

# TAX COLLECTOR'S UNDISBURSED FUNDS REPORT

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TAX COLLECTOR NAME \_\_\_\_\_

(print)

MUNICIPALITY \_\_\_\_\_

(Township or Borough)

Date \_\_\_\_\_

CHECK BOOK BALANCE \_\_\_\_\_

LESS:

BALANCE TO BE PAID OVER TO THE FOLLOWING

SCHOOL DISTRICT TAXES \_\_\_\_\_

BERKS COUNTY TAXES \_\_\_\_\_

MUNICIPALITY TAXES \_\_\_\_\_

REFUNDS \_\_\_\_\_

1 Accumulated over payments \_\_\_\_\_

2 Tax Collector's personal funds \_\_\_\_\_

REMAINING BALANCE- EXPLAIN at #3 below

\$

\_\_\_\_\_

1 Insignificant accumulated overpayment amounts may remain in the account until the Tax Collector completes his or her final term or resigns and closes the account. At that time, the solicitor for the Municipality should provide direction on how to disburse these amounts.

Duplicate payments \$5 or more should be researched and refunded as soon as possible when identified. After attempts at resolution have failed, solicitors should be consulted for disposition procedures.

2 Tax collector's funds are personal amounts required to open the account, certification/duplicate bill fees, etc. These amounts should be minimal to avoid commingling personal funds or masking errors.

3 Other (explain) \_\_\_\_\_

SIGNED \_\_\_\_\_

( Tax Collector )

DATE \_\_\_\_\_