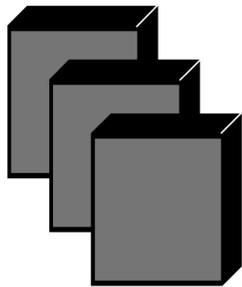


TAX COLLECTION SYSTEM

USER'S MANUAL



Municipal Software

809 Ann Street Stroudsburg Pa. 18360

1-800-225-6699

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Login In

Each session displays a "login" prompt, inviting the users to enter their login names. Each user is given a login name to prevent unauthorized access to the system. The login names should be kept confidential. Following entry of a valid login name the "password" prompt appears on the screen. This provides another level of security. Enter the correct password and you will be given access to the system.

When given access to the computer system a "Key Prompt" will appear (See Appendix A for details).

If your installation has multiple printers the Tax Collection functions may ask you to select a printer for your output.

Date Function

This program is used whenever you wish to set the Tax Collection day. This is necessary at the beginning of each day. This date is used with all transactions.

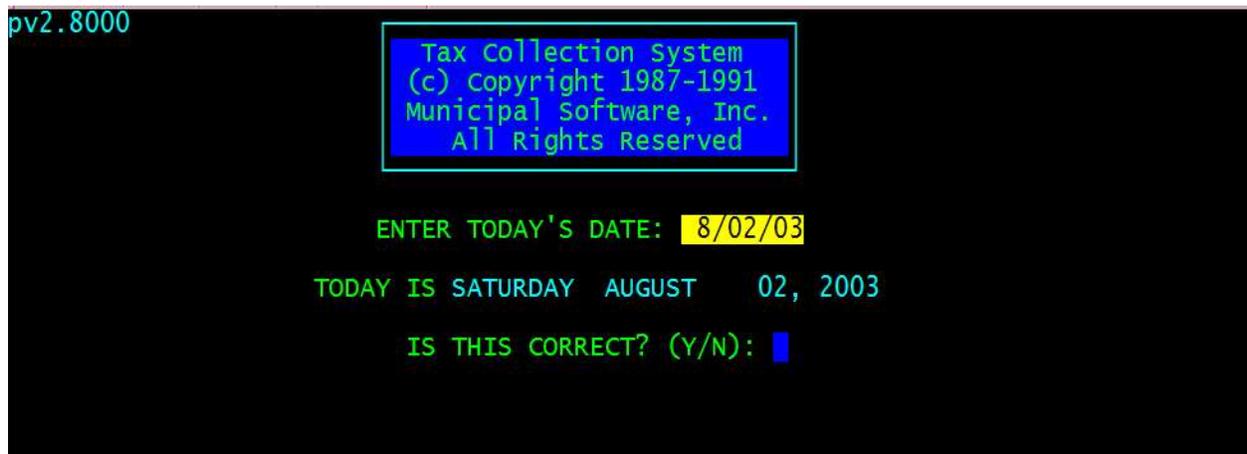


Fig 1

Enter the date as a series of five or six numbers without punctuation.
Examples:

October 10, 2003	-	Enter 101003
December 5, 2003	-	Enter 120503
January 2, 2003	-	Enter 10203

The computer will interpret the date including the day of the week. You are asked to confirm the date. Enter 'Y' or 'y' for YES. Enter 'N' or 'n' for NO.

Deposit Function

This function allows the user to prepare a pre-deposit slip which include all transactions since the previous deposit slip. Use this pre-deposit slip to inspect for errors before the actual deposit slip is printed. After the pre-deposit printout is inspected, print the deposit slip. Upon selecting the printer the following screen is displayed.

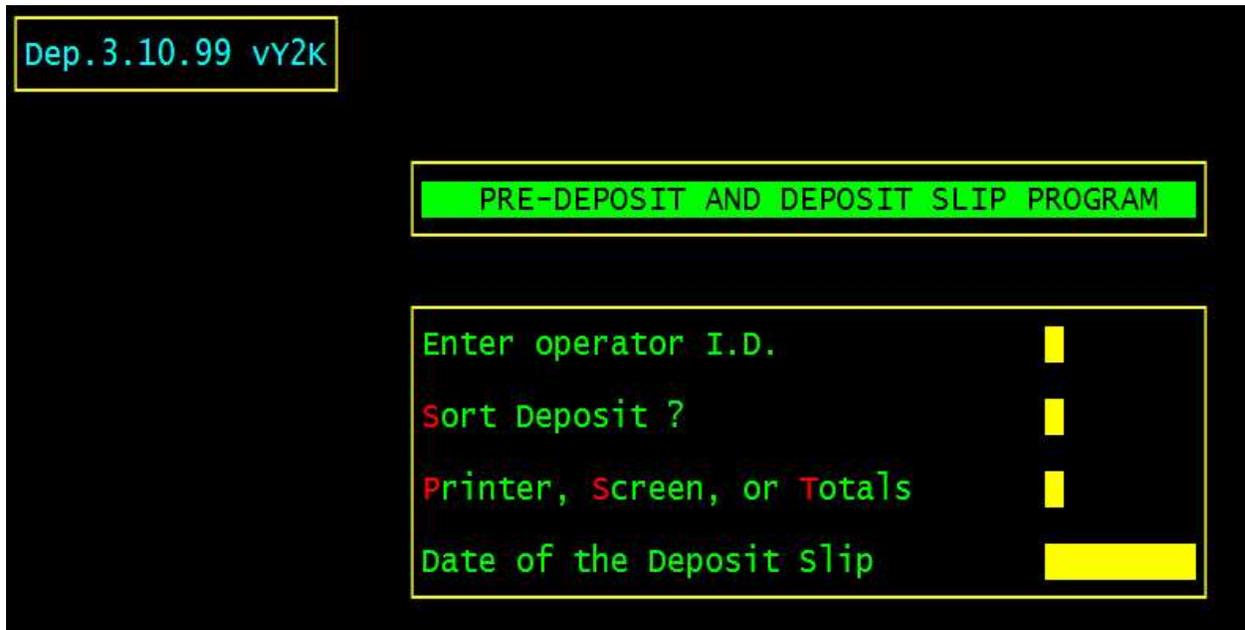


Fig 2

The user is asked to enter your operator id, select Sorted or Unsorted enter "P" or "V" for printer or video Version of the pre-deposit slip, next enter the deposit slip date. When entering the date follow the same format given in the date function in section 3 or just press <Enter> for the system date. After the completion of these three entries the user is asked to wait

the PRE-DEPOSIT slip is being generated and sent to the "spooler" for printing. This "spooling" is necessary in a multi-user environment to coordinate the printing of information from different users.

After inspection of the PRE-DEPOSIT slip, enter "T" for a receptor tape or "Y" for the DEPOSIT slip to be printed (The DEPOSIT slip must be printed there is no video option for the final deposit slip). Again the user is asked to wait while the information is being "spooled". If the user does not wish the information to be printed, answer "N".

A simple example of both the PRE-DEPOSIT and DEPOSIT reports (respectively) follows. Refer to example 1 and 2.

Example 1 "A simple Pre-deposit slip"

THIS IS A PRE-DEPOSIT REPORT. IT PROVIDES A PRELIMINARY VIEW OF THE DEPOSIT SLIP TO ALLOW CHANGES PRIOR TO UPDATING PROPERTY RECORDS

Township of Union

DEPOSIT SLIP

DEPOSIT SLIP NUMBER: 361
DEPOSIT SLIP DATE: 5/1/98

DATE	PAID BY	TAXID	BLOCK	LOT	QUAL	PY TAX	CUR TAX	PREPAID	INTERST	MODE	TOTAL
5/01/92	JACKSON SQUARE ASSOCIATES	1639	5	3.02			5582.37			CA	5582.37
5/01/92	FLEMING, ED. & JEANNE P.	530	1.03	5			622.73			CK	622.73
***** DEPOSIT TOTALS:											6,205.10

	*****	TOTAL CASH DEPOSITS:	5,582.37
	*****	TOTAL ADJUSTMENTS :	0.00
	*****	TOTAL CHECK DEPOSITS:	622.73

TOTAL LIEN	:	0.00
TOTAL INTEREST	:	0.00
TOTAL CURRENT TAXES	:	6,205.10
TOTAL PREPAID TAXES	:	0.00
TOTAL PRIOR YR TAXES	:	0.00
TOTAL TAX SEARCHES	:	0.00
TOTAL OTHER	:	0.00
TOTAL ADJUSTMENTS	:	0.00
		6,205.10

THIS IS A PRE-DEPOSIT REPORT. IT PROVIDES A PRELIMINARY VIEW OF THE DEPOSIT SLIP TO ALLOW CHANGES PRIOR TO UPDATING PROPERTY RECORDS

Example 2 "A simple Deposit slip"

Township of Union

DEPOSIT SLIP

DEPOSIT SLIP NUMBER: 361
DEPOSIT SLIP DATE: 5/1/98

DATE	PAID BY	TAXID	BLOCK	LOT	QUAL	PY TAX	CUR TAX	PREPAID	INTERST	MODE	TOTAL
5/01/92	JACKSON SQUARE ASSOCIATES	1639	5	3.02			5582.37			CA	5582.37
5/01/92	FLEMING, ED. & JEANNE P.	530	1.03	5			622.73			CK	622.73
***** DEPOSIT TOTALS:											6,205.10

	*****	TOTAL CASH DEPOSITS:	5,582.37
	*****	TOTAL ADJUSTMENTS :	0.00
	*****	TOTAL CHECK DEPOSITS:	622.73

TOTAL LIEN	:	0.00
TOTAL INTEREST	:	0.00
TOTAL CURRENT TAXES	:	6,205.10
TOTAL PREPAID TAXES	:	0.00
TOTAL PRIOR YR TAXES	:	0.00
TOTAL TAX SEARCHES	:	0.00
TOTAL OTHER	:	0.00
TOTAL ADJUSTMENTS	:	0.00
		6,205.10

Tax Functions

This program is the kernel of the system and contains all major Tax Collection capabilities. Enter your Password (figure 3) and operator ID. (figure 4).



Enter Password (Max 14 Characters) ? █

Fig 3

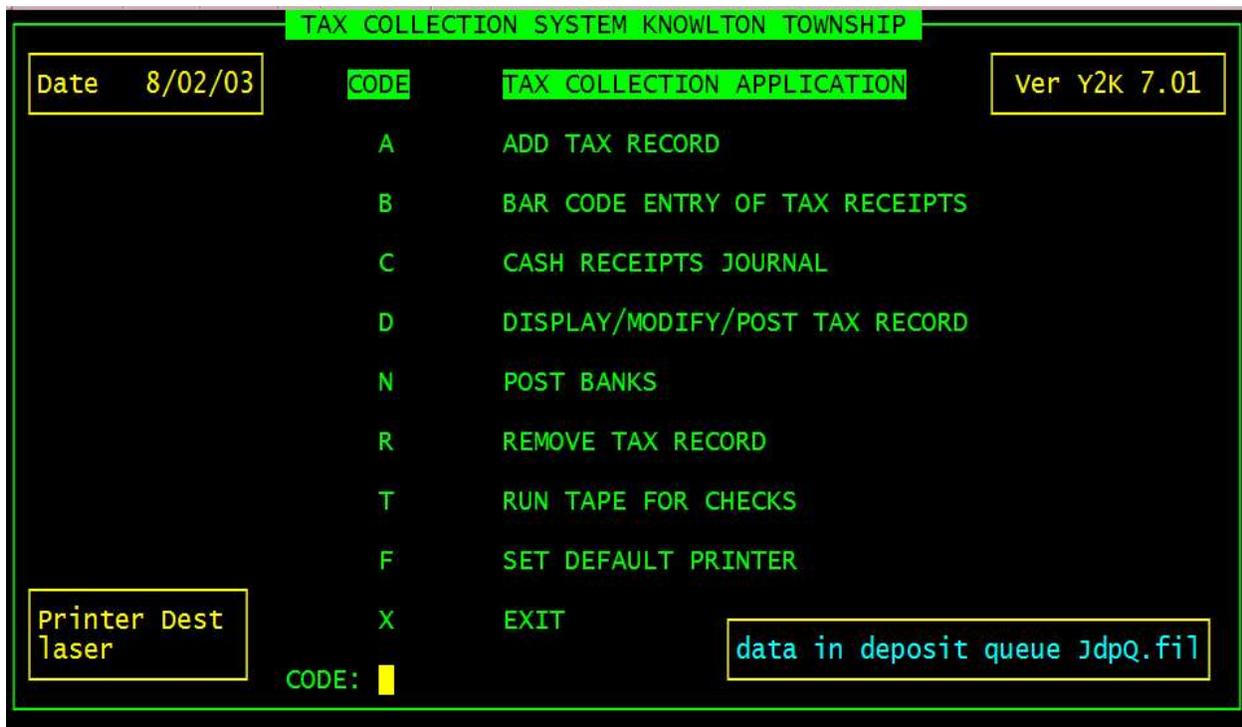


Enter operator I.D.: █

Fig 4

Note: Operator ID's should be coordinated within the group of users so that no two operators have the same ID. It is suggested to use the upper case first letter of the persons last or first name.

Having entered your password and operator ID. the application menu will be displayed allowing you to select the application you wish to run (figure 5). To select an application, enter its code. Press <Enter>. The application screen will appear.



```
TAX COLLECTION SYSTEM KNOWLTON TOWNSHIP
Date 8/02/03      CODE  TAX COLLECTION APPLICATION      Ver Y2K 7.01
A      ADD TAX RECORD
B      BAR CODE ENTRY OF TAX RECEIPTS
C      CASH RECEIPTS JOURNAL
D      DISPLAY/MODIFY/POST TAX RECORD
N      POST BANKS
R      REMOVE TAX RECORD
T      RUN TAPE FOR CHECKS
F      SET DEFAULT PRINTER
X      EXIT
Printer Dest laser
CODE: █
data in deposit queue jdpQ.fil
```

Fig 5

Add Tax Record

Upon selection of Add Tax Record from the Tax menu, you are asked to enter current quarter and if this is a current year record, (i.e. Is this record in the current duplicate or next years duplicate), Now a screen similar to figure 6 is displayed.

LINE NUMBER: (or press "X" to move back to ACTION line.)					
1	BLOCK	DIMENSION	PROP.CLASS.	PROPERTY OWNER S NAME	
2	LOT	BLDG.DESCR.	BANK CODE	STREET ADDRESS	ZONING
3	QUALIF.	ADD.LOTS	SUB-BANK	CITY, STATE	ZIP
4	TAX I.D.	ACREAGE	REC-STATUS	LOCATION	TMP TXSRCH#
1					
2					
3					
4	17854				
5	LAND VALUE	2002 NET.TAX	DC TOTAL TAX	PAYER (IF NOT OWNER)	Due Today
6	IMPROVMNTS	SP	DO DEDUCTNS	INCARE (IF NOT OWNER)	
7	EXEMPTIONS	CO EXMPT.AMT	UD 2003 NETX	PURCHASER	
8	NET TAX VAL	DE SPLTX.AMT	CE PENALTYTX	FACILITY NAME	
5					
6					
7					
8					
	DUE1Q	2Q	3Q	4Q	1Q
	BAL				2Q
	ADJ				
	TAX				
	I/D				
	PD				

Fig 6

Notice that the "TAX ID." is provided, automatically, and the cursor is placed to the right of "Line Number". The fields that are required are: Block, Lot, Property Owner's Name, Street Address, City, State, Location, and Zip. The remaining fields are optional. Each field is highlighted as you are guided through the screen. To skip an optional field hit the **<ENTER>** key then continue.

After a record is added you may modify the record by using "D" Display/Modify/Post from the Tax Application Menu.

When using "D" Display/Modify/Post to modify a record you may by-pass fields that you don't wish to modify by pressing the **<ENTER>** key.

NOTE: You can cancel out at any time by typing an "*" followed by a <ENTER> or by pressing <ESC>.

Cash Receipts Journal

Upon selection of Cash Receipts Journal from the Tax menu, a screen similar to figure 9 is displayed. The cursor is placed in the highlighted area denoted by "[]" (to the right of the word "ACTION").

```
ACTION:1 1=Add 2=Date 3=Modify <Page Down> <Page Up> 8=Exit
DATE: 8/02/03
NO.  MODE  RECEIVED FROM  CODE  YEAR  AMOUNT  COMMENT  RCPT
11   Joe           9    2003   10.00

1=Tax Search  2=Prior Year  3=Twp Lien  4=Dup Bill  5=Tax Lien
6=Lieu Tax    7=Unallocated 8=Sc Dis   9=Miscellane 10=Interest
11=Premium    12=Homestead 13=BAD CHECK 14=TO LIEN ACCT 15=SHUSTER
16=SUB TAX HDG 17=TX LN NISYS 18=STRUNK   19=TO LIEN ACCT 20=NJ SAVER
```

Fig 9

After selecting action "1" a sequential number appears to the left of the cursor denoted by "10". Enter the mode ("c" for cash or **<ENTER>** for check), the name of the person from whom the payment was received, and press **<ENTER>**.

Next enter the code (a list of the valid codes are at the bottom of the screen), press **<ENTER>**. The year will automatically be provided for you. Then enter the amount due, press **<ENTER>**. Place a comment if desired and press **<ENTER>**. Next if you have a receptor/validator enter an "R" for a receipt.

After completion, the display will look like figure 10. To exit from the form press **<ENTER>** for mode and **<ENTER>** again in the "Received From" column, this will return you to the action line. Selectin "8" for exit will return you to the main Tax Collection menu.

NO.	MODE	RECEIVED FROM	CODE	YEAR	AMOUNT	COMMENT	RCPT
11		Joe	9	2003	50.00	For Tax Manual	
12		Smith	4	2003	5.00	Block 1 Lot 1	
13							

Fig 10

To modify an existing record select Modify and press **<ENTER>**. Next select the line number to be changed and press **<ENTER>**. To change the highlighted area just type the correct information, to leave it unchanged press **<ENTER>**. **Note:** you can't leave any fields blank or zero (except comment) otherwise you will not be able to print your deposit ticket. To return to the Tax menu select "8" Exit and press **<ENTER>**.

