

**IN'S and OUTS OF RESOLUTIONS and TAX RATES
FOR TAX ASSESSORS & TAX COLLECTORS
EARN 5 CREDITS!**

September 19, 2019, NJ LAW CENTER, NEW BRUNSWICK, NJ

Approved by DCA for CTCs 5 CEUs 3 General/ Secondary Duties & 2 Reporting/Billing/Collections

Approved by NJ Taxation Division 4 CEUs in 4 Property Tax Administration

Approved for 5 CPEs for CPAs. RMAs, PSAs, PAs 5 Taxation

8:30am – 9:00 am Registration, **HOT BUFFET BREAKFAST**

9:00am – 1:10 pm Seminar Timetable

Resolutions: Working in Local Government, we frequently receive resolutions, or need to compose them. This session will give a description of what exactly a resolution is, why they are needed, for what are they needed. How to draft a resolution.

Best Practices: We will review the taxpayer bill of rights, what you need to know about that. Suggestions on how to serve taxpayers accordingly.

Tax Rates: The Assessor being the Asset Manager of the municipality should have a basic understanding of the tax rate, the effect revaluations, reassessments, tax appeals have on the tax rate. The breakdown of the tax rate, and the use of it's components (ex: CNC new construction calcs) Review of calculations And Estimated Bills.

Instructor: Melissa Rockwell- Tax Administrator-Sussex County Board of Taxation

Directions on our web site – "<http://ipd2.com>"

TO ASSURE PROPER POSTING, PLEASE ATTACH A COPY OF THIS APPLICATION WITH YOUR PAYMENT

Mail Checks to: Institute For Professional Development, PO Box 1468 Clifton, NJ 07015 (973)-777-4200

____ I wish to register for the 9/19/19- Resolutions & Best Practices Seminar

No One Will Be Permitted Without Purchase Order or Payment By Day of Seminar P.O. # _____

FAX YOUR REGISTRATION FORM TO (973)-777-0401

Cancellation Policy –48 Hrs in advance of seminar, in writing* During inclement Weather ,Call day before

SEMINAR INCLUDES HOT BUFFET BREAKFAST \$ 125.00 per person Registration At Door \$ 150.00

NAME _____ TITLE _____

ADDRESS _____

Organization or Government Unit

Telephone Number

Fax Number

CLAIMANTS CERTIFICATION & DECLARATION

I do solemnly declare and certify under the penalty of the law That the within bill is correct in all particulars, the articles Have been furnished or services rendered as stated herein, that no bonus has been given or received by any person or persons within knowledge of this claimant in connection with the above Claim and that the amount charged is a reasonable one.

Michael F. Conti

Michael F. Conti, Program Coordinator

P.O. Box 1468, Clifton, NJ 07015-1468 (973)-777-4200 - FAX (973) 777-0401

Just mail your check with this application form you do not need to send your Voucher for a separate signature since the presigned certification on the left can be attached to your Voucher in lieu of sending it to us for a signature. This form has been determined by DLGS to meet the requirement of the statutes for this type of expenditure.