if any, in the true value of vacant land, comparing the current tax year to the base year. Aggregate changes so identified are its valuation base.			54:1-85
Dec. 31 (on or before)	A	Legal advertisement - where and when assessment list may be inspected by any taxpayer to ascertain what assessments have been made, and to confer informally with the assessor as to the correctness of the assessments, so that any errors may be corrected before the filing of the assessment list and duplicate.	1102.2	94-922	54:4-38
Dec. 31 (on or before)	A,C	Applications for veterans' deductions and property tax deductions for 2017 must be filed with assessor during the pretax year, thereafter with collector during the tax year.	406.02 403.03	94-785 94-801	54:4-8.13 54:4-8.43
Dec. 31 (on or before)	C	Applications for veterans' deductions and property tax deductions for current year (2016) must be filed with collector.	406.02 403.03	94-785 94-801	54:4-8.13 54:4-8.43
Dec. 31 (on or before)	C	Last day for holding accelerated sale of prior year's delinquent taxes or other municipal liens if on CY.			54:5-19
Dec. 31	FO	All revenues to treasurer by officials handling monies if on CY.			
Dec. 31	C	Option of governing body to cancel uncollectable taxes and release tax collector within sixty days of filing by the tax collector if on SFY.			
Dec. 31 (on or before)	C	Estimated tax bill, first installment, where tax collector in SFY municipality is unable to complete mailing and delivery of tax bills by December 1. Due date is February 1.			54:4-66.4
Dec. 31	FO	Close out petty cash account to budget appropriation if CY.			
Dec. 31 (on or before)		Eligibility for property tax reimbursement (freeze) shall reflect the prerequisites on December 31 of the tax year for which claim is being made.			54:4-8.70

November						
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December 2016

January						
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22	23	24	25	26	27	28
29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
ASSESSORS-REMINDERS -Process SR-1As promptly, accurately -Review accumulative sales listings, myNewJersey Portal, file SR-6 -Tax Map maintenance -Meeting of County Assessors' Association -Meeting of the governing body -Public relations activity -Process building permits, new property record cards, added assessments, OPRA Requests		COLLECTORS - REMINDER Examination for certificate of Tax Collector (C.T.C.) is scheduled for December 21, 2016. Applications must be postmarked thirty days prior to exam date. Contact the Certification Unit, Department of Community Affairs, Division of Local Government Services, PO Box 803, Trenton, NJ 08625-0803 or call (609) 633-6349.		FINANCE OFFICERS-REMINDER Examination date for Certified Municipal Finance Officer (C.M.F.O.) is scheduled for December 6, 2016. Applications must be postmarked thirty days prior to test date. Contact the Certification Unit, Department of Community Affairs, Division of Local Government Services, PO Box 803, Trenton, NJ 08625-0803 or call (609) 292-9757 for additional information.		FINANCE OFFICERS-REMINDER Executive Board meeting of the GFOA of NJ, Jumping Brook Country Club, Neptune, NJ, December 9, 2016. For further information, contact GFOA Executive Director Michael Drulis at (973) 423-3415.
COLLECTORS - REMINDER Executive Board meeting, TCTANJ, December 5, 2016. Double Tree Hotel Tinton Falls/Eatontown located at 700 Hope Road, Tinton Falls, NJ 07724.				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 Winter Begins at 5:44 A.M. EDT	22	23	24
25 CHRISTMAS DAY	26	27	28	29	30	31

ASSOCIATION OF MUNICIPAL ASSESSORS OF NEW JERSEY (AMANJ) - 2016

<u>Name and Title</u>	<u>Telephone Number</u>	<u>Fax Number</u>	<u>E-Mail Address</u>	<u>Website</u> www.amanj.org
Martin Lynch, Manchester Township, President	(732) 657-8121	(732) 657-7237	mlynch@manchestertwp.com	
Michele Hennessey, City of Jersey City, Secretary	(201) 547-5130	(201) 547-4949	MbHennessey@jcnj.org	
Carol C. Byrne, Tenafly Borough, Treasurer	(201) 568-6100 ext. 5532	(201) 569-4957	tax61@bergen.org	
Martin G. Blaskey, III, Haddon Township, Sergeant-at-Arms	(856) 854-1176 ext. 4124	(856) 327-6670	dasfusca@hotmail.com	
John R. Lloyd, Esq., Corporate Co-Counsel	(973) 325-1500	(201) 343-5181	jlloyd@csglaw.com	
Peter J. Zipp, Esq., Corporate Co-Counsel	(732) 605-1000	(732) 605-0700	pzip@zipplaw.com	

NEW JERSEY CHAPTER OF THE INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS (NJ- IAAO) - 2016