Display/Modify/Post Tax Record

Upon selection of Display/Modify/Post Tax Record from the Tax menu, a screen similar to figure 11 is displayed.

```
TAX RECORD IDENTIFICATION KNOWLTON TOWNSHIP
DISPLAY TAX RECORD
Use Easiest Way To Identify Record <ESC> or '*' returns you to the main menu.

Place Stub Under Barcode Reader : [barcode]
Tax I.D. : [id]
Block, Lot, and Qualification : [block] [lot] [qualif]
Owner's Name : [name]
Location : [location]
```

Fig 11

You are prompted for the property identification information. To identify the property you may enter the Block, Lot, and Qualification, TaxID (account number), Name, or Location. Pressing **<ENTER>** causes the display of the property record sought (refer to figure 15). The property record display is intended to bear a close resemblance to the format of the Tax Duplicate.

When searching by name, a "?" may be used as a "wild card". For example, "SMITH?" will find all property records with the name "SMITH" along with any other characters.

The records which qualify are displayed similar to figure 12

#	ID	BLOCK	LOT	QUALIFIER	NAME
1	1237	4	6	QFARM	SMITH GUN CLUB C/O H CLAY TULLY
2	11700	60	13		SMITH RALPH
3	10270	48	15	QFARM	SMITH ROLAND / RACHAEL PICKENS
4	14483	68	29.06		SMITH, BRETT C & ROBYN J
5	14290	68	20		SMITH, CRAIG & MARILEE
6	12278	61	25		SMITH, DAVID & DONNA
7	9846	47	6		SMITH, DONALD
8	8585	44	40		SMITH, GLENN J & KAREN
9	15663	76	21		SMITH, HELEN G
10	11274	55	17		SMITH, JAMES R
11	11281	55	18		SMITH, JAMES R. & NANCY S.
12	307	3	20	Q0060	SMITH, JOHN H & JEAN M
13	1808	7	2.01	Q0060	SMITH, JOHN H & JEAN M
14	15342	75	4		SMITH, LAWRENCE & CAROLYN
15	15222	73	1		SMITH, LAWRENCE P & CAROLYN H
16	15254	74	2		SMITH, LAWRENCE P & CAROLYN H
17	15335	75	3		SMITH, LAWRENCE P & CAROLYN H
18	7817	41	8		SMITH, NATHAN J & JANIS I
19	11718	60	14		SMITH, RALPH
20	11651	60	9	QFARM	SMITH, RALPH C

PAGE DOWN next page, PAGE UP previous page, ARROWS move cursor, RETURN select

Fig 12

In the case of only one property record qualifying, that record is displayed. Otherwise you can view all qualifying records and select the property record of your choice by using "<PAGE DOWN> for then next page, <PAGE UP> for the previous page, <ARROW> keys moves the cursor, <ENTER> selects the record or <ESC> to exit with out selecting a record".

When searching by location, a "?" may be used as a "wild card". For example "DELAWARE?" will find all property records with the location "DELAWARE?" along with any other characters. The records which qualify are displayed similar to figure 13

#	ID	BLOCK	LOT	QUALIFIER	PROPERTY LOCATION
1	10961	52	2		1 DELAWARE RD
2	12486	61	43		4 DELAWARE RD
3	16184	61	43	Q0420	4 DELAWARE RD
4	10954	52	1		5 DELAWARE RD
5	10591	48	32		9 DELAWARE RD
6	10577	48	31		11 DELAWARE RD
7	10584	48	31.01		13 DELAWARE RD
8	10560	48	30.02		15 DELAWARE RD
9	11725	61	1		16 DELAWARE RD
10	11732	61	1	QFARM	16 DELAWARE RD
11	10552	48	30.01		17 DELAWARE RD
12	10545	48	30		19 DELAWARE RD
13	11740	61	1.01		20 DELAWARE RD
14	11757	61	2		22 DELAWARE RD
15	10538	48	29		23 DELAWARE RD
16	10520	48	28.04		27 DELAWARE RD
17	10513	48	28.03		31 DELAWARE RD
18	11813	61	7		32 DELAWARE RD
19	11820	61	7	QFARM	32 DELAWARE RD
20	11764	61	3		34 DELAWARE RD

PAGE DOWN next page, PAGE UP previous page, ARROWS move cursor, RETURN select

Fig 13

In the case of only one property record qualifying, that record is displayed. Otherwise you are prompted "<PAGE DOWN> for then next page, <PAGE UP> for the previous page, <ARROW> keys moves the cursor, <ENTER> selects the record or <ESC> to exit with out selecting a record".

From the "Tax Record Identification" screen (figure 14) use any method to display a property tax record.

```

TAX RECORD IDENTIFICATION KNOWLTON TOWNSHIP
DISPLAY TAX RECORD
Use Easiest Way To Identify Record <ESC> or '*' returns you to the main menu.

Place Stub Under Barcode Reader :      barcode
Tax I.D. :                               id
Block, Lot, and Qualification :         block      lot      qualif
Owner's Name :                           name
Location :                               location
  
```

Fig 14

When the property record is displayed look at the ACTION: line in figure 15 (top left corner of the screen). There are several actions that you can choose.

ACTION: 1=Post 2=Int 3=Modify 4=Detail 5=Adj 6=A/O 7=BLQ 8=exit 9=DT ?=Help							
1	BLOCK	DIMENSION	PROP.CLASS.	PROPERTY OWNER S NAME			
2	LOT	BLDG.DESCR.	BANK CODE	STREET ADDRESS		ZONING	
3	QUALIF.	ADD.LOTS	SUB-BANK	CITY, STATE		ZIP	
4	TAX I.D.	ACREAGE	REC-STATUS	LOCATION		TMP TXSRCH#	
1	5		2	TAYLOR, PHILLIP W & HEIDE F			
2	3	1.5SF		76 MT PLEASANT ROAD		FPD	
3				COLUMBIA NJ		07832	
4	1290	4.7000		76 MT PLEASANT RD		3	
5	LAND VALUE	2002 NET.TAX	DC	TOTAL TAX	PAYER (IF NOT OWNER)		
6	IMPROVMNTS	SP KNOWLTON	DO	DEDUCTNS	INCARE (IF NOT OWNER)		
7	EXEMPTIONS	CO EXMPT.AMT	UD	2003 NETX	PURCHASER		
8	NET TAX VAL	DE SPLTX.AMT	CE	PENALTYTX	FACILITY NAME		
5	71500	4375.52		4696.14	Due Today		
6	117100			0.00			
7		0.00		4696.14			
8	188600	0.00		0.00			
DUE1	1,093.88	2 1,093.88	3	1,254.19	4 1,254.19	1 1,174.04	2 1,174.03
BAL				1,254.19	1,254.19	1,174.04	1,174.03
ADJ							
TAX	1,093.88	1,093.88					
I/D	10.45						
PD	1,104.33	1,093.88					
NOTE:							

Fig 15

Note: Pressing <ENTER> at the ACTION line causes additional actions to be displayed.

1 = Post			
Permits entry of a payment. After entering "1" figure 16 will be displayed,			
Quarter:	Year: 2003 Mode: Date: 8/02/03 Tax: 1,254.19 Int: 0.00		
1 BLOCK	DIMENSION	PROP.CLASS.	PROPERTY OWNER S NAME
2 LOT	BLDG.DESCR.	BANK CODE	STREET ADDRESS
3 QUALIF.	ADD.LOTS	SUB-BANK	CITY, STATE
4 TAX I.D.	ACREAGE	REC-STATUS	LOCATION
5		2	TAYLOR, PHILLIP W & HEIDE F
3	1.5SF		76 MT PLEASANT ROAD
			COLUMBIA NJ
1290	4.7000		76 MT PLEASANT RD
5 LAND VALUE	2002 NET.TAX	DC TOTAL TAX	PAYER (IF NOT OWNER)
6 IMPROVMNTS	SP KNOWLTON	DO DEDUCTNS	INCARE (IF NOT OWNER)
7 EXEMPTIONS	CO EXMPT.AMT	UD 2003 NETX	PURCHASER
8 NET TAX VAL	DE SPLTX.AMT	CE PENALTYTX	FACILITY NAME
5	71500	4375.52	4696.14
6	117100		0.00
7		0.00	4696.14
8	188600	0.00	0.00
DUE1	1,093.88	2 1,093.88	3 1,254.19
BAL			4 1,254.19
ADJ			1 1,174.04
TAX	1,093.88	1,093.88	2 1,174.03
I/D	10.45		
PD	1,104.33	1,093.88	
Receipt Stub, Chk, Generic Chk, Bill validate, No Stub, 0 Edit Payer or Red Code			

Fig 16

If the information displayed on the "Posting Line" is correct press <ENTER> and the transaction will be posted to the property record refer to figure 17. If any changes to the information in the "Posting Line" are needed use the <ARROW> keys or the "FIELD" letters highlighted in red. You may have a receiptor/validator before pressing <ENTER> to post look at the lower part of the screen you may receipt a stub, bill, create a receipt, validate a check or edit the "Payer (If Not Owner)". If the "Payer field" is edited the "Payer" will appear on the deposit ticket instead of the owners name. To have the owners name appear (when a "payer" exists) edit the "payer field" by entering one <SPACE> followed by <ENTER>. This will remove the payer and the owner will appear on the deposit ticket.

Note: The computer will post the payment according to "Chapter 75".

The Tax Collection System will automatically distribute payments across years and quarters (including penalty and added/omitted taxes) based on the following (Chapter 75): Interest portion is taken first, payments are then taken starting with the oldest quarter first, stopping when the principal portion of the payment runs out or the delin-

quency is satisfied i.e. 2002 1st qtr, 2nd qtr, 3rd qtr, 4th qtr, A/O, penalty tax, 2003 1st qtr, 2nd qtr 3rd qtr, 4th qtr, A/O. If there is a balance left in the principal portion of the payment the remaining principal is then applied to the next successive tax quarters until the principal is either exhausted or the current year taxes are satisfied. If there is still principal left the system will post the remaining amount as an over payment.

When Modifying the "Posting Line" see figure 16 (Assuming we are modifying the entire line) Enter a two digit year, the mode of the transaction (c=cash or " "(**<SPACE>**)=check), the posting date as described in "Date Function" or **<ENTER>** for the system date, the Tax Collection system will automatically calculate the amount due with interest if any. If the payment is less than the amount calculated enter the amount or **<ENTER>** for the payment calculated. Finally the system will "split" the principal from the interest and display them separately, if the amounts are acceptable press **<ENTER>**, otherwise, enter the amount of principal and interest. If you have made a mistake in any item in this line, using the **<ARROW>** keys or the "FIELD" Label allows you to move to the item to make the correction. Entering: see figure 16 "R" will receipt a bill stub, "C" will receipt a check, "G" will receipt a check with out the owner information, "B" will validate a bill, and "N" will create a stub for the payment. When the data in the line is correct and all reciting is done, pressing **<ENTER>** at then end of the "Posting Line" causes this transaction to be reflected in the appropriate location at the bottom of the screen figure 17.

ACTION: 1=Post 2=Int 3=Modify 4=Detail 5=Adj 6=A/O 7=BLQ 8=exit 9=DT ?=Help							
1	BLOCK	DIMENSION	PROP.CLASS.	PROPERTY OWNER S NAME			
2	LOT	BLDG.DESCR.	BANK CODE	STREET ADDRESS			ZONING
3	QUALIF.	ADD.LOTS	SUB-BANK	CITY, STATE			ZIP
4	TAX I.D.	ACREAGE	REC-STATUS	LOCATION			TMP TXSRCH#
1	5		2	TAYLOR, PHILLIP W & HEIDE F			
2	3	1.5SF		76 MT PLEASANT ROAD			FPD
3				COLUMBIA NJ			07832
4	1290	4.7000		76 MT PLEASANT RD			3
5	LAND VALUE	2002 NET.TAX	DC TOTAL TAX	PAYER (IF NOT OWNER)			
6	IMPROVMNTS	SP KNOWLTON	DO DEDUCTNS	INCARE (IF NOT OWNER)			
7	EXEMPTIONS	CO EXMPT.AMT	UD 2003 NETX	PURCHASER			
8	NET TAX VAL	DE SPLTX.AMT	CE PENALTYTX	FACILITY NAME			
5	71500	4375.52	4696.14	Due Today			
6	117100		0.00				
7		0.00	4696.14				
8	188600	0.00	0.00				
DUE1	1,093.88	2 1,093.88	3 1,254.19	4 1,254.19	1 1,174.04	2 1,174.03	
BAL				1,254.19	1,174.04	1,174.03	
ADJ							
TAX	1,093.88	1,093.88	1,254.19				
I/D	10.45						
PD	1,104.33	1,093.88	1,254.19				
NOTE:							

Fig 17

2 = Interest

Allows you to calculate the interest on an amount due between the due date or last payment date (which ever is most recent) and the proposed pay date. The result is displayed similar to figure 18.

Year	Qtr	Tax Due	Days	8%	18%	Int Total	Qtr Total
2003							
	1	292.90	181	11.78	0.00	11.78	304.68
	2	292.90	91	0.75	11.64	12.39	305.29
2003	Tot	585.80		12.53	11.64	24.17	609.97
2002							
	1	277.69	541	33.38	0.00	33.38	311.07
	2	279.18	451	27.98	0.00	27.98	307.16
	3	306.62	361	24.60	0.00	24.60	331.22
	4	306.62	271	18.47	0.00	18.47	325.09
2002	Tot	1,170.11		104.43	0.00	104.43	1,274.54
DT Total		1,755.91		116.96	11.64	128.60	1,884.51 perdm 0.4613
TOTAL DUE :		1,884.51					

Enter "P" for Print or <Enter> to continue ...

Fig 18

ACTION: 1=Post 2=Int 3=Modify 4=Detail 5=Adj 6=A/O 7=BLQ 8=exit 9=DT ?=Help											
1	BLOCK	DIMENSION	PROP. CLASS.	PROPERTY OWNER'S NAME							
2	LOT	BLDG. DESCR.	BANK CODE	STREET ADDRESS			ZONING				
3	QUALIF.	ADD. LOTS	SUB-BANK	CITY, STATE			ZIP				
4	TAX I.D.	ACREAGE	REC-STATUS	LOCATION			TMP TXSRCH#				
1	5		1	DEMETRIOS, STEVEN							
2	9	1SST		380 PALISADE AVENUE			FPD				
3				CLIFFSIDE PARK NJ			07010				
4	1357	0.9100		51 WISHING WELL RD			3				
5	LAND VALUE	2002 NET.TAX	DC TOTAL TAX	PAYER (IF NOT OWNER)			Due Today				
6	IMPROVMENTS	SP KNOWLTON	DO DEDUCTNS	INCARE (IF NOT OWNER)			1,884.51				
7	EXEMPTIONS	CO EXMPT.AMT	UD 2003 NETX	PURCHASER			DT				
8	NET TAX VAL	DE SPLTX.AMT	CE PENALTYTX	FACILITY NAME			02				
5	50500	1171.60	1257.45								
6	0	00	0.00								
7		0.00	1257.45								
8	50500	0.00	0.00								
DUE1	292.90	2	292.90	3	335.83	4	335.82	1	314.37	2	314.36
BAL	292.90		292.90		335.83		335.82		314.37		314.36
ADJ											
TAX											
I/D											
PD											
NOTE:											

Fig 18b

As each property record is retrieved the interest due to the system date is displayed in the "Status Window" see Figure 18b under the label "Due Today" this is the amount with interest "Due Today". Figure 18 is the detail on how the amount "Due" is calculate. No record information is changed. Normally, you would want to print out interest calculations for future reference.

NOTE: If an added/omitted record or a penalty tax exists, the amount of the delinquency and its interest are included.

3 = Modify

Allows the property owners name, address, and bank code information to be changed.

ACTION: 1=Post 2=Int 3=Modify 4=Detail 5=Adj 6=A/O 7=BLQ 8=exit 9=DT ?=Help												
1	BLOCK	DIMENSION	PROP. CLASS.	PROPERTY OWNER'S NAME								
2	LOT	BLDG. DESCR.	BANK CODE	STREET ADDRESS								
3	QUALIF.	ADD. LOTS	SUB-BANK	CITY, STATE								
4	TAX I.D.	ACREAGE	REC-STATUS	LOCATION								
5	5		1	EMETRIOS, STEVEN								
6	9	1sST		380 PALISADE AVENUE								
7				CLIFFSIDE PARK NJ								
8	1357	0.9100		51 WISHING WELL RD								
9				FPD								
10				07010								
11				3								
12	LAND VALUE	2002	NET TAX	DC	TOTAL TAX	PAYER (IF NOT OWNER)						
13	IMPROVMENTS	SP	KNOWLTON	DO	DEDUCTNS	INCARE (IF NOT OWNER)						
14	EXEMPTIONS	CO	EXMPT. AMT	UD	2003	NETX	PURCHASER					
15	NET TAX VAL	DE	SPLTX. AMT	CE	PENALTYTX	FACILITY NAME						
16	50500		1171.60		1257.45	Due Today						
17	0	00			0.00	1,884.51						
18			0.00		1257.45	DT						
19	50500		0.00		0.00	02						
20	DUE1	292.90	2	292.90	3	335.83	4	335.82	1	314.37	2	314.36
21	BAL	292.90		292.90		335.83		335.82		314.37		314.36
22	ADJ											
23	TAX											
24	I/D											
25	PD											
26	NOTE:											

Fig 18c

You are prompted for the line to be modified. An item may be skipped by pressing <ENTER> or an <ARROW> key. To change a field enter the correct data and press <ENTER> when finish press the <ESC> key to finish editing.

4 = Detail

The amounts shown at the bottom of the property tax record screen are summary. "Detail" displays the component entries of these figures after entering "4" for detail and selecting "1" for transaction format a display similar to figure 19 will be shown. An "*" next to a payment indicates that it has been deposited.

An "<OPERATOR ID>" next to a payment indicates that it has not been deposited and may be changed.

