

**Borough of Palmyra  
20 West Broad Street**

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**INTEROFFICE MEMORANDUM**

**To: Mayor Karen Scheffler and Members of the Borough Council**  
**CC: John Gural, Borough Administrator**  
**From: Tanyika L. Johns, Tax Collector**  
**Donna Condo, Chief Financial Officer**  
**Date: Friday, June 13, 2014**

**Report of Estimated Tax Bills for the 3<sup>rd</sup> Quarter 2014**

The procedures for mailing estimated tax bills are as follows:

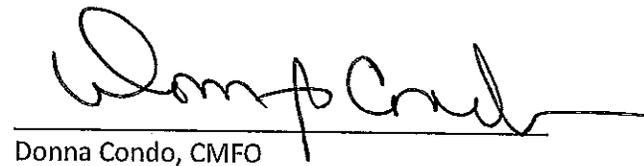
1. The governing body must determine that the Tax Collector will be unable to complete or deliver tax bills by the statutory due dates (June 14 ) and must adopt a resolution proclaiming such. This must be done in enough time to calculate and complete mailings by June 30.
2. Then the Tax Collector and Chief Finance Officer must calculate an estimated tax levy by multiplying the previous year's levy by .95 and 1.05. This provides a 5% range either lower or higher than the previous year's levy. The governing body must decide on a figure within those ranges or apply to the Division of Local Government Services by resolution with the requested amount of the levy and reason.
3. Once the levy is approved by the governing body by resolution tax bills can be calculated and mailed.
4. After the tax rate is certified by the county another mailing has to be done for the remaining quarters.

## Certification of 2013 Levy and 2014 Estimated Levy

We, Tanyika L. Johns, Certified Tax Collector of the Borough of Palmyra, and Donna Condo, Certified Municipal Finance Officer do hereby attest the below tax rates and levy's are correct and true to the best of our knowledge.

	2013 NET Valuation				2014 net valuation	
	481,138,005				479,413,048	
<u>Taxing Authority</u>	<u>2013 Levy</u>	<u>2013 Tax Rate</u>	<u>Range Below 95%</u>	<u>Range Above 105%</u>	<u>Recommended Estimated Levy</u>	<u>Estimated Tax Rate</u>
COUNTY TAX	1,772,986.40	0.369	1,684,337.08	1,861,635.72	1,808,446.13	0.377
COUNTY LIBRARY	161,168.85	0.034	153,110.41	169,227.29	164,392.23	0.034
COUNTY OPEN	79,193.20	0.017	75,233.54	83,152.86	80,777.06	0.017
**SCHOOL	8,554,333.00	1.778	8,126,616.35	8,982,049.65	9,103,320.00	1.899
**MUNICIPAL	5,498,895.93	1.142	5,223,951.13	5,773,840.73	5,585,704.00	1.165
**Actual Budget						
AMOUNT TO BE RAISED	16,066,577.38	3.340	15,263,248.51	16,869,906.25	16,742,639.42	3.49

  
Tanyika L. Johns, CTC

  
Donna Condo, CMFO

June 13, 2014