<u>Name and Title</u>	<u>Telephone Number</u>	<u>Fax Number</u>	<u>E-Mail Address</u>
Gregory Hutchinson, Howell Township, President	(732) 938-4500 ext.4325	(732) 414-3244	ghutchinson@twp.howell.nj.us
Chelsea Skuby, Ocean County, Vice President	(732) 929-2008	(732) 506-5197	cskuby@co.ocean.nj.us
Sue Davison, Avalon Borough, Secretary	(609) 425-5275		scdavison@hotmail.com
George R. Brown, Cape May County, Treasurer	(609) 465-1030	(609) 463-6395	georgebrown@gmail.com
John E. Butow, Long Branch City, Two-Year Director – 2016-2017	(732) 571-5658	(732) 222-1516	jbutow@longbranch.org
Frederick R. Millman, Pt. Pleasant Beach Borough, Director – 2016	(848) 333-0344	(732) 701-3244	NJIAAO@comcast.net

NEW JERSEY COUNTY TAX BOARDS ASSOCIATION, INC. (NJACTB) - 2016

<u>Name and Title</u>	<u>Telephone Number</u>	<u>Fax Number</u>	<u>E-Mail Address</u>	<u>Website</u> www.njactb.org
Donald J. Kenny, Hudson County, President	(201) 395-6260	(201) 395-6263	Dkenny@HCNJ.us	
Ernest J. Scheidemann, Passaic County, Vice President	(973) 478-5967	(973) 478-8843	erniebroker@verizon.net	
Carol M. Dennis, Treasurer (retired)	(973) 827-2680		carolmdennis@embarqmail.com	
Melissa D. Pritchett, Warren County, Secretary	(908) 475-6071	(908) 475-6075	Melissa.Pritchett@comcast.net	
Christopher R. Duryee, Union County, Parliamentarian	(908) 527-4775	(908) 527-4774	cduryee@ucnj.org	
Matthew S. Clark, Monmouth County, Website Information	(732) 431-7404 ext. 7402	(732) 409-4890	mclark@co.monmouth.nj.us	

TAX COLLECTORS AND TREASURERS ASSOCIATION OF NEW JERSEY (TCTANJ) - 2016

	<u>www.tctanj.org</u>	<u>E-Mail Address</u>
Internet Website:	www.tctanj.org	
Executive Director:	Vincent A. Belluscio, Jr.	executivedirector@tctanj.org
President:	Kammie L. Verdolina, CTC, Wall Twp.	kammie@tctanj.org
1 st Vice President:	Michele A. Adams, CTC, Maple Shade Twp.	madams@mapleshade.com
2 nd Vice President:	Rachellyn Edinger, CTC, Lopatcong Twp.	edingerr@lopatcongtpw.com
3 rd Vice President:	Linda M. Canavan, CTC, Saddle River Borough	lcanavan@saddleriver.org
Treasurer:	Jeanette Larrison, CTC/CMFO, Holmdel Twp.	jlarrison@holmdeltownship-nj.com
Corresponding Secretary:	Lisa M. Truppa, CTC/CMFO, Manville Borough	lisa719truppa@gmail.com
Recording Secretary:	Mary Picariello, CTC, North Hanover Twp.	mpicariello@northhanovertwp.com
Sergeant-at-Arms:	Paul M. Lesniak, CTC/CMFO, Elizabeth City	plesniak@elizabethnj.org
Chaplain:	Effie E. Pressley, CTC, Lakewood Twp.	epressley@lakewoodnj.gov
Membership Services Director:	Jeanne K. Decker	membership@tctanj.org
General Counsel:	Keith A. Bonchi, Esq.	kbonchi@gmslaw.com

GFOA OF NEW JERSEY (GFOANJ) - 2016

<u>E-Mail Address</u>	<u>Website</u> www.gfoanj.org
Michael Drulis, Executive Director, GFOA 308 West State Street (973) 423-3415; (fax) (973) 778-0270	
Doug Petix, President Millburn Township 308 West State Street Trenton, NJ 08618 (973) 423-3415; (fax) (973) 778-0270 dpetix@cityofnewbrunswick.org	

December						
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February						
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26	27	28				