Page 1 of 1 Next Page <Page Down>, Prev Page <Page UP>, Edit <S>, Exit <8>

BLOCK	DIMENSION	PROP. CLASS.	PROPERTY OWNER S NAME	
LOT	BLDG. DESCR.	BANK CODE	STREET ADDRESS	ZONING
QUALIF.	ADD. LOTS	SUB-BANK	CITY, STATE	ZIP
TAX I. D.	ACREAGE	REC-STATUS	LOCATION	TMP TXSRCH#
5		3B	TURNER, G CARMEN	
8			63 WISHING WELL ROAD	FPD
QFARM			COLUMBIA NJ	07832
17364	11.8500		63 WISHING WELL RD	3

Yr	Tran#	Qtr	Due	mode	paid	tax	int	Dep#	date
2003	1	1Q	8.12		8.25	8.12 *	0.13	25	4/15/03
2003	2	2Q	8.12		8.12	8.12 *		32	5/02/03
2003	3	3Q	11.80		11.80	11.80 *		52	8/02/03
2003	4	4Q	11.80		11.80	11.80 J			8/02/03
2003			39.84		39.97	39.84	0.13	Bal	0.00

Fig 19

To change an entry enter a "S" (Edit) at the prompt or "Page 1 of 1 Next Page <Page Down>, Previous Page <Page UP>, Exit <8>", you will then be asked to enter the the transaction number. The cursor will then be placed in to the code field, followed by tax, interest, and transaction date. Enter the correct data or use the <ENTER> or <ARROW> keys to move the cursor to the desired field.

ACTION: 1=Post 2=Int 3=Modify 4=Detail 5=Adj 6=A/O 7=BLQ 8=exit 9=DT ?=Help

BLOCK	DIMENSION	PROP. CLASS.	PROPERTY OWNER S NAME	
LOT	BLDG. DESCR.	BANK CODE	STREET ADDRESS	ZONING
QUALIF.	ADD. LOTS	SUB-BANK	CITY, STATE	ZIP
TAX I. D.	ACREAGE	REC-STATUS	LOCATION	TMP TXSRCH#
5		3B	TURNER, G CARMEN	
8			63 WISHING WELL ROAD	FPD
QFARM			COLUMBIA NJ	07832
17364	11.8500		63 WISHING WELL RD	3

LAND VALUE	2002 NET.TAX	DC	TOTAL TAX	PAYER (IF NOT OWNER)	Due Today
IMPROVMNTS	SP KNOWLTON	DO	DEDUCTNS	INCARE (IF NOT OWNER)	
EXEMPTIONS	CO EXMPT.AMT	UD	2003 NETX	PURCHASER	
NET TAX VAL	DE SPLTX.AMT	CE	PENALTYTX	FACILITY NAME	
1600	32.48		39.84		
0 00			0.00		
	0.00		39.84		
1600	0.00		0.00		
DUE1	8.12	2	8.12	3	11.80
BAL				4	11.81
ADJ				1	9.96
TAX	8.12		8.12		11.80
I/D	0.13				11.80
PD	8.25		8.12		11.80

NOTE: 4/11/03 - PER OWNER NOW PAYING OWN TAXES REMOVED BC 1175 FOR WASH MUTUAL

Fig 19A

To change the quarterly amounts "Due" (figure 19A) enter "4" for detail (From the main record action line) and "D" for due at the detail ACTION line, the property record screen will be displayed and the cursor will be placed in the first quarterly amount due. Enter the amount due for each specific quarter pressing <Enter> after each amount just pressing <Enter> moves the cursor without changing the data.

NOTE: Only the CTC can change the information using "S"(edit) or "D" (due).

5 = Adjust

Allows adjustments to the property record. Up to five adjustments can be

ADJUSTMENTS TO PERSONAL PROPERTY RECORD								
LINE NUMBER:	Enter line #, or 99 to erase, or <Return> to Property Record.							
ln	NATURE OF ADJUST	ASSESSMNT	DAYS	TOTAL AMT	1st QTR	2nd QTR	3rd QTR	4th QTR
1	State Appeal							
2	County Appeal							
3	Remittance							
4	Allow Sr.Cit.							
5	Disallow Sr.Cit.							
6	Allow Veteran							
7	Disallow Veteran							
8	Allow Vet2							
9	Disallow Vet2							
10	Allow widow							
11	Disallow widow							
12	Allow surv.Sp							
13	Disallow surv.Sp							
14	Allow Disabled							
15	Disallow Disabled							
16	Forclousure							
Trans to Over Paid								
				SUM=	0.00	0.00	0.00	0.00
								Distribute TOTAL AMT across quarters. 4th QTR remainder is automatic.

Fig 20

associated with a given property selected from:

State Appeal	County Appeal	Remittance	Allow Sr. Citizen	Disallow Sr. Citizen
Allow Veteran	Disallow Veteran	Allow Veteran 2	Disallow Veteran 2	Allow Widow
Disallow Widow	Allow Survivor	Disallow Survivor	Allow Disable	Disallow Disable
Forclousure				

To select an adjustment enter the adjustment number (see figure 20).

State Appeal	Enter the amount of the "new" assesmet the system will calualte the amount which you can distribue across the four quarters.
County Appeal	Enter the amount of the "new" assesmet the system will calualte the amount which you can distribue across the four quarters.

Remittance	Amount of the current year's tax which will be "remitted" (to forgive), then distribute this amount across the four quarters.
Allow Senior Citizen	Distribute the amount across the four quarters.
Disallow Senior Citizen	Enter the number of days the deduction will be disallowd. The system will then calculate the pro-rated amount. Distribute this amount across the four quarters.
Allow/Disallow Veteran	Distribute the amount across the four quarters.
Allow/Disallow Veteran 2	Distribute the amount across the four quarters.
Allow/Disallow Widow	Distribute the amount across the four quarters.
Allow/Disallow Survivor	Distribute the amount across the four quarters.
Allow/Disallow Disabled	Distribute the amount across the four quarters.
foreclosure	Distribute the amount across the four quarters.
Erase Adjustment	Enter "99" press <RETURN>, enter the adjustment number you wish erased press <RETURN>.

6 = A/O

If an added, omitted, or rollback record exists, an "AO" with the year of the added/omitted just to the right of the "AO" Figure 21a, will be present in the "Status Window". After entering "6", the "A/O" record will appear similar to figure 21b with a new set of "Actions".

ACTION: 1=Post 2=Int 3=Modify 4=Detail 5=Adj 6=A/O 7=BLQ 8=exit 9=DT ?=Help											
1	BLOCK	DIMENSION	PROP.CLASS.	PROPERTY OWNER S NAME							
2	LOT	BLDG.DESCR.	BANK CODE	STREET ADDRESS							
3	QUALIF.	ADD.LOTS	SUB-BANK	CITY, STATE							
4	TAX I.D.	ACREAGE	REC-STATUS	LOCATION							
1	5		3B	TURNER, G CARMEN							
2	8			63 WISHING WELL ROAD							
3	QFARM			COLUMBIA NJ							
4	17364	11.8500		63 WISHING WELL RD							
5	LAND VALUE	2002 NET.TAX	DC	TOTAL TAX	PAYER (IF NOT OWNER)						
6	IMPROVMNTS	SP KNOWLTON	DO	DEDUCTNS	INCARE (IF NOT OWNER)						
7	EXEMPTIONS	CO EXMPT.AMT	UD	2003 NETX	PURCHASER						
8	NET TAX VAL	DE SPLTX.AMT	CE	PENALTYTX	FACILITY NAME						
	1600	32.48		39.84							
	0 00			0.00							
		0.00		39.84							
	1600	0.00		0.00							
DUE1	8.12	2	8.12	3	11.80	4	11.80	1	9.96	2	9.96
BAL									9.96		9.96
ADJ											
TAX	8.12		8.12		11.80		11.80				
I/D	0.13										
PD	8.25		8.12		11.80		11.80				
NOTE: 4/11/03 - PER OWNER NOW PAYING OWN TAXES REMOVED BC 1175 FOR WASH MUTUAL											

Fig 21a

ACTION: 1=Pay 2=Int 3=Mod 4=Detail 5=adj >=Next <=Prev V=Void A=New Added 8=Exit

BLOCK	BLDG.DESCR.	PROP.CLASS.	PROPERTY OWNER S NAME	
LOT	ADD.LOTS		STREET ADDRESS	BILL CODE
QUALIF.			CITY, STATE	ZIP
TAX I.D.			LOCATION	TAX MAP PG
5		3B	TURNER, G CARMEN	
8			63 WISHING WELL ROAD	
QFARM			COLUMBIA NJ	07832
17364			63 WISHING WELL RD	3
LAND VALUE	MONTHS ASSESSED	COMPLETION DATE	PRORATED ASSESSMENT	RECORD TYPE
EXEMPTIONS	SPECIAL CODE	TOTAL TAX		TOTAL NUMBER
NET TAX VAL	SPEC TAX AMT	NET TAX		A/O RECORDS
0	12	1/01/03	500	
500				
	00	12.45		03 ADDED
500	0.00	12.45		1 of 1 a/o
DUE			4 12.45	1 3.12
BAL			12.45	2 3.11
ADJ				
TAX				
I/D				
PD				

Fig 21b

3=Modify A/O

Allows information such as Description, Land Value, Improvements, Months Assessed Completion Date and Record type to be changed. Each item in the is visited by pressing <Enter>. When you arrive at the field to be changed enter the correct data.

4=Detail A/O

The amounts shown at the bottom of the screen are summary. "Detail" displays the component entries of these figures. Up to five transactions can be presented. You can edit the transactions in the same method that you use in the main tax record.

5 = Adjust A/O

Allows adjustments to the Added property record in the same manner as the main property record. Up to three adjustments can be associated with a given property's Added/Ommited selected from:

State Appeal	Enter the amount of the "new" assesmet the system will calualte the amount which you can distribue across the four quarters.
County Appeal	Enter the amount of the "new" assesmet the system will calualte the amount which you can distribue across the four quarters.
Remittance	Amount of the current year's tax which will be "remitted" (to forgive), then distribute this amount across the four quarters.

">"=Next A/O

Each property record can have up to seven "A/O" records. After selecting "<right arrow>" the next "A/O" record is displayed.

8=Exit A/O

Returns you to the Property Tax Record screen.

V=Void Chk A/O

Allows for bounced checks. (see V=Void Chk)

7=BLQ

Returns you to the Property Identification Screen.

8=Exit

Returns you to the Application Menu Screen.

NOTE: If a property record has been modified with a "name and/or address changes" and there is a delinquent record associated with the current record "8=EXIT" will update the delinquent record with the same "name and/or address" changes). The action "7=Prev" will not update the delinquent record with any changes).

9=DT

Displays a delinquent tax record if one exists, indicated by a "DT" with the year just to the right of the "DT" symbol in the "Status Window". After entering "9" at the action line, you are prompted to enter the two digit year of the delinquency (last two digits) the delinquent year taxes are then displayed.

C=Redraw

Redraws the current property record screen.

CR(<RETURN> or <ENTER>) = Next Action Line

Displays the next action line.

G = Bankruptcy.

M = Total Multiple Transactions to Check

J = Turn off Multiple Transactions to Check

D = Delete Bank Codes

N = Note.

Allows you to enter a "NOTE" into the tax record which will be displayed at the bottom of the screen.

NOTE: Using the **<RIGHT ARROW>** when modifying the "Note" allows you to move past existing information in the "Note field" with out destroying it.

L=Lien(s)

If A Tax lien or Tax Title Lien exists an "LR" with the year of the Lien Record just to the right of the "LR", will be present in the "Status Window". Selecting "L" displays the associated Tax or Tax Title Lien record, which will allow for the Creation/Calculation/Display of the Lien. After "L" has been selected from the "Action" line a screen similar to figure 22 will be displayed with a new "Action" line.

ACTION: 1=Estab 2=Mod 3=Calc 4=Post N=New >=Next <=Prev B=Batch Liens 8=Exit									
1	BLOCK	LIEN #	OTHER AMNT	LIEN HOLDER					
2	LOT	SALE DATE	OTHER INT	STREET ADDRESS					
3	QUALIF.	TAX DUE	SALE COSTS	CITY, STATE				ZIP	
4	TAX I.D.	INTEREST	PREIM RECD	TAX IDENTIFICATION #				PHONE	
1	8	643	0.00	AMERICAN TAX FUNDING, LLC					
2	7	5/23/03	0.00	2409 PENNINGTON ROAD				1ra	199
3		756.32	0.00	PENNINGTON NJ				08534	
4	2914	8.32	0.00	1234					
5	INT RATE	TAX YEAR	T#	MODE	PAYMENT	PRINCIPAL	INTEREST	DATE	
6	REDM RATE	SEARCH FEE	1						
7	REDEM COST	OTHER FEES	2						
8	ACCRU INT	LIEN TYPE	3						
9	TOTAL DUE	PAYOF DATE	4						
5	0.18	2003	5						
6	0.00	0.00							
7	0.00	0.00							
8	0.00	SUB							
9	764.64	5/23/03							
DESCRIPTION OF OTHER MUNICIPAL CHARGES							PRINCIPAL	INTEREST	
1	UTILITY CHARGES						0.00	0.00	
2							0.00	0.00	
3							0.00	0.00	
4							0.00	0.00	

Fig 22

1 = Establish Lien

Creates a Lien or Tax Title Lien, After entering "1" for Establish you are prompted to enter the "Lien Number" , "Lien Date" (enter this date as described in the Date Function), the Tax Collection System will automatically calculate the amount of Lien including interest up to the "Lien Sale Date", press **<Enter>** to accept this amount or enter your own amount, next the system will automatically calculate the amount of the cost for advertisement, press **<Enter>** to accept the amount or enter your own amount. Now enter any Utility charges, if none press **<Enter>**. Enter the interest rate (18% would be entered as 0.18, 8% as 0.08). Enter any premiums received, if none press **<Enter>**. Enter the proper code for the lien type (T=Tax Title, S=Subsequent,

followed by the last two digits of the year requested. You will not be allowed to post any transactions to prior years. After entering the last two digits of the year requested a screen similar to figure 16 on page 15.

R = Return to parent record.

When displaying a delinquent record this action returns you to the current years record.

A=Add to Overpay Record

Adds an overpayment to the overpaid record for disbursement (see O = Overpaid Record below).

O=Overpaid Record

Displays the overpaid record if one exists. An "OPR" with a two digit year (in red) to the right will appear in the status window when an overpaid record is present and is carrying a balance. A Blue two digit year will appear in the status window when an overpaid record is present and is not carrying a balance. After entering "O", the overpaid record will appear with a new set of "ACTIONS". The overpaid record screen will appear similar to figure 24

```

ACTION: 1=Apply 2=Refund 3=Cancel >=Nextrec <Prevrec 5=TransferUnall 8=Exit
1  BLOCK          ORIGINA  PROPERTY OWNER S NAME  RECORD DATE
2  LOT            ORIGPROP  STREET                 BILL CODE
3  QUAL           ORIG.AO   CITY, STATE            ZIP
4  TAXID          CURR.OVER  LOCATION               TAX MAP PG
1  7              22.01     QUINN, ERROL L & PAMELA G  12/31/96
2  24.05         22.01     BOX 211, 14 HEMLOCK RD
3  Q0560         0.00      COLUMBIA, NJ           07832
4  2583         22.01     18 HEMLOCK RD
CODE  DATE  AMOUNT  CHECKNUM  AUTHORITY  APPLY TO  TAXID  BLOCK  LOT  QUAL

```

Fig 24

1=Overpay Apply Over Paid

Applies moneys to any record. You must know the "TAXID or Block, LOT and/or Qualification code" of the record that the money is being applied to. You are prompted for the date, amount, checknum (doubles as a resolution number), and the "TAXID or Block, LOT and/or Qualification code". Up to ten transaction are allowed on any overpaid record.

2=Refund Over Paid

Allow the Collector to issue a refund. You are prompted for the date, amount, and a check number. Up to ten transaction are allowed on any overpaid record.

3=Cancel Over Paid

Allows the Collector to cancel overpayments. You are prompted for the date, amount and a check number (doubles as a resolution number).

8=Exit Over Paid

Exits the overpaid record and returns you to the current record.

Q=QFARM

Allows you to access a "QFARM" qualified record (with out reentering any information other than a "Q") when the current record has a farm land assessment associated with the same block and lot.

">"=NEXT

Allows you to advance to the next block and lot. This action only works when the property record is access by block, lot, and qualifier. The advancement is in block and lot order. **NOTE:**">" is the right arrow key.

<=PREV

Allows you to advance to the previous block and lot. This action only works when the property record is access by block, lot, and qualifier. The advancement is in block and lot order. **NOTE:**"<" is the left arrow key.

B=BLQ

This action allows you to look up a property record by block, lot, and qualifier with out leaving the tax record screen.

F=Print Search Form

This action allows a user to print "An Official" tax search form. After entering "F", enter up to 10 digits for the application number, followed by the search name, street, city, state, and zip.

?=HELP

This action displays to the user a brief comment about each action listed on the action line.

U=Update From Previous Year

This action should not be used with out calling Municipal Software first at 1-800-225-6699. It allows for the creation of delinquent previous year property records either manually or automatically based on certain criteria.

P=Print Tax Record

Selection of PRINT TAX RECORD the property record is printed similar to Example 3.

Example 3 "Property Tax Record"

PROPERTY TAX RECORD KNOWLTON TOWNSHIP
Page 1 Fri Sep 19 12:08:36 EDT 2003

Property Information
Block : 12 Lot: 4 Qualification : Q0140 Deductions:
Tax Account Number : 3749 Senior: 0
Dimension : Vet : 0
Property location : 25 STARK RD Widow : 0
Property Class : 3B Survivor: 0
Bank code : 01175 BANK OF AMERICA C/O Disabled: 0
Deduction amount: 0.00

Owner Information
PROVENCHER, ROBERT, JOANNE, DIANE
600 ROUTE 94
COLUMBIA NJ 07832

Property Tax Information
2002 Net Tax : 185.60 Land value: 10,100
2003 Net Tax : 251.49 Improvement value: 0
2003 Total Tax: 251.49 Net taxable value: 10,100

Special Tax codes : Special Tax Amount : 0.00

Tax Quarter History: 2003
Due Feb. 1st Due May 1st Due Aug. 1st Due Nov. 1st
1st Quarter 2nd Quarter 3rd Quarter 4th Quarter 1/2 next yr
Tax Due: 46.40 46.40 79.35 79.34 125.75
Tax Paid: 46.40- 46.40- 44.57- 0.00 0.00
Balance: 0.00 0.00 34.78 79.34 125.75

NOTE:

2003 Balance Summary
Totals Due: 251.49 Paid : 137.37 Adjust: 0.00 Bal: 114.12

Tax Quarter History: 2002
Due Feb. 1st Due May 1st Due Aug. 1st Due Nov. 1st
1st Quarter 2nd Quarter 3rd Quarter 4th Quarter 1/2 next yr
Tax Due: 60.20 60.20 32.60 32.60 92.80
Tax Paid: 60.20- 60.20- 32.60- 32.60- 0.00
Balance: 0.00 0.00 0.00 0.00 92.80

NOTE:

2002 Balance Summary
Totals Due: 185.60 Paid : 185.60 Adjust: 0.00 Bal: 0.00

PROPERTY TAX RECORD KNOWLTON TOWNSHIP
Page 2 Fri Sep 19 12:08:36 EDT 2003

Transaction History
Tax Year Tax Due Tax Paid Interest Date Paid Total Paid Dep#
2002 Tax Year
Bal Forward 0.00
1st Quarter 60.20 60.20 0.00 2/09/02 60.20 12
2nd Quarter 60.20 60.20 0.00 2/09/02 60.20 12
3rd Quarter 32.60 32.60 0.00 8/10/02 32.60 66
4th Quarter 32.60 32.60 0.70 2/07/03 33.30 10
Ending Bal 0.00
2003 Tax Year
Bal Forward 0.00
1st Quarter 46.40 13.10 0.00 2/07/03 13.10 10
2nd Quarter 46.40 45.67 0.73 5/09/03 46.40 35
3rd Quarter 79.35 78.60 0.74 8/09/03 79.34 56
4th Quarter 79.34
Ending Bal 114.12

Summary of Transactions for All Years Listed Above By Dates:
mode paid tax int date
46.40 45.70 0.70 2/07/03
46.40 45.67 0.73 5/09/03
79.34 78.60 0.74 8/09/03
120.40 120.40 2/09/02
32.60 32.60 8/10/02

V=Void Transaction (Bounce Checks)

This action allows you to void a transaction. After entering "V" you are asked if the transaction is a current year or next year (prepaid). The transactions selected are displayed similar to figure 25. Enter the line number of the bounced check transaction followed

Line #	Dep Slip #	Mode	Tax	FL	Intrest	Date
1	--> 10		13.10	*	0.00	2/07/03
2	--> 35		45.67	*	0.73	5/09/03
3	--> 56		78.60	*	0.74	8/09/03
4	--> 0		0.00		0.00	0/00/00
5	--> 0		0.00		0.00	0/00/00
6	--> 0		0.00		0.00	0/00/00
7	--> 0		0.00		0.00	0/00/00
8	--> 0		0.00		0.00	0/00/00
9	--> 0		0.00		0.00	0/00/00
10	--> 0		0.00		0.00	0/00/00
11	--> 0		0.00		0.00	0/00/00
12	--> 0		0.00		0.00	0/00/00
13	--> 0		0.00		0.00	0/00/00
14	--> 0		0.00		0.00	0/00/00
15	--> 0		0.00		0.00	0/00/00
16	--> 0		0.00		0.00	0/00/00
17	--> 0		0.00		0.00	0/00/00
18	--> 0		0.00		0.00	0/00/00
19	--> 0		0.00		0.00	0/00/00
20	--> 0		0.00		0.00	0/00/00

Enter Line Number of Bounced Check:

Fig 25

by <Enter>, next the system asks "Do you really want to update this record <Y or N> ?", enter "Y" to complete the transaction or "N" do not complete this transaction.

Note: Voiding a transaction should only take place after the transaction has been deposited.

Z=Transfer Transaction

This action allows you to transfer transactions to another tax record. After entering "Z" you are asked if the transaction is a current year or next year (prepaid). The transactions for the year selected are displayed similar to figure 25. Enter the line number of the transaction followed by the account number of the Tax Record which is to receive the tax payment followed by <Enter>, next the system asks "Do you really want to update this record <Y or N> ?", enter "Y" to complete the transaction or "N" do not complete this transaction.

Note: Transferring a transaction should only take place after the transaction has been deposited.

S = Edit Tax Record

This is a pass word protected function and the CTC is the only person authorized to use this function.

Remove Tax Record

Upon selection of Remove Tax Record form the Tax menu, a screen similar to figure 27 is displayed.

```
TAX RECORD IDENTIFICATION KNOWLTON TOWNSHIP
DELETE/UNDELETE TAX RECORD
Use Easiest Way To Identify Record <ESC> or '*' returns you to the main menu.

Place Stub Under Barcode Reader :    barcode
Tax I.D. :                            id
Block, Lot, and Qualification :      block    lot    qualif
Owner's Name :                        name
Location :                             location

█
```

Fig 27

You are now prompted for the property identification information. After the appropriate information is entered a screen similar to figure 28 is displayed.

Open ARE YOU SURE YOU WANT TO DELETE THIS PROPERTY TAX RECORD? (Y/N/D)

BLOCK	DIMENSION	PROP. CLASS.	PROPERTY OWNER S NAME	
LOT	BLDG. DESCR.	BANK CODE	STREET ADDRESS	ZONING
QUALIF.	ADD. LOTS	SUB-BANK	CITY, STATE	ZIP
TAX I.D.	ACREAGE	REC-STATUS	LOCATION	TMP TXSRCH#
7		2	ALLSOP, BARBARA	
2	2SF		43 MT PLEASANT ROAD	FPD
FARM REC			COLUMBIA NJ	07832
1780	1.0000		43 MT PLEASANT RD	4
LAND VALUE	2002 NET.TAX	DC	TOTAL TAX	PAYER (IF NOT OWNER)
IMPROVMNTS	SP KNOWLTON	DO	DEDUCTNS	INCARE (IF NOT OWNER)
EXEMPTIONS	CO EXMPT.AMT	UD	2003 NETX	PURCHASER
NET TAX VAL	DE SPLTX.AMT	CE	PENALTYTX	FACILITY NAME
51000	5426.48		5824.11	
182900			0.00	
	0.00		5824.11	
233900	0.00		0.00	
DUE1	1,356.62	2	1,356.62	3
BAL			1,555.44	4
ADJ			1,555.43	1
TAX	1,356.62		1,356.62	2
I/D			1,555.44	1,456.03
PD	1,356.62		1,356.62	1,456.03
NOTE:				

Fig 28

Upon completion this marks the record as deleted, but does not physically remove the record. If you try to access a record that was deleted the Tax Collection System will display the record similar to figure 28.1.

ACTION: 1=Post 2=Int 3=Modify 4=Detail 5=Adj 6=A/O 7=BLQ 8=eXit 9=DT ?=Help

BLOCK	DIMENSION	PROP. CLASS.	PROPERTY OWNER S NAME	
LOT	BLDG. DESCR.	BANK CODE	STREET ADDRESS	ZONING
QUALIF.	ADD. LOTS	SUB-BANK	CITY, STATE	ZIP
TAX I.D.	ACREAGE	REC-STATUS	LOCATION	TMP TXSRCH#
3		3B	BILLINGS, WILLIAM J	
31			102 STONY BROOK ROAD	FPD
Q0080			COLUMBIA NJ	07832
522	0.9900	DELETED REC	104 STONY BROOK RD	5
LAND VALUE	2002 NET.TAX	DC	TOTAL TAX	PAYER (IF NOT OWNER)
IMPROVMNTS	SP KNOWLTON	DO	DEDUCTNS	INCARE (IF NOT OWNER)
EXEMPTIONS	CO EXMPT.AMT	UD	2003 NETX	PURCHASER
NET TAX VAL	DE SPLTX.AMT	CE	PENALTYTX	FACILITY NAME
600	0.00		0.00	
0 00			0.00	
	0.00		0.00	
600	0.00		0.00	
DUE1	0.00	2	0.00	3
BAL			0.00	4
ADJ			0.00	1
TAX			0.00	2
I/D			0.00	0.00
PD			0.00	0.00
NOTE: TO BE DELETED IN 2002 TAX BOOK				

Fig 28.1

To undelete the record, choose "Remove Tax Record" from the main menu. You will then get the message: "This record has been deleted. Press <ENTER>.", press <ENTER>, and the Tax Collection System will display the requested property record and the message: "Are you sure you want to delete this property tax record? (Y/N)" will be displayed at the top of the property record screen similar to figure 28. Answer "Y" and record will be accessible as it was prior to deletion.

NOTE: The Tax Collection System Will NOT allow Tax Records with transactions to be deleted. These transactions must be moved to another record prior to their deletion. For more information see "Z=Transfer transactions".

Set Default Printer

"F" Sets the destination of all printed output generated by the tax collection system see figure 30. Select the printer by its printer number and press <ENTER>.

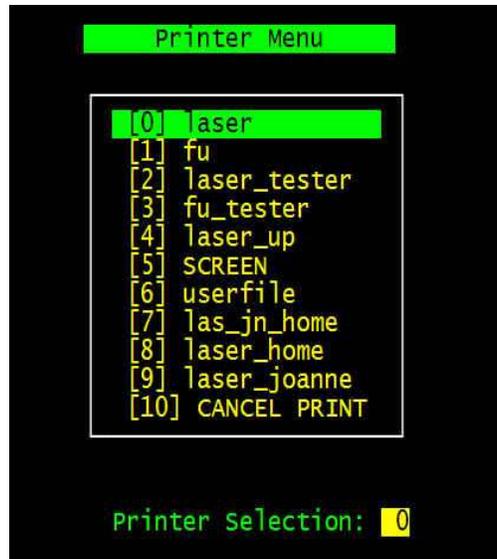


Fig 30

Exit

Returns you to the "Key Prompt" (See Appendix A for more information).

Delinquent Report Function

The "Delinquent Report Function" prints a list of all properties with non-zero balances for the given quarter and year. Upon the selection of the "Report" function key, you will be prompted to enter the tax year and quarter being considered. After entering the information requested, the screen will look similar to figure 31.

DELINQUENT PROPERTY TAXES FOR SPECIFIED QUARTER SORTED BY BLOCK & LOT

PLEASE ENTER THE STARTING TAX YEAR : 03
 PLEASE ENTER THE ENDING TAX YEAR : 02
 PLEASE ENTER THE STARTING QUARTER : 2
 PLEASE ENTER THE AMOUNT WAIVED : 10.00
 Please wait. Generating Report



Fig 31

The report will send the output to the printer (for a sample report see example 4 on the next several pages) and the "Key Prompt" (See Appendix A figure A.3) will be redisplayed upon completion.

Example 4 Delinquent Report

KNOWLTON TOWNSHIP Tax Department
 PROPERTIES HAVING NON-ZERO (Delinquent) BALANCES STARTING IN QUARTER 1 2003 FOR TAX YEAR 2003
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YEAR	TAXID	BLOCK	LOT	QUALIF.	OWNER	TAXES	ADJUST	TAX PAID	INT.PAID	A/O TAX	A/O PAID	TOTALPAID	BALANCE	<=10.00
2003	40	3	2	Q0005	KNOWLTON TWP GUN CLUB C/O LEWIS BUA	42.34	0.00	0.00	0.00	0.00	0.00	42.34		
2003	258	3	15.01	Q0050	CARMECI, CHRISTOPHER & MAUREEN	4.64	0.00	0.00	0.00	0.00	0.00	4.64	4.64	
2003	297	3	19	QFARM	GEORGE, ELEANOR M	10.44	0.00	0.00	0.00	0.00	0.00	10.44	10.44	
2003*	321	3	22	Q0008	NORTHWEST SUN FARMING INC	4,006.64	0.00	0.00	0.00	0.00	0.00	4,006.64	4,006.64	
2003	579	3	36		GEORGE, ELEANOR M & RAYMOND S	1,151.18	920.42	79.58			1,000.00	230.76	230.76	
2003	586	3	36	Q0090	GEORGE, ELEANOR M & RAYMOND S	27.26	0.00	0.00	0.00	0.00	0.00	27.26	27.26	
2003	716	3	40		TREIBLE, CHARLTON & ELEANOR	308.58	0.00	0.00	0.00	0.00	0.00	308.58	308.58	
2003	16868	3	41.01		HENCHES BUILDERS, INC	265.64	0.00	0.00	0.00	0.00	0.00	265.64	265.64	
2003*	949	3	59		RUITENBERG, WILMA	422.24	0.00	0.00	0.00	0.00	0.00	422.24	422.24	
2003	1004	3	64	QFARM	GEORGE, ELEANOR M	5.22	0.00	0.00	0.00	0.00	0.00	5.22	5.22	
2003	1011	3	64.01	Q0005	KNOWLTON TWP GUN CLUB C/O LEWIS BUA	8.70	0.00	0.00	0.00	0.00	0.00	8.70	8.70	
2003	1082	3	66	Q0005	KNOWLTON TWP GUN CLUB C/O LEWIS BUA	53.94	0.00	0.00	0.00	0.00	0.00	53.94	53.94	
2003*	1212	4	3		WEINBRECHT, GEORGE & JANET	290.58	0.00	0.00	0.00	0.00	0.00	290.58	290.58	
2003	1220	4	4	QFARM	BAIER,GEORGE C III&SUSAN&JEFF&CRAIG	1.74	0.00	0.00	0.00	0.00	0.00	1.74	1.74	
2003*	1357	5	9		DEMETRIOS, STEVEN	292.90	0.00	0.00	0.00	0.00	0.00	292.90	292.90	
2003*	1413	5	12.02		LYNCH, THOMAS H & DEBRA J	901.32	0.00	0.00	0.00	0.00	0.00	901.32	901.32	
2003	1614	5	28	QFARM	FALMBACH, RURT & COLLEEN	21.46	14.96				14.96	6.50	6.50	
2003	1660	5	29.01		SLEEPER, EILEEN	1,799.74	1,791.71	20.51			1,812.22	8.03	8.03	
2003	1773	7	1		NORTHWEST SUN FARMING INC, B FISHER	365.40	0.00	0.00	0.00	0.00	0.00	365.40	365.40	
2003	1830	7	3.01	Q0050	CARMECI, CHRISTOPHER & MAUREEN	16.24	0.00	0.00	0.00	0.00	0.00	16.24	16.24	
2003*	1999	7	9.03		LEBECK, DENNIS & ELLEN L	970.34	0.00	0.00	0.00	0.00	0.00	970.34	970.34	
2003*	2343	7	15		CLIFFORD, WILLIAM & TWILA	311.46	0.00	43.29			43.29	311.46	311.46	
2003*	2368	7	15.02		CLIFFORD, WILLIAM & TWILA	305.66	0.00	42.49			42.49	305.66	305.66	
2003*	17572	7	15.07		CLIFFORD, WILLIAM & TWILA	312.04	0.00	43.38			43.38	312.04	312.04	
2003*	2505	7	21		BETTY SIMON TRUSTEE LLC	95.70	0.00	0.00	0.00	0.00	0.00	95.70	95.70	
2003*	2512	7	22		BETTY SIMON TRUSTEE LLC	118.90	0.00	0.00	0.00	0.00	0.00	118.90	118.90	
2003	2632	7	26	QFARM	RODRIGUEZ, MAYTE MICHELLE	69.60	0.00	0.00	0.00	0.00	0.00	69.60	69.60	
2003*	2022	7.01	9.06		HART, EDWARD F & AUDREY J	770.82	0.00	0.00	0.00	0.00	0.00	770.82	770.82	
2003*	17540	8	22.14	QFARM	REIDMILLER, RICHARD A & DANIELLE	6.96	0.00	0.00	0.00	0.00	0.00	6.96	6.96	
2003*	3266	8	23		LITZ, STEVEN C	976.14	10.56				10.56	965.58	965.58	
2003	3347	9	4		BLECKNER, CHARLETTE	1,879.78	1,856.75	49.71			1,906.46	23.03	23.03	
2003	3354	9	4	Q0130	BLECKNER, CHARLETTE	26.88	0.00	0.00	0.00	0.00	0.00	26.88	26.88	
2003*	3435	10	3		HENDERSHOT, ALAN BRUCE & CYNTHIA	648.44	0.00	28.73			28.73	648.44	648.44	
2003	3717	12	2.01		BILLINGS, JOYCE	963.38	0.00	0.00	0.00	0.00	0.00	963.38	963.38	
2003*	3770	12	7		HUMMEL, NORMAN L	346.26	0.00	0.00	0.00	0.00	0.00	346.26	346.26	
2003	3900	13	2	Q0090	GEORGE, ELEANOR M & RAYMOND S	75.54	0.00	0.00	0.00	0.00	0.00	75.54	75.54	
2003*	3940	13	7		LONGYHORE, ROY O & SARAH	723.26	0.00	0.00	0.00	0.00	0.00	723.26	723.26	
2003*	4100	13	10.13		BOROWSKI, DENNIS & LORI	1,471.46	0.00	0.00	0.00	0.00	0.00	1,471.46	1,471.46	
2003	4333	14	2		GEORGE, ELEANOR M & RAYMOND	1,092.72	426.09	73.91			500.00	666.63	666.63	
2003*	4340	14	3		FRODELLA, JOHN & LUCY & MICHAEL	440.80	0.00	0.00	0.00	0.00	0.00	440.80	440.80	
2003*	4453	15	10		GARRIS, LAURA L	51.62	0.00	0.00	0.00	0.00	0.00	51.62	51.62	
2003*	4460	15	10.01		GARRIS, LAURA L	775.46	0.00	0.00	0.00	0.00	0.00	775.46	775.46	
2003	4478	15	11		BIBKO, ELWOOD J	269.12	0.00	0.00	0.00	0.00	0.00	269.12	269.12	
2003	4541	15	16.01		TOWNSHIP OF KNOWLTON	270.28	0.00	0.00	0.00	0.00	0.00	270.28	270.28	
2003	4686	16	9		VAN WETTERING, ANNA	704.70	0.00	0.00	0.00	0.00	0.00	704.70	704.70	
2003*	4703	17	1		HUMMEL'S GARAGE INC	546.94	0.00	0.00	0.00	0.00	0.00	546.94	546.94	
2003*	4735	17	4		HUMMEL, NORMAN L	557.96	0.00	0.00	0.00	0.00	0.00	557.96	557.96	
2003*	4767	17	7		COLUMBIA WATER CO C/O DEBRA STAATS	3.48	0.00	0.00	0.00	0.00	0.00	3.48	3.48	
2003*	4799	19	3		GIN-CAR, I C	766.18	0.00	0.00	0.00	0.00	0.00	766.18	766.18	
2003*	4870	20	6		GESNER, MICHAEL T	1,073.00	0.00	185.36			185.36	1,073.00	1,073.00	
2003*	4904	20	8		ROBBINS MANAGEMENT LLC	2,074.08	0.00	0.00	0.00	0.00	0.00	2,074.08	2,074.08	
2003*	4968	21	6		DAYSON, ALBERT & DIANE F	676.28	0.00	12.17			12.17	676.28	676.28	
2003*	5009	21	10		HUMMEL'S GARAGE INC	325.96	0.00	0.00	0.00	0.00	0.00	325.96	325.96	
2003*	5016	21	11		HUMMEL'S GARAGE INC	978.34	0.00	0.00	0.00	0.00	0.00	978.34	978.34	
2003*	5023	21	12		LACLAIR SHERRY / BUZZARD DONNA	998.76	743.29	157.73			901.02	255.47	255.47	