January 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
ASSESSORS-REMINDERS -Earn Continuing Education credits throughout 2017 -Process SR-1As promptly, accurately -Review accumulative sales listings, myNewJersey Portal, file SR-6 -Tax Map Maintenance -Meeting of County Assessors' Association and the governing body -Public relations activity -Process building permits, new property record cards, added assessments, OPRA Requests		COLLECTORS, FINANCE OFFICERS, CLERKS - REMINDERS -Idle funds invested? -Property tax deductions on searches? -Farmland Assessment exemptions on searches? -County Association dues paid? -State Association dues paid? -Earn 15 Continuing Education credit hours every two years for tax collectors; 30 credit hours every two years for finance officers; 20 credit hours every two years for clerks		ASSESSORS - REMINDER Sign up for the MyNewJersey Portal at http://www.state.nj.us to access official information including news, directives, listings, forms, manuals, and other correspondence from the Division of Taxation in the Document Library. Assessors and county board personnel are notified by e-mail when new documents are posted onto the portal. Contact Chris Beitz at (609) 341-2708 or Taxation.PropAdmin@treas.nj.gov .		
1 NEW YEAR'S DAY	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 MARTIN LUTHER KING, JR.'S BIRTHDAY (observed)	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**REMINDERS
COLLECTORS AND FINANCE OFFICERS**

DAILY

- | | |
|---|----------------------|
| ✓ Deposit all money received within forty-eight hours. | N.J.S.A. 40A:5-15 |
| ✓ Open Public Records Act (seven-day response to requests). | R.S. 47:1A-1 et seq. |
| ✓ Destruction of Public Records Law. | R.S. 47:3-15 et seq. |
| ✓ Issue tax searches within fifteen days. | R.S. 54:5-18 |
| ✓ As needed, payment by municipality of school monies to Treasurer of School Funds. | R.S. 54:4-75 |

MONTHLY

DATES

N.J.S.A.

- | | | |
|-------------------------------|---|-----------|
| Upon receipt
of Statement | Reconcile bank statements for all accounts. | |
| 1 st | Collector's report. | 54:4-73 |
| 1 st (on or about) | File monthly report of Treasurer of School Funds. | 18A:17-36 |
| 7 th (after) | Federal Withholding tax deposited; Form 501, depending on payroll cycle. | |
| 10 th (by) | CFO's monthly statement of appropriations and expenditures. | |
| 10 th (by) | Pension fund employee deduction monthly remittances to State:
Police and Firefighters' Retirement System, Public Employees Retirement System,
Teacher's Pension and Annuity Fund. | |
| 15 th (after) | Federal Withholding tax deposited; Form 501, depending on payroll cycle. | |
| 22 nd (after) | Federal Withholding tax deposited; Form 501, depending on payroll cycle. | |
| 24 th (by) | New Jersey Health Benefit Fund monthly remittances; municipality and schools. | |
| 28 th (after) | Federal Withholding tax deposited; Form 501, depending on payroll cycle. | |
| End | Detailed monthly statement for all petty cash expenditures. | 40A:5-21 |

QUARTERLY
April, July, October, January

15 th	Social Security quarterly report to State of New Jersey, O.A.S.I.
End	Public Employees Retirement System, Police and Firefighters' Retirement System and Teachers' Pension and Annuity Fund quarterly report.
End (by)	Unemployment Reports.

AS NECESSARY/UNSCHEDULED EVENTS

- ✓ Notify governing body of note and bond sale results.
- ✓ File Supplemental Debt Statement with Director of DLGS with introduction of bond ordinances.
- ✓ Secondary market disclosure of SEC Rule 15c2-12 of material events reflecting on debt obligations.

TREASURER OF SCHOOL FUNDS
School Aid Payments via Automated Clearing House (ACH)

8 th and 22 nd – September through June	State formula aid deposit.
Weekly	FICA payments.
1 st of the month (December-June)	Preschool Expansion Aid.
1 st of the month (September-June)	Additional Abbott v Burke Aid (Abbott districts only).
1 st of the month (September-June)	Non-public Elementary and Secondary Education Auxiliary Services.
Varies by District	Debt service.

2016 PROPERTY ADMINISTRATION WORK CALENDAR

DEPARTMENT OF THE TREASURY
 DIVISION OF TAXATION
 PROPERTY ADMINISTRATION
 PO BOX 251
 TRENTON, NJ 08695-0251

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Co-Editors: Mike Pollard
 Christopher Santiago
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DEPARTMENT OF COMMUNITY AFFAIRS
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 PO BOX 803
 TRENTON, NJ 08625-0803

Co-Editors: Christine M. Zapicchi, Assistant Division Director
 Patricia A. Turin, Supervising Tax Collection Specialist

2017

January							February							March						
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa
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15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
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April							May							June									
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July							August							September							
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9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
23	24	25	26	27	28	29	27	28	29	30	31	24	25	26	27	28	29	30			
						30	31														

October							November							December							
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	
1	2	3	4	5	6	7				1	2	3	4						1	2	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
29	30	31	26	27	28	29	30	24	25	26	27	28	29	30							

<http://www.state.nj.us/treasury/taxation/lpt/localtax.shtml>