KNOWLTON TOWNSHIP Tax Department
 PROPERTIES HAVING NON-ZERO (Delinquent) BALANCES STARTING IN QUARTER 1 2003 FOR TAX

YEAR 2003

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YEAR TAXID BLOCK	LOT	QUALIF.	OWNER	TAXES	ADJUST	TAX PAID	INT.PAID	A/O TAX	A/O PAID	TOTALPAID	BALANCE	<=10.00
2003* 5432	27	11	NOLAN JAMES F / ARLENE M CALNAN	29.00		0.00				0.00	29.00	
2003* 5538	28	4.01	WVZYCKI, GARY	168.20		0.00				0.00	168.20	
2003* 5619	28	13	SMITH, ROGER J & ALYCE	120.06		0.00				0.00	120.06	
2003* 5658	28	18	SMITH, ROGER J & ALYCE	835.20	549.05	0.00				0.00	286.15	
2003* 5753	28	28	HALLETT, LAWRENCE E & JOAN A	107.30		0.00				0.00	107.30	
2003* 5810	28.01	3	UNANGST, STEWART R & JACQUELINE A	1,115.92		0.00				0.00	1,115.92	
2003* 5908	28.01	11	A V LOWENSTEIN / J FORSYTH TRUST	132.24		0.00				0.00	132.24	
2003 6154	31	4.01	BROXTON, MADDIELEAN & BARRY	1,278.90		62.59				62.59	1,216.31	
2003 6228	31	10	STAMPONE, JOHN	2.90		0.00				0.00	2.90	
2003* 17276	31	11.01	CAPANO, MATTHEW T & DONNA M	377.58		0.00				0.00	377.58	
2003* 6549	34	1	SIMON, MICHAEL	276.66	263.94	0.00	5.84			5.84	12.72	
2003* 6570	34	4	WARREN COUNTY CLEANING INC	1,788.14		0.00				0.00	1,788.14	
2003*16297	35	4.03	BENTLEY, ALLAN T	330.60		0.00	21.01			21.01	330.60	
2003*16314	35	4.04	BENTLEY, ALLAN T	335.82		0.00	21.34			21.34	335.82	
2003 17646	39	1.07	SMARACKO, STELLA	428.62		116.47	3.05			119.52	312.15	
2003* 7239	39	2	REIGER, JAMES R & SUSAN R	562.02		0.00				0.00	562.02	
2003*17188	39	4.21	DRESSDALE,BRIAN,CHRISTINE & BERNARD	1,690.70		0.00				0.00	1,690.70	
2003* 7366	40	4	MCNINCH, ROBERT A	2.90		0.00				0.00	2.90	
2003* 7408	40	7	MCNINCH, ROBERT A	898.42		0.00				0.00	898.42	
2003* 7415	40	7	MCNINCH, ROBERT & JOAN	132.24		0.00				0.00	132.24	
2003* 7430	40	9	ASPER, MIKEL E & KAREN LOUISE ET AL	336.40		0.00				0.00	336.40	
2003* 7599	40	9.16	ESPOSITO, THOMAS J & KAREN L	87.00		72.56	5.50			78.06	14.44	
2003* 7736	40	11	GOUGER, FLORENCE EST C/O D STRUNK	366.56		0.00	27.86			27.86	366.56	
2003 7831	41	8.02	CERBONE, RALPH	306.24		0.00				0.00	306.24	
2003* 7888	41	10	STAMPONE JOHN EST C/O E STAMPONE	1,059.66		0.00				0.00	1,059.66	
2003* 7895	41	10	STAMPONE JOHN EST C/O E STAMPONE	131.08		0.00				0.00	131.08	
2003 7920	42	2	DELUCA, JOSEPH	21.46		0.00				0.00	21.46	
2003* 7990	42	7.01	HILLYERD, DORRANCE B & MARLEANE D	943.08		0.00				0.00	943.08	
2003 17565	42	9.01	KUROSKI, JOHN & GERERUDE	21.46		19.92				19.92	1.54	
2003* 8070	43	2	MAKAREVICH, EUGENE R JR & PAIGE	83.52		0.00				0.00	83.52	
2003* 8144	43.01	2	SANDRIAN, ELLEN LEE	1,512.06		0.00				0.00	1,512.06	
2003* 8151	43.01	2	SANDRIAN, ELLEN LEE	23.20		0.00				0.00	23.20	
2003* 8169	43.02	1	SANDRIAN, ELLEN LEE	4.06		0.00				0.00	4.06	
2003* 8183	44	5	DOYLE, WILLIAM M & JILL A	1,198.28		0.00				0.00	1,198.28	
2003* 8190	44	5	DOYLE, WILLIAM M & JILL A	12.76		0.00				0.00	12.76	
2003* 8225	44	6	RICE RAY INC	480.82		0.00				0.00	480.82	
2003* 8264	44	9	SUK, CHARLES & DOROTHY	995.86		0.00				0.00	995.86	
2003* 8271	44	9	SUK, CHARLES & DOROTHY	436.16		0.00				0.00	436.16	
2003* 8352	44	17	RANGE, CINDY L	1,089.82		0.00	144.94			144.94	1,089.82	
2003* 8472	44	29	PIEKARA PROVIDENCE	533.60		0.00				0.00	533.60	
2003* 8779	44.01	3	MAKAREVICH,E&P,CHESLOCK,R&GATES,W	1,070.68		0.00				0.00	1,070.68	
2003* 8793	44.01	5	GATES, WILLIAM	897.84		0.00	51.18			51.18	897.84	
2003* 8955	44.01	18	CUNNINGHAM, ARLIE & ELLEN	1,033.56		0.00				0.00	1,033.56	
2003* 9010	44.01	24	SCHICK, PHILIP W & LYNN ANN	1,306.74		0.00				0.00	1,306.74	
2003* 9236	44.01	46	TORRICK, DAVID	449.50		0.00				0.00	449.50	
2003 9772	47	3	STATE OF NJ DEP	201.26		0.00				0.00	201.26	
2003 15776	47	5.04	GURARRACI, JOSEPH & ANTOINETTE	365.40		0.00				0.00	365.40	
2003*10016	47	14	DURHOLZ, JAMES & SHERRI	242.44		0.00	3.39			3.39	242.44	
2003*10619	48	33.01	EHAZ, STEPHEN JR & BARBARA J	754.46		0.00				0.00	754.46	
2003*10707	51	1.01	KAURR, SIMRAN	3,025.86		11.57				11.57	3,014.29	
2003 10908	51	17	GRAY, ROBERT & ELLEN	835.80		0.00				0.00	835.80	
2003*10915	51	18	CURTIS, ALEXANDER E & CURTIS JOHN H	780.68		0.00				0.00	780.68	
2003*11267	55	16	BODENS INC	2,264.90		0.00				0.00	2,264.90	
2003*11524	57	18.01	WILLIAMS, PATRICIA G	260.42		0.00				0.00	260.42	
2003 11549	57	19	MUSHALA, RONALD & JEAN	1,510.90		0.00				0.00	1,510.90	

KNOWLTON TOWNSHIP Tax Department
 PROPERTIES HAVING NON-ZERO (Delinquent) BALANCES STARTING IN QUARTER 1 2003 FOR TAX YEAR 2003

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YEAR TAXID BLOCK	LOT	QUALIF.	OWNER	TAXES	ADJUST	TAX PAID	INT.PAID	A/O TAX	A/O PAID	TOTALPAID	BALANCE	<=10.00
2003*11877	61	10.01	DURHOLZ, JAMES & SHERRI	10.44	0.00	0.00				0.00	10.44	
2003 11958	61	13.05	SORG, ALBERT F & SIGRID A	1,230.18		0.00				0.00	1,230.18	
2003*12165	61	18	HEUER, ADOLPH L	709.36		0.00				0.00	709.36	
2003*12172	61	18	HEUER, ADOLPH L	53.94		0.00				0.00	53.94	
2003 12260	61	24	MAKOWSKI, FRANCIS & CHRISTINE	55.10		24.90				24.90	30.20	
2003*12415	61	36	RINGENARY, MARK	8.12		0.00				0.00	8.12	
2003*12422	61	37	RINGENARY, MARK	741.82		0.00				0.00	741.82	
2003*12447	61	39	OWNER UNKNOWN C/O STEVEN AGIN	5.80		0.00				0.00	5.80	
2003*13730	66	2.12	FITZSIMMONS, MARY POTVIN & BUSH, R	5.80		0.00	0.38			0.38	5.80	
2003*13828	66	2.18	PIPER, BRUCE & WANCY W	1,409.98		0.00				0.00	1,409.98	
2003 17445	67	5	STELZER RONALD G / WENDY SMITH	1,506.26		598.38	23.38			621.76	907.88	
2003 16530	68	8.02	ROMANO, CHRISTOPHER P & CHRISTINE A	1,998.10		0.00				0.00	1,998.10	
2003*14194	68	12	MOLINARI, MICHAEL & BEVERLY	518.52		0.00				0.00	518.52	
2003*14211	68	14	RATAJCZAK, EST OF GERALDINE B	878.70		0.00				0.00	878.70	
2003*14469	68	29.04	SVENSON, FERRY L & SANDRA J	1,231.92		1,183.81	147.95			1,331.76	48.11	
2003*14645	70	2.01	SHUSTER, CARL I & SUSAN L	1,279.36		0.00				0.00	1,279.36	
2003*14839	71	2	BAUMANN, DAWN	1,140.28		0.00				0.00	1,140.28	
2003 14846	71	2.01	RATAJCZAK, DAVID E & PAUL M	2.32		0.00				0.00	2.32	
2003*14853	71	2.02	BAUMANN, CHARLES & ALICE	874.06		774.47				774.47	99.59	
2003*14878	71	3	RATAJCZAK, GERALDINE B	8.70		0.00				0.00	8.70	
2003 17477	71	3	RATAJCZAK, GERALDINE B	1.16		0.00				0.00	1.16	
2003*15014	71	14	CUNNINGHAM, PETER & JANET	452.40		0.00				0.00	452.40	
2003*15198	72	12	MOORE, MATTHEW T & CINDY M	2,509.08		0.00				0.00	2,509.08	
2003*15303	74	8	SPADAFRANCA, THOMAS J	959.32		0.00				0.00	959.32	
2003*15409	75	10	SPADAFRANCA, THOMAS & THOMAS JR	788.22	166.83	0.00				0.00	788.22	
2003*15656	76	20	WEBB, DAVID T & CHRISTINA M	724.42		0.00				0.00	724.42	
TOTALS:.....											76,262.22	96.11
GRAND TOTAL:.....											76,358.33	
# ITEMS:.....											117	19
TOTAL ITEMS:.....											136	

Mailer Message

The function "Mailer Message" allows the user to input up to eight custom messages to appear in the delinquent mailer notice. Upon selecting the "Mailer Message" function key a screen similar to figure 32 appears on the screen.

```
Enter 4.1X.00 v1.01      DEFINE DELINQUENT MAILERS
```

CODE	DELINQUENT MAILER DESCRIPTION
1	2003 Nice Notice
2	Last notice Tax sale
3	Less than nice
4	Fair warning 2003
5	2002 4th quarter
6	LIEN NOTICE
7	Large Delinquents
8	Banks
X	EXIT

CODE: █

Fig 32

Upon selection "1 Nice Notice" a screen similar to figure 33 will appear.

```
2003 Nice Notice
```

The information you type will appear as shown on the delinquent mailer
An '*' quits editing, <Return> at the beginning of a line erases the line,
<Space bar> enters a white space, <UP> arrow moves cursor up one line, <DOWN>
arrow moves cursor down one line and <LEFT> arrow move cursor one character to
the left.

```
Our records indicate some past due taxes on this property. ONLY IF  
2002 TAXES are shown is the property subject to tax sale this year If  
a bank was supposed to pay these taxes they have also received a copy.  
Interest rates are 8% for the 1st $1500 and 18% on amounts over $1500.  
Thank you in advance for your attention to this matter.
```

Fig 33

Enter the message as you wish it to appear on the delinquent Notice. When you have completed your message exit by entering an <ESC> or "*". You will be prompted "Save Mailer ? []", enter "Y" to save, "N" not to save.

NOTE Please read the on screen instructions on how to enter this information. Failure to Enter the information properly will result in lost data, do not double space at the end of a sentence.

Print Mailer

The function "Print Mailer" allows the user to select which of the eight custom messages to appear in the delinquent mailer. Upon selecting "Print Mailer" function key a screen similar to figure 34 appears on the screen.

```
onethdmail.4.4.97 v2.00      SELECT DELINQUENT MAILERS
                                CODE  DELINQUENT MAILER DESCRIPTION
                                1     2003 Nice Notice
                                2     Last notice Tax Sale
                                3     Less than nice
                                4     Fair Warning 2003
                                5     2002 4th Quarter
                                6     LIEN NOTICE
                                7     Large Delinquents
                                8     Banks
                                X     EXIT
                                CODE: █
```

Fig 34

Upon selecting "1 Nice Notice", you will be prompted (see figure 35) for the tax year, tax quarter in which to start, interest calculation date, and the maximum amount waived.

User Changable Delinquent Mailer Version. Laser Mail.2.5.94 v1.0

TAX YEAR BEING CONSIDERED: 03
TAX QUARTER BEING CONSIDERED: 2
INTEREST CALCULATION DATE: 6/30/3
MAXIMUM AMOUNT WAIVED : 10.00

FIG 35

When the requested information is entered, press <Enter>, and a menu similar to figure 36 will appear. This menu allows for the selection of a single notice, a batch of notices (Max of 20), all delinquencies, Banks, or sorted by last name.

```

      DELINQUENT NOTICE

CODE      APPLICATION (Please use capital letters)

A        SINGLE NOTICE BY TAX ID
B        BATCH NOTICES BY TAX ID (Max of 20 properties)
C        NOTICES FOR ALL DELINQUENT PROPERTIES
D        NOTICES TO BANKS
N        SORTED BY NAME (1/3 Mailer only)

X        EXIT

CODE:    █

```

Fig 36

After selecting the application and entering the data requested, the report will be spooled to the printer. The "key prompt" (See Appendix A figure A.3) will be redisplayed upon completion. An example of the form letter is shown in example 6

NOTE: For information on how to order the paper for the mailer please call MGL Forms, Inc.

Example 6 "Delinquent Mailer"

Delinquent Tax Department Notice KNOWLTON TOWNSHIP		Interest Calculated to 6/10/98		
Year	Qtr	Principal	Interest	Overdue
1998	2	3,347.12	65.27	3,412.39
Totals		3,347.12	65.27	3,412.39
Amount Due : \$		3,412.39		
Block: 3		Lot: 22		
Property Loc. : 39		HEMLOCK RD		

Dear Property Owner,
ACCORDING TO OUR RECORDS YOUR TAXES ARE DELINQUENT IN THE FOLLOWING AMOUNTS. IF PAID AFTER THE DATE SHOWN ADDITIONAL INTEREST WILL BE OWED. IF A BANK WAS SUPPOSED TO PAY THESE TAXES PLEASE FORWARD THIS NOTICE TO THEM INCLUDING YOUR ACCOUNT NUMBER. WE ARE IN THE OFFICE ON TUESDAY AND FRIDAY EVENINGS IF YOU WOULD LIKE MORE INFORMATION.

Return To : Evan B. Howell CTC
KNOWLTON TOWNSHIP
628 ROUTE 94
COLUMBIA, NJ 07832

NORTHWEST SUN FARMING INC.
PO BOX 117
WHITEHOUSE, NJ 088880117

CASH BOOK REPORT

This application allow the user to print a sorted detailed report on all deposit slips for a given month. They are sorted by deposit slip number and a total is printed after each slip. A summary is printed for monthly and year-to-date totals. Also included are the totals from the cash receipts journal (i.e. receipts not applied to specific properties) and prior year taxes broken down by month/year-to-date, for the previous four years. Upon selection of "Cash Book Report" function key the following figure 37 is displayed.

```
Newcash.3.9.99 vY2K                               Printer Dest: laser_tester

Cash Book and Cash Book Summary 4.15.97

Full listing, Deposit or Summary.                 F
Sort by Block, Lot, and Qualifer.                 S
Enter month of cashbook receipts.                 5
Enter year of cashbook receipts.                  03
```

Fig 37

The "Full Listing" Prints the Cash Book, a detailed sorted report for deposit slips, given the month and year. Enter "Full" or "Summary" followed by "Sorted" (only for Full listing), enter the month and year of the Cash Book Report. The output from

this report will be sent to the printer selected and the "key prompt" (See Appendix A figure A.3) will be redisplayed upon completion.

Example 7 does not contain the entire report only excerpts.

Example 7 Full Listing of the Cashbook

KNOWLTON TOWNSHIP Tax Department Cash Book 6/02/98 March 1998													
Fri Jun 12 16:34:28 EDT 1998													
Page	2												
Transit Date	From Whom Received	Bluck	Lot	Qunt	Rate	Amount	Curr Tax	Year	Prct Paid	Intersnt	Other Amt	Description	
30	3/03/98	SALE, WILLIAM A	57	16		526.51	532.72				3.79	Bought	
28	3/03/98	MCHINCH, JOSEPH & CAROL	65	1		1,076.56	1,068.90				7.66		
28	3/03/98	ZWOZIK, GEORGE	72	5		1,073.08	1,065.45				7.63		
Total for deposit slip number 28						8,051.88	7,994.81	0.00	0.00	57.07	0.00		
Deposit Date	From Whom Received	Bluck	Lot	Qunt	Rate	Amount	Curr Tax	Year	Prct Paid	Intersnt	Other Amt	Description	
29	3/03/98	ROBERT MCHINCH	5	10.01		244.80	260.63	1997			4.17		
29	3/03/98	ROBERT MCHINCH	5	10.01		1,133.47	1,042.50	1997			90.97		
29	3/03/98	ROBERT MCHINCH	8	8.02		516.88	508.74	1997			8.14		
29	3/03/98	ROBERT MCHINCH	8	8.02		1,157.96	1,068.72	1997			89.24		
29	3/03/98	ROBERT MCHINCH	26.01	11		187.75	181.06	1997			6.71		
29	3/03/98	ROBERT MCHINCH	26.01	11		86.86	86.18	1997			6.71		
29	3/03/98	ROBERT MCHINCH	44	29		340.19	531.88	1997			93.27		
29	3/03/98	ROBERT MCHINCH	44	29		1,431.17	1,116.90	1997			6.35		
29	3/03/98	ROBERT MCHINCH	61	5		908.27	833.66	1997			69.61		
Total for deposit slip number 29						6,404.75	1,784.28	4,542.82	0.00	377.65	0.00		
Deposit Date	From Whom Received	Bluck	Lot	Qunt	Rate	Amount	Curr Tax	Year	Prct Paid	Intersnt	Other Amt	Description	
30	3/03/98	MADE, ROBERT E ETAL	3	67.02		37.43	36.98	1997			0.44		
30	3/03/98	TAYLOR, PHILLIP H & WENDY F	5	9.11		820.33	814.54	1997			5.79		
30	3/03/98	LIPTSEY, MICK G. & SUSAN C.	7	9.11		294.36	292.24	1997			2.12		
30	3/03/98	CASBER, CLAUDIA	7	23		5.64	0.00	1997			5.64		
30	3/06/98	CASBER, CLAUDIA	8	2		1,424.62	1,413.65	1997			10.99		
30	3/06/98	CASBER, CLAUDIA	8	2		212.82	211.28	1997			1.54		
30	3/03/98	KORUS, IDIH R & JOANNE M	8	6.09		1,533.70	1,509.55	1997			24.15		
30	3/03/98	RYDE, EARL HENRY JR & SANDRA	11	3		476.08	472.69	1997			3.39		

COLLECTOR'S CASH BOOK BREAKDOWN 6/02/98

Totals For The Month Of March 1998
Last Deposit Slip Number Was 35

Break Down of Over Paid Applied, Void Transactions, and Transfers

OVER PAID APPLIED	Block	Lot	Qualif	Deposit #	Amount					
VOID TRANSACTIONS	Block	Lot	Qualif	Deposit #	Amount	Interest	Yr			
TRANSFERRED TRANSACTIONS	Transfer From				Transfer To					
	TAXID	BLOCK	LOT	QUAL	TAXID	BLOCK	LOT	QUAL	AMOUNT	Deposit #

Collector's Cash Book Breakdown for March 1998. The Last Deposit Slip Number Was 35.

Fri Jun 12 16:34:29 EDT 1998

Description	Month To Date	Year To Date	Account
Tax Search	0.00	0.00	148083-0
Twp Lien	0.00	2,817.78	148083-0
Dup Bill	0.00	0.00	148083-0
Lieu Tax	0.00	0.00	148083-0
Unallocated	26.23	26.23	148083-0
Sc Dis	0.00	0.00	148083-0
Miscellane	0.00	0.00	148083-0
Homestead	0.00	0.00	148083-0
BAD CHECK	0.00	0.00	148083-0
SHUSTER	85.59	256.77	148083-0
1994 Taxes	0.00	0.00	
1995 Taxes	0.00	0.00	
1996 Taxes	0.00	0.00	
1997 Taxes	34,280.15	59,834.08	
Prior Year Taxes	34,280.15	59,834.08	148083-0
Current Year Taxes	81,448.68	1,017,559.44	148083-0
Prepaid Taxes 99	0.00	0.00	148083-0
Interest	3,585.55	5,714.32	148083-0
General Account Totals	119,426.20	1,086,208.62	
Tax Lien	1,019.31	53,024.80	546151
Premium	0.00	0.00	572306
BILL OF COSTS	0.00	0.00	0546151
Totals for All Accounts	120,445.51	1,139,233.42	

The "summary Listing" prints just the summary part of the cash book report. Upon selecting "Summary" the above figure 37 on page 38 is displayed. Enter the month and year of the summary report. The output will be sent to the system printer and the "key prompt" (See Appendix A figure A.3) will be redisplayed upon completion.

A report similar to example 8 will be printed.

Example 8 Cashbook Summary

Collector's Cash Book Breakdown for March 1998. The Last Deposit Slip Number Was 35.				
Fri Jun 12 16:34:29 EDT 1998				
Descriptor		Month To Date	Year To Date	Account
Tax Search		0.00	0.00	148083-0
Twp Lien		0.00	2,817.78	148083-0
Dup Bill		0.00	0.00	148083-0
Lieu Tax		0.00	0.00	148083-0
Unallocated		26.23	26.23	148083-0
Sc Dis		0.00	0.00	148083-0
Miscellaneous		0.00	0.00	148083-0
Homestead		0.00	0.00	148083-0
BAD CHECK		0.00	0.00	148083-0
SHUSTER		85.59	256.77	148083-0
1994 Taxes	0.00		0.00	
1995 Taxes	0.00		0.00	
1996 Taxes	0.00		0.00	
1997 Taxes	34,280.15		59,834.08	
Prior Year Taxes		34,280.15	59,834.08	148083-0
Current Year Taxes		81,448.68	1,017,559.44	148083-0
Prepaid Taxes 99		0.00	0.00	148083-0
Interest		3,585.55	5,714.32	148083-0
General Account Totals		119,426.20	1,086,208.62	
Tax Lien		1,019.31	53,024.80	546151
Premium		0.00	0.00	572306
BILL OF COSTS		0.00	0.00	0546151
Totals for All Accounts		120,445.51	1,139,233.42	

ENTERING ADDED AND OMITTED ASSESSMENTS

After selecting "6" from the Action line a screen similar to figure 39 will appear.

ACTION: 1=Pay 2=Int 3=Mod 4=Detail 5=adj >=Next <=Prev V=Void A=New Added 8=Exit					
1	BLOCK	BLDG.DESCR.	PROP.CLASS.	PROPERTY OWNER S NAME	BILL CODE
2	LOT			STREET ADDRESS	ZIP
3	QUALIF.	ADD.LOTS		CITY, STATE	TAX MAP PG
4	TAX I.D.			LOCATION	
1	5		2	SIMMONS, RALPH C	
2	1			68 MT PLEASANT ROAD	
3				COLUMBIA NJ	07832
4	1276			68 MT PLEASANT RD	3
5	LAND VALUE	MONTHS	COMPLETION	PRORATED	RECORD
6	IMPROVMNTS	ASSESSED	DATE	ASSESSMENT	TYPE
7	EXEMPTIONS	SPECIAL CODE	TOTAL TAX		TOTAL NUMBER
8	NET TAX VAL	SPEC TAX AMT	NET TAX		A/O RECORDS
5	0	0		0	
6	0				
7		00	0.00		
8	0	0.00	0.00		
DUE			4	0.00	1q
BAL					2q
ADJ					
TAX					
I/D					
PD					

Fig 39

Upon entering the "A/O" record the cursor moves to the action line and you "A=New Added" next begin to enter the information requested. Pressing <Enter> moves the cursor from field to field as you enter all necessary information about the "A/O" record. When the form is complete a screen similar to figure 41 is displayed.

1	BLOCK	BLDG.DESCR.	PROP.CLASS.	PROPERTY OWNER S NAME	BILL CODE
2	LOT			STREET ADDRESS	ZIP
3	QUALIF.	ADD.LOTS		CITY, STATE	TAX MAP PG
4	TAX I.D.			LOCATION	
1	5	POOL	2	SIMMONS, RALPH C	
2	1			68 MT PLEASANT ROAD	
3				COLUMBIA NJ	07832
4	1276			68 MT PLEASANT RD	3
5	LAND VALUE	MONTHS	COMPLETION	PRORATED	RECORD
6	IMPROVMNTS	ASSESSED	DATE	ASSESSMENT	TYPE
7	EXEMPTIONS	SPECIAL CODE	TOTAL TAX		TOTAL NUMBER
8	NET TAX VAL	SPEC TAX AMT	NET TAX		A/O RECORDS
5	0	7	6/01/03	0	2003
6	10000				C
7		00	0.00		
8	0	0.00	0.00		
DUE			4	0.00	1q
BAL					2q
ADJ					
TAX					
I/D					
PD					

A=CY ADD 1=ADDED, 2=ROLL, 3=OMT

Fig 41

At the "ACTION" line there are actions that you can choose please refer to "6=A/O" for a complete description.

Each property record can have up to seven "A/O" records per year. To apply payments to an "A/O" record see "Display/Modify/Post Tax Record."

RETURN FUNCTION

The RETURN function returns you to the main menu driver (If you have other software such as the Fund Accounting System). If this option is not on your screen just hit the function key labeled <EXIT>, <RETURN> or <FINISH> "logout".

For an accurate description of the "Key Prompt" see Appendix A figures A.1 through A.5.

MISCELLANEOUS FUNCTIONS

The following is not an all inclusive list of reports and functions. If a special report or function is needed and it is not listed in this manual please call and check on it's availability.

Extended Tax Duplicate

The extended tax duplicate is printed for the convenience of the user. the duplicate is designed to look very similar to the duplicate the collector receives from the county tax office.

Analysis of the Extended Tax Duplicate

The analysis of the tax duplicate is designed with the end of year audit in mind. Every transaction on each property record is printed and summarized, in a format designed by a New Jersey auditor. For a sample refer to appendix C.

Added/Omitted Tax Duplicate

The Added/Omitted tax duplicate is printed for the convenience of the user. The a/o duplicate is designed to look very similar to the duplicated received from the county tax office.

Analysis of the Added/Omitted Tax duplicate

The analysis of the tax duplicate is designed with the end of year audit in mind. Every transaction on each Added/Omitted is printed and summarized. This report was designed by a New Jersey Municipal auditor.

Deduction Changes Year-to-date

This report is used in conjunction with the "mid year" processing. The report gives you all necessary information that needs to be reported to the state of New Jersey. For a sample of this report see appendix D.

Mailing Labels

Upon selecting the "Label" function key, figure 43 is displayed.

```
Ver 2.0L 5.31.94          LABEL SELECTION
                           CODE LABEL SELECTION OPTIONS
C      PROPERTY CLASS CODES
L      NAME OR LOCATION OF PROPERTY
N      Deductions
O      Block & Lot
P      EXEMPT PROPERTIES
Q      SPECIAL TAX CODES
Z      ZIPCODE
X      EXIT
CODE: █
```

Fig 43

The style of labels are 1" X 4" 20 per page.

Upon selecting "C" you are asked to enter the property class codes) to search on, when finished entering the property class codes enter "Q" and the program will print all labels which meet the those property class codes.

Upon selecting "L" for name or location enter the information in the same manner as described in Display/Modify/Post on page 15 and 16. The program will print all labels which meet the criteria.

Upon selecting "A" for all records, the program will print a label for each records in the data base.

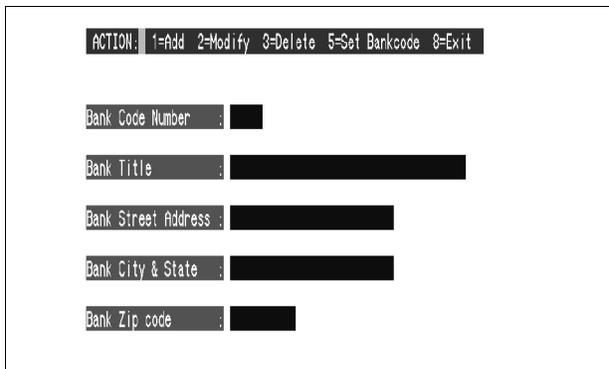
NOTE: For a sample see appendix E.

Percent Collected-to-date

This report gives a comprehensive of the percentage of taxes collect to the current system date. For an example see Appendix F.

Post By Bank Codes

Upon selecting "N" from the main tax menu figure 45 will be displayed.



```
ACTION: 1=Add 2=Modify 3=Delete 5=Set Bankcode 0=Exit
Bank Code Number : 
Bank Title       : 
Bank Street Address : 
Bank City & State : 
Bank Zip code   :
```

Fig 45

After the screen is displayed look at the "ACTION" line in figure 45, there are several action you can choose.

1=Add Bank

Permits the addition of bank codes and the associated information. Enter the bank code as it appears on the property record(s). Next enter the banks name followed by all necessary information. When all information is entered you are asked to "Update Bank Record Y=yes, N=no, or F=fix ?" enter the appropriate response. If you update the record the bank an it's associated information is now saved.

2=Modify Bank

Allows for the changing of any information entered, your are allowed to search by bank code or bank name.

3=Delete Bank

Allows for the deletion of any bank.

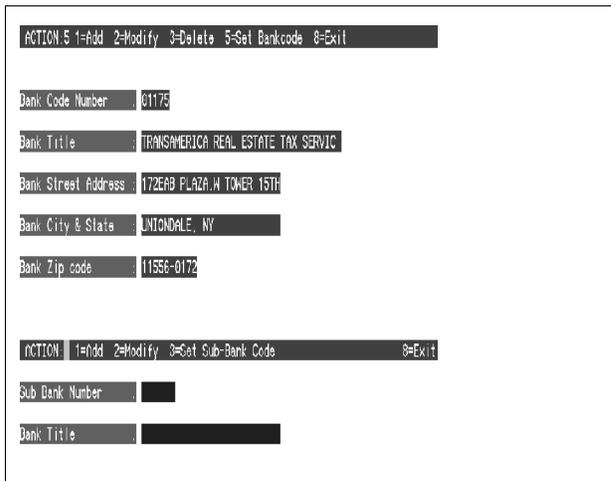
5=Set Bank

Sets the bankcode for the bank. Each record posted will have this bank code entered in to the bank code field.

8=Exit Bank

Exits the function and returns you to the "main tax menu".

After adding or selecting of the bankcode you will be asked to provide a "Sub Bank Code" see figure 46.



```
ACTION 5 1=Add 2=Modify 3=Delete 5=Set Bankcode 8=Exit
Bank Code Number : 01175
Bank Title       : TRANSAMERICA REAL ESTATE TAX SERVICE
Bank Street Address : 172EAB PLAZA W TOWER 15TH
Bank City & State  : LINDONDALE, NY
Bank Zip code    : 11556-0172

ACTION 1=Add 2=Modify 3=Set Sub-Bank Code 8=Exit
Sub Bank Number  : 
Bank Title       : 
```

Fig 46

The functions in setting the sub-bank code are the same as in setting the Bank code in the above section.

Tax Sale List

The function "Tax Sale List" will print a list of properties which will be placed up for tax sale. The letter portion of the list can be entered using the word processor on your computer system. Next select the function "TXSLST" (tax sale list) an a screen similar to figure 48 will appear.

Fig 48

Upon completion a report similar to example 9 will be printed. If your Township has a Laser printer the report will be "Camera Ready".

Example 9 Tax Sale List

PUBLIC NOTICE - TAX SALE
MANSFIELD TOWNSHIP

PUBLIC NOTICE is hereby given that I, Joan B. Slaine, Collector of taxes in the Township of Mansfield, County of Burlington, pursuant to the statutes, will sell at Public Sale on April 30, 1992, 11:00am, at the collector's office in the new Municipal Complex, 10 Atlantic Avenue, Columbus, N.J., each respective parcels of land assessed to the respective persons whose names are set opposite each respective parcel as the owner of record for the total amount of 1991 Municipal Liens chargeable against said lands respectively with interest and costs to the 30th day of April, 1992

TAKE FURTHER NOTICE that said lands will be sold at 18% interest or less to make the amount of municipal liens chargeable against redemption at the lowest rate of interest. Payment for the sale shall be made before the conclusion of the sale by CASH, CERTIFIED CHECK, or MONEY ORDER. Parcels to be sold are subject to Rollback taxes under the Farmland Assessment Act of 1964, and improvement assessment installments not yet due, and any omitted or added assessments for improvements as provided in N.J.S.A. 54:4=63.2 and 63.

Prior to the sale, said collector will accept payment of the amounts due on any of the listed properties together with interest and costs to date by CASH, CERTIFIED CHECK or MONEY ORDER.

Tax Year	Block	Lot	Qual	Owner	To Date of Sale Interest & Cost
1991	1.06	1		ALLEN, MARION	437.36
1991	1.06	2		QUARAC CORP C/O JOHN ACANFORA	985.61
1991	1.06	3	C0101	ROUTE 78 OFFICE PARK-CONDO	465.47
1991	1.06	3	C0102	ROUTE 78 OFFICE PARK-CONDO	466.96
1991	1.06	3	C0103	ROUTE 78 OFFICE PARK-CONDO	425.46
1991	1.06	3	C0201	ROUTE 78 OFFICE PARK-CONDO	615.13
1991	1.06	3	C0202	ROUTE 78 OFFICE PARK-CONDO	477.32
1991	1.06	3	C0203	ROUTE 78 OFFICE PARK-CONDO	517.34
1991	1.06	3	C0204	ROUTE 78 OFFICE PARK-CONDO	394.35
1991	1.06	3	C0301	ROUTE 78 OFFICE PARK-CONDO	422.50
1991	1.06	3	C0302	ROUTE 78 OFFICE PARK-CONDO	434.35
1991	1.06	3	C0303	ROUTE 78 OFFICE PARK-CONDO	450.65
1991	1.06	3	C0304	ROUTE 78 OFFICE PARK-CONDO	361.74
1991	4	2		PFAUTH, RICHARD & ANITA	975.44
1991	8.02	7		GUTSCHER E / TRUSTEE G B T REALTY	31.64
1991	9	20.03		GENITO R T/A GENITO ENTERPRISES	102.79

Tax Sale Notice

The function "Tax Sale Notice" will print a letter to each property owner has been placed up for tax sale. The letter portion of the list can be entered using the word processor on your computer system.

Next select the function "TXSNOT" (tax sale notice) an a screen similar to figure 49 will appear.

Fig 49

Upon completion a report similar to examples 10 and 11 will be printed. If your Township has a Laser printer the report will be "Camera Ready".

Example 10 Tax Sale Letter

JOHN P. EARLEY
Township of Union
RD 1, Box 245 Perryville Road
Hampton, New Jersey 08827

8/13/92
SMITH, WAYNE K.
123 BROAD STREET
BLOOMFIELD NJ 07003

Dear Tax Payer,

This year's Tax Sale will be held at 11:00 AM in the first floor meeting room at the Union Township Municipal Building on Thursday August 13, 1992.

Our first advertisement will appear in the Hunterdon Review on Monday July 13, 1992. The list will be updated and published on the three subsequent Mondays.

If you pay your 1991 tax bill before August 13, 1992, you will avoid paying the tax sale redemption penalties which now range between 2% and 6% of the total sale amount.

Please remember that payment must be made in cash, money order, or certified check.

Feel free to call me at (908) 735-6980 on Tuesday or Thursday between 9 AM and 4:30 PM, if you have any questions.

Block :15	Lot :8.05	Qual :	Interest date :	8/13/92		
Tax year 1991 Due Quarter 3:	\$ 1,309.48	Interest \$	110.00	Total \$		1,419.48
Tax year 1991 Due Quarter 4:	\$ 10,079.38	Interest \$	1,426.22	Total \$		11,505.60
Penalty 1991 Due	: \$ 703.94	Interest \$	79.55	Total \$		783.49
Tax year 1992 Due Quarter 1:	\$ 1,467.63	Interest \$	142.36	Total \$		142.36
Tax year 1992 Due Quarter 2:	\$ 1,467.63	Interest \$	76.32	Total \$		76.32

The Totals shown below do not include 1992 taxes, only 1992 interest.

Total Principal	:	12,092.80
Total Interest	:	1,834.45
Total Tax Sale Costs	:	100.00
Total Due	:	14,027.25

Example 11 Tax Sale Letter

JOHN P. EARLEY
Township of Union
RD 1, Box 245 Perryville Road
Hampton, New Jersey 08827

8/13/92
SMITH, ROSARIO & MARIANNA A
1235 E STREET
SCOTCH PLAINS NJ 07076

Dear Tax Payer,

This year's Tax Sale will be held at 11:00 AM in the first floor meeting room at the Union Township Municipal Building on Thursday August 13, 1992.

Our first advertisement will appear in the Hunterdon Review on Monday July 13, 1992. The list will be updated and published on the three subsequent Mondays.

If you pay your 1991 tax bill before August 13, 1992, you will avoid paying the tax sale redemption penalties which now range between 2% and 6% of the total sale amount.

Please remember that payment must be made in cash, money order, or certified check.

Feel free to call me at (908) 735-6980 on Tuesday or Thursday between 9 AM and 4:30 PM, if you have any questions.

Block :15	Lot :10	Qual :QFARM	Interest date : 8/13/92		
Tax year 1991 Due Quarter 1:	\$	79.55	Interest \$	9.88	Total \$ 89.43
Tax year 1991 Due Quarter 2:	\$	79.55	Interest \$	8.31	Total \$ 87.86
Tax year 1991 Due Quarter 3:	\$	83.98	Interest \$	7.05	Total \$ 91.03
Tax year 1991 Due Quarter 4:	\$	83.98	Interest \$	5.34	Total \$ 89.32
Tax year 1992 Due Quarter 1:	\$	81.77	Interest \$	3.53	Total \$ 3.53
Tax year 1992 Due Quarter 2:	\$	81.76	Interest \$	1.89	Total \$ 1.89

The Totals shown below do not include 1992 taxes, only 1992 interest.

Total Principal	:	327.06
Total Interest	:	36.00
Total Tax Sale Costs	:	15.00
Total Due	:	378.06

Page Summary Report

This report totals all assessments, deductions, and taxes paid. A two page summary is given, and each page of the duplicate is summarized. The following example 12 is only a three page excerpt.

Example 12 Page Summary

Audit Report Summary as of 5/12/92

Total Taxable Assessment		\$149,260,145.00
Total Util Taxable Assessment		\$ 0.00
Total Taxable A/O Assessment		\$ 0.00
Total Util A/O Assessment		\$ 0.00
Total Assessment		<u>\$149,260,145.00</u>
Total Taxes Due Quarter 1	: \$	1,355,129.63
Total Taxes Due Quarter 2	: \$	1,355,128.14
Total Taxes Due Quarter 3	: \$	1,481,323.99
Total Taxes Due Quarter 4	: \$	1,481,322.41
Total Taxes Due Added/Omitted	: \$	0.00
Total Due by Quarter	: \$	5,672,904.18
Total Tax Due Current Year		<u>\$ 5,675,854.18</u>
Less Deductions		\$ 2,950.00-
Total Tax Due		<u>\$ 5,672,904.18</u>
<hr/>		
Total Taxes Due 1st Quarter 1993	: \$	1,418,226.15
Total Taxes Due 2nd Quarter 1993	: \$	1,418,225.86
Total		<u>\$ 2,836,452.01</u>

Audit Report Summary as of 5/12/92

Total Taxes Paid 1st Quart 1993 : \$ 0.00
 Total Taxes Paid 2nd Quart 1993 : \$ 0.00
 Total \$ 0.00

Total Taxes Paid in 1992 Quarter 1 \$ 1,338,862.21
 Total Taxes Paid in 1992 Quarter 2 \$ 1,320,580.01
 Total Taxes Paid in 1992 Quarter 3 \$ 0.00
 Total Taxes Paid in 1992 Quarter 4 \$ 0.00
 Total Taxes Paid Added/Omitted \$ 0.00
 Total Taxes Paid in 1992 \$ 2,659,442.22

Total Taxes Paid in 1991 Quarter 1 \$ 2,799.85
 Total Taxes Paid in 1991 Quarter 2 \$ 0.00
 Total Taxes Paid in 1991 Quarter 3 \$ 0.00
 Total Taxes Paid in 1991 Quarter 4 \$ 0.00
 Total Taxes Paid in 1991 \$ 2,799.85

Overpaid Prev Year Quarter 1 : \$ 0.00
 Overpaid Prev Year Quarter 2 : \$ 0.00
 Overpaid Prev Year Quarter 3 : \$ 0.00
 Overpaid Prev Year Quarter 4 : \$ 0.00
 Total Overpaid Prev Year Applied to Curr Year \$ 0.00

Overpaid Cur Manual Quarter 1 : \$ 0.00
 Overpaid Cur Manual Quarter 2 : \$ 0.00
 Overpaid Cur Manual Quarter 3 : \$ 0.00
 Overpaid Cur Manual Quarter 4 : \$ 0.00
 Total Overpaid Refunded Current year Only \$ 0.00

Current Year Overpaid Applied : \$ 0.00
 Total Overpaid Transfer Current Year \$ 0.00

Total Current Year Tax Paid \$ 2,662,242.07

Total Current Year Tax Paid \$ 2,662,242.07
 Total Current Year Overpaid \$ 112.19-
 Total Current Year Adjustments \$ 100.00-
 Total Current Year Open Balance \$ 3,010,874.30

Total \$ 5,672,904.18

PG#	TAXABLE	EXEMPT	TOTAL	GTAX	DEDUCT	NET TAX	PAID	ADJ	OPENBAL	OVERPAID	PREPAID
1	2,354,850	0	2,354,850	48,038.94	100.00	47,938.94	18,254.00	0.00	29,684.94	0.00	0.00
2	1,566,740	0	1,566,740	31,961.50	250.00	31,711.50	13,177.05	50.00	18,696.64	112.19	0.00
3	1,379,400	0	1,379,400	28,139.76	0.00	28,139.76	10,695.27	0.00	17,444.49	0.00	0.00
4	1,579,450	0	1,579,450	32,220.78	300.00	31,920.78	9,972.41	0.00	21,948.37	0.00	0.00
5	213,083	0	213,083	4,346.90	0.00	4,346.90	1,486.89	0.00	2,860.01	0.00	0.00
6	1,496,800	0	1,496,800	30,534.72	150.00	30,384.72	11,939.04	0.00	18,445.68	0.00	0.00
7	912,850	0	912,850	18,622.15	0.00	18,622.15	7,500.72	0.00	11,121.43	0.00	0.00
8	1,722,160	0	1,722,160	35,132.06	150.00	34,982.06	15,030.55	0.00	19,951.51	0.00	0.00
9	1,675,400	0	1,675,400	34,178.16	150.00	34,028.16	13,336.16	0.00	20,692.00	0.00	0.00
10	2,548,500	0	2,548,500	51,989.40	100.00	51,889.40	23,708.84	0.00	28,180.56	0.00	0.00
11	2,486,850	0	2,486,850	50,731.74	400.00	50,331.74	19,043.59	0.00	31,288.15	0.00	0.00
12	965,762	0	965,762	19,701.55	450.00	19,251.55	8,653.00	0.00	10,598.55	0.00	0.00
13	3,449,550	0	3,449,550	70,370.82	150.00	70,220.82	33,278.31	0.00	36,942.51	0.00	0.00
14	2,525,900	0	2,525,900	51,528.36	0.00	51,528.36	20,046.84	0.00	31,481.52	0.00	0.00
15	1,301,050	0	1,301,050	26,541.42	100.00	26,441.42	11,826.71	0.00	14,614.71	0.00	0.00
16	1,438,450	170,300	1,608,750	29,344.38	50.00	29,294.38	4,365.90	0.00	24,928.48	0.00	0.00
17	2,509,250	0	2,509,250	51,188.70	300.00	50,888.70	23,078.50	50.00	27,860.20	0.00	0.00
18	994,400	0	994,400	20,285.76	300.00	19,985.76	8,127.85	0.00	11,857.91	0.00	0.00
19	840,500	0	840,500	30,855.00	0.00	30,855.00	14,167.24	0.00	16,687.76	0.00	0.00
20	716,800	0	716,800	30,616.32	0.00	30,616.32	14,632.80	0.00	15,983.52	0.00	0.00
TTX	149260145	170,300	149430445	5675,854.18	2,950.00	5672,904.18	2662,242.07	100.00	-13010,874.30	112.19	0.00
TAX	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

P R O P E R T Y A D J U S T M E N T B R E K D O W N
 Appeals : 0.00
 Remittance : 0.00
 Vets/Seniors : 0.00
 Other : 0.00
 OBA : 0.00

Municipal Information Function

Next select the function "Municipal-Info" (Municipal Information File), next enter your password an a screen similar to figure 50 will appear.

```
MUNICIPAL DATA                                vY2K
TYPE: 0 Tax Department
NAME & TITLE: A Evan B. Howell CTC
MUNICIPALITY: B KNOWLTON TOWNSHIP
ADDRESS: C 628 ROUTE 94
CITY, ST: D COLUMBIA, NJ
ZIP, COUNTY: E 07832 - WARREN
PHONE: T 908-496-4076
OFFICE HRS: V Tues and Friday 6:00pm to 9:00pm
Special Tax codes: N
COMMENT: W 3rd Quarter due 8/1/98. See back of
Tax Bill: R tax bill for further information.
Tax Rate & Interest: I Included in the Municipal Tax Rate
is a $0.01 Open Space Tax.
ENTER CODE: | X=EXIT
```

Fig 50

Select the code you which to change, press <Enter>, enter the information, press <Enter>, repeat the preceding steps until all information is entered then select "X" and press <Enter>. There are three additional menu selections "N, R, and I". Upon selecting "I Tax Rate & Interest" the Interest and Tax Rate screen is displayed similar to figure 51.

```
TAX & INTEREST RATES
CURRENT YEAR TAX RATE: F 2.7700
CURRENT YEAR-1 TAX RATE: C 2.7800
CURRENT YEAR-2 TAX RATE: H 2.8400
CURRENT YEAR-3 TAX RATE: L 2.8400
CURRENT YEAR-4 TAX RATE: J 2.4800
CURRENT YEAR-5 TAX RATE: K 2.3300
LOWER INT VALUE: L 0.00000 LIMIT: N 1500.00 UPPER INT VALUE: N 18000
PENALTY VALUE: O 0.00000 START: P 10000.00
GRACE IN DAYS: D 15 DISCNT: A 0.00
BANK ACCOUNT NUMBER: S 023456789
ENTER CODE: | X=EXIT
```

Fig 51

Select the code you which to change, press <Enter>, enter the information, press <Enter>, repeat the preceding steps until all information is entered then select "X" and press <Enter> will return you to the "Municipal Data" screen. Upon selecting "R Tax Bill" the Interest and Tax Rate screen is displayed similar to figure 52.

1988 TAX BILL CODES v12X

CODE	DESCRIPTION OF TAX	RATE
1	COUNTY TAX	0.00770
2	COUNTY LIBRARY TAX	0.00670
3	COUNTY OPEN SERVICE	0.00620
4	DISTRICT SCHOOL TAX	0.01630
5	REGIONAL SCHOOL TAX	0.00670
6	MUNICIPAL TAX	0.00210
7		0.00600 Total 0.02770
8	State Aid Municipal Government :	445,309.00
9	State Aid School Districts :	2,126,300.00
10	State Aid County Government :	285,392.00

ENTER CODE: █ 99=Municipal Screen (D Down) #Prior Year (U Up) Next Year

Fig 52

Select the code you which to change, press <Enter>, enter the information, press <Enter>, repeat the preceding steps until all information is entered then select "X" and press <Enter> will return you to the "Municipal Data" screen. Upon selecting "N Special Tax Codes" the Special Tax Code screen is displayed similar to figure 53.

SPECIAL TAX CODES v2.0

CODE	SPTX CODE	RATE	DESCRIPTION OF CODE
1	█	0.00000	█
2	█	0.00000	█
3	█	0.00000	█
4	█	0.00000	█
5	█	0.00000	█
6	█	0.00000	█
7	█	0.00000	█
8	█	0.00000	█
9	█	0.00000	█

ENTER CODE: █ 99=Municipal Screen

Fig 53

Select the code you which to change, press <Enter>, enter the information, press <Enter>, repeat the preceding steps until all information is entered then select "X" and press <Enter> will return you to the "Municipal Data" screen.

NOTE: The Tax Records that this rate applies to must be encoded with the matching special code.

Upon completion you will be returned to the "Key Prompt" (form more information on the key prompt see Appendix A).

End of Year Processing

End of year processing is as simple as pressing a function key. But before you press the function key make sure you call Municipal Software at 1-800-225-6699, so we can make sure all necessary reports and preparation work has been completed.

FINAL COMMENTS

If you have any suggestions or comments about this manual please feel free to write them down and send them to :

Municipal Software
Attention: Joseph Piesecki
809 Ann Street
Stroudsburg PA. 18360

APPENDIX A The "Key Prompt"

When given access to the computer system a "Key Prompt" screen similar to figure A.1 will appear. To access the "Function" of your choice just press the corresponding function key. Either a new set of functions will be made available or the "Function" will execute, if you are allowed access to that particular function.

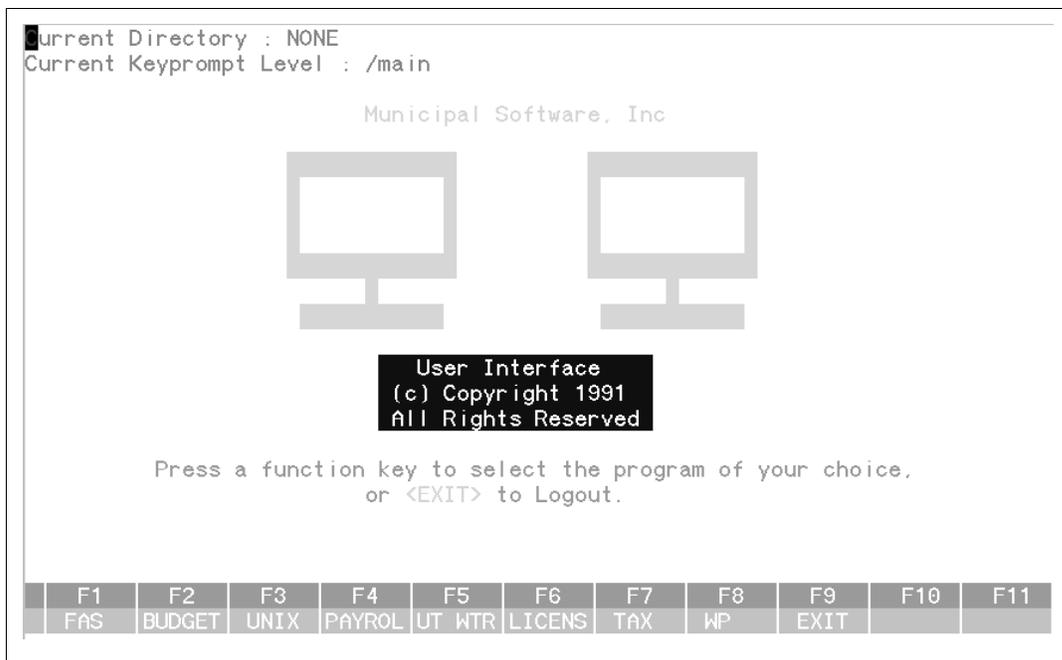


Fig A.1

NOTE: For other keyboards the function keys might be labeled F6 through F17.

If the "Function Key" labeled "Tax" in figure A.1 were pressed figure A.2 would be displayed.

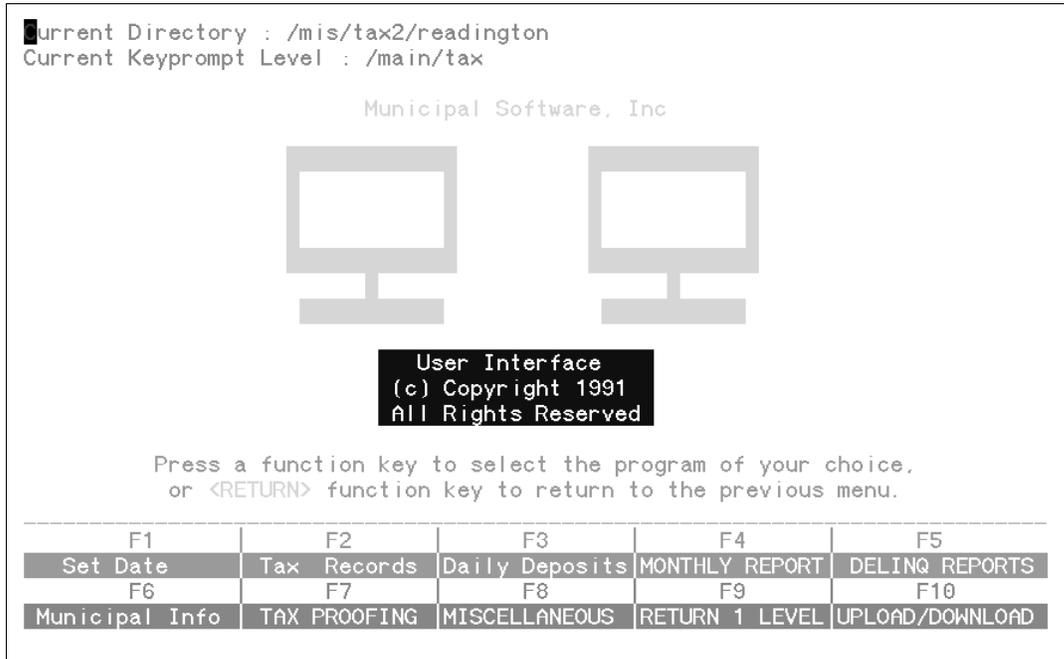


Fig A.2

This set of "Function Keys" corresponds to Tax Collection only. Pressing the corresponding function keys would execute the following:

- 1 Set Date Date Function: Set the Tax Collection System Date.
- 2 Tax Records Tax Functions: Main Tax Collection System
- 3 Daily Deposits Deposit Functions: Generates the pre-deposit slip and the deposit slip.
- 4 MONTHLY REPORT Cash Book Functions: Generates the Detailed cashbook and the Cashbook summary. Figure A.2.1.
- 5 DELINQUENT REPORTS Delinquent Function keys: Figure A.3.
- 6 Municipal Info Municipal Information Function: Maintains the Tax rates, Name, Address, Interest rates, and Other Municipal Information.
- 7 TAX PROFING Tax Duplicate Functions: Figure A.4.
- 8 MISCELLANEOUS Miscellaneous Functions: Figure A.5.
- 9 RETURN 1 LEVEL Returns you to the MAIN Function keys Figure A.1.

If the "Function Key" labeled "MONTHLY REPORT" in figure A.2 were pressed figure A.2.1 would be displayed.

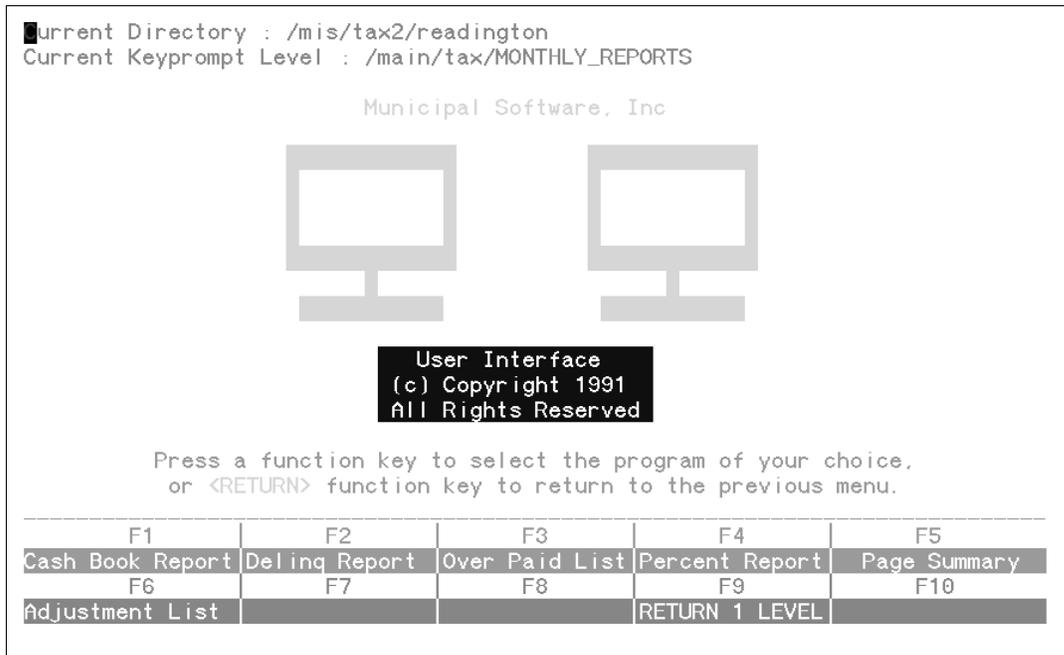


Fig A.2.1

10 Cash Book Report

In summary or detailed format lists all the transactions within a given month and year, with monthly and year to-date totals.

11 Delinq Report A listing of all delinquent properties, for a given year and quarter.

12 Over Paid List A listing of all properties which have over payments

13 Percent Report A summary breakdown of the percent of the levy collected to date.

14 Page Summary A page by page total of the Tax duplicate.

15 Adjustment List A listing of all adjustments

16 BLANK

17 BLANK

18 RETURN 1 LEVEL Returns you to the MAIN Function keys Figure A.1.

If the "Function Key" labeled "DELINQ REPORTS" in figure A.2 were pressed figure A.3 would be displayed.

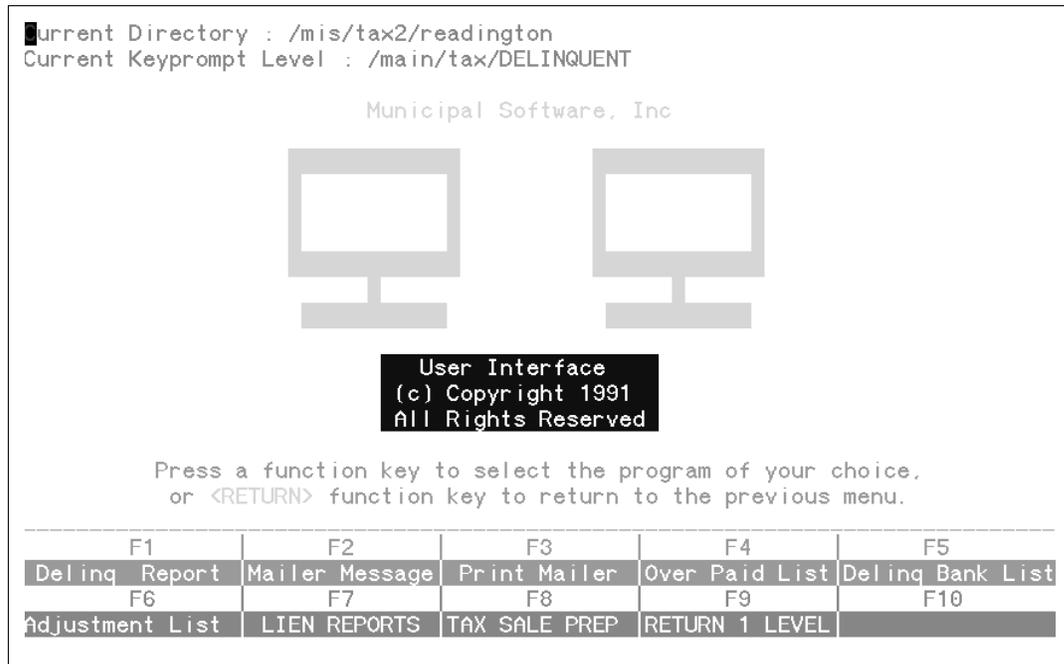


Fig A.3

This set of "Function Keys" corresponds to "Delinquent Tax Collection" functions only. Pressing the corresponding function keys would execute the following:

- 19 Delinq Report Delinquent Report Function: Generates a listing of all delinquents specified in block and lot order.
- 20 Mailer Message Delinquent Mailer Message Function: Allows for the user to enter a message which appears on the delinquent tax mailer.
- 21 Print Mailer Delinquent Mailer Function: Merges the "message" with the delinquent tax records.
- 22 Over Paid List A listing of all properties which have over payments
- 23 Delinq Bank List Generates a list of tax records which have bank codes and are delinquent.
- 24 Adjustment List A listing of all adjustments
- 25 LIEN REPORTS A set of functions for lien reports Figure A.3.1.
- 26 TAX SALE PREP A set of functions related to tax sale Figure A.3.2.
- 27 RETURN Return to "Tax Function keys": Figure A.2.

If the "Function Key" labeled "LIEN REPORTS" in figure A.3 were pressed figure A.3.1 would be displayed.

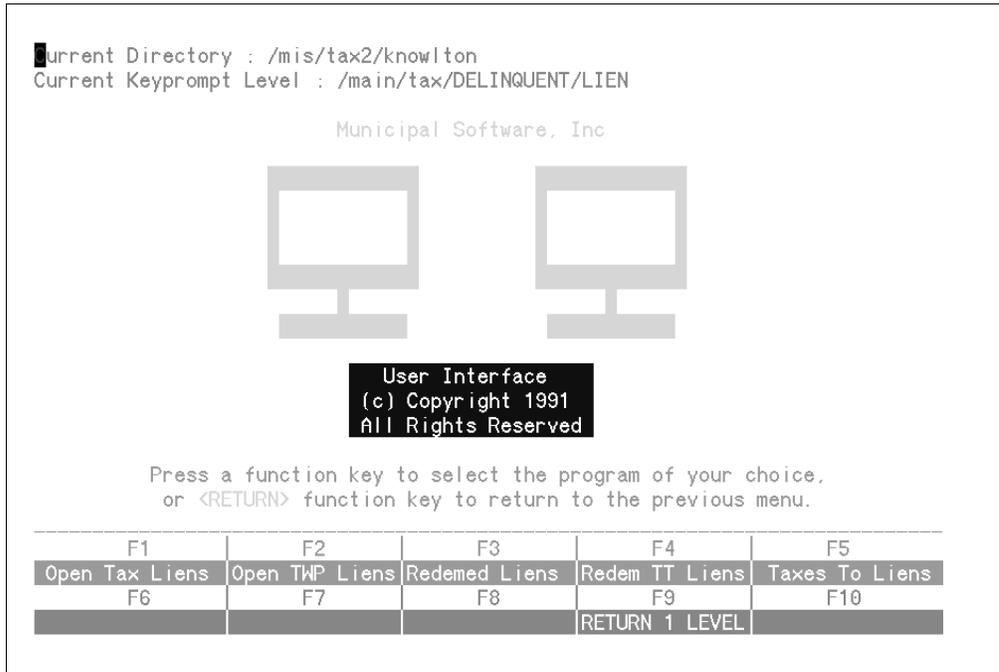


FIG A.3.1

This set of "Function Keys" corresponds to "Lien Reports" only. Pressing the corresponding function keys would execute the following:

- | | | |
|----|-----------------|--|
| 28 | Open Tax Liens | All open liens excluding Township. |
| 29 | Open TWP Liens | All open Township held liens. |
| 30 | Redemed Liens | All redeimed liens excluding Township. |
| 31 | RedemedTT Liens | All redeimed Township held liens. |
| 32 | Taxes To Liens | Lists all taxes that were transfered to lien for a given year. |
| 33 | BLANK | |
| 34 | BLANK | |
| 35 | BLANK | |
| 36 | RETURN | Return to "Delinquent Function keys" |
- Figure A.3

If the "Function Key" labeled "TAX SALE PREP" in figure A.3 were pressed figure A.3.2 would be displayed.

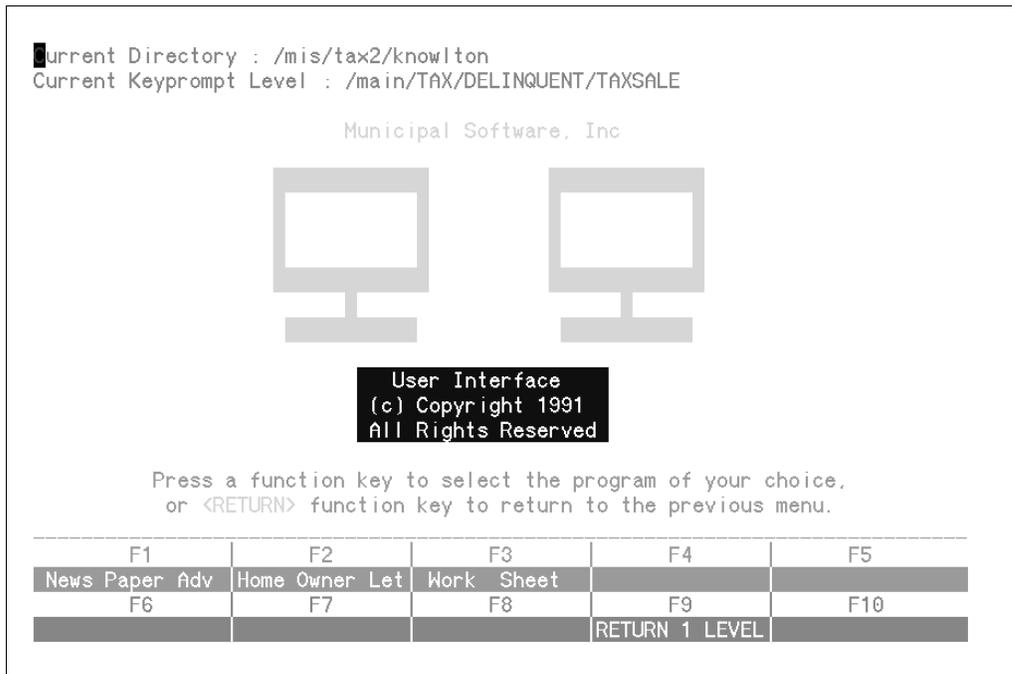


Fig A.3.2

This set of "Function Keys" corresponds to "Lien Reports" only. Pressing the corresponding function keys would execute the following:

- 37 News Paper Adv Produces the news paper advertisement list for tax sale.
- 38 Home Owner Let Produces a letter for mailing to the home owner.
- 39 Work Sheet Produces a work sheet to be used during the tax sale.
- 40 BLANK
- 41 BLANK
- 42 BLANK
- 43 BLANK
- 44 BLANK
- 45 RETURN Return to "Delinquent Function keys"

Figure A.3

If the "Function Key" labeled "TAX PROOFING" in figure A.2 were pressed figure A.4 would be displayed.

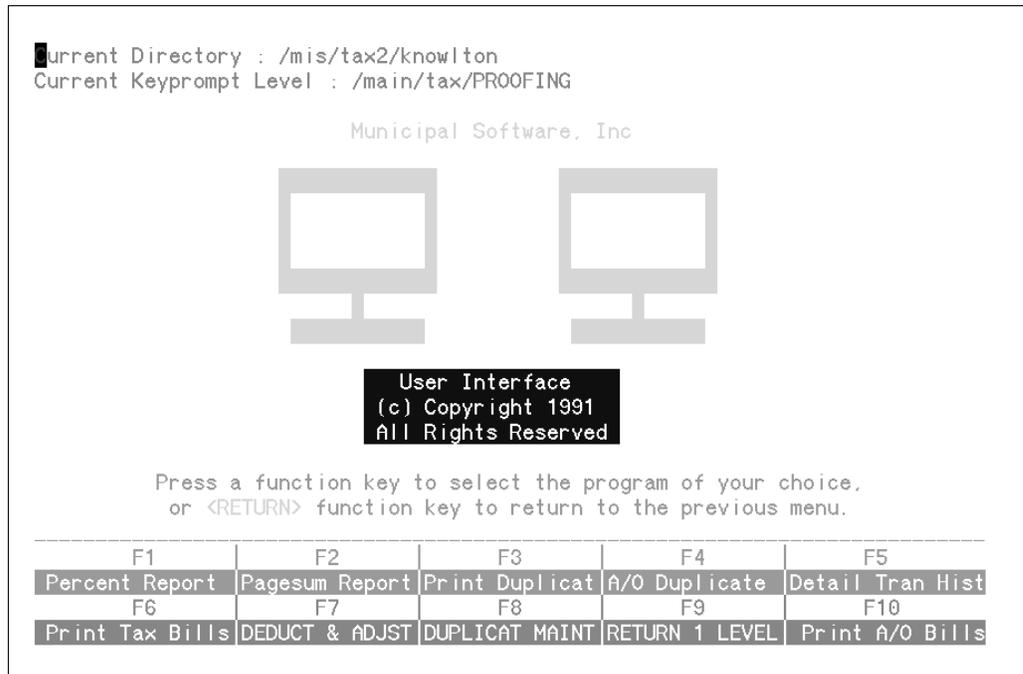


Fig A.4

This set of "Function Keys" corresponds to "Tax Proofing" functions only. Pressing the corresponding function keys would execute the following:

- | | | |
|----|------------------|---|
| 46 | Percent Report | A summary breakdown of the percent of the levy collected to date. |
| 47 | Page Summary | A page by page total of the Tax duplicate. |
| 48 | Print Duplicate | Prints the tax duplicate. |
| 49 | A/O Duplicate | Prints the added omitted tax duplicate. |
| 50 | Detail Tran Hist | Prints every transaction on every block and lot. |
| 51 | Print Tax Bills | Prints the tax bills. |
| 52 | DEDUCT & ADJST | Deduction and Adjustment Reports Figure A.4.1. |
| 53 | DUPLICAT MAINT | Duplicate maintance programs Figure A.4.2. |
| 54 | RETURN | Return to "Tax Function keys" Figure A.2. |
| 55 | Print A/O Bills | Prints the added omitted bills |

If the "Function Key" labeled "DEDUCT & ADJST" in figure A.4 were pressed figure A.4.1 would be displayed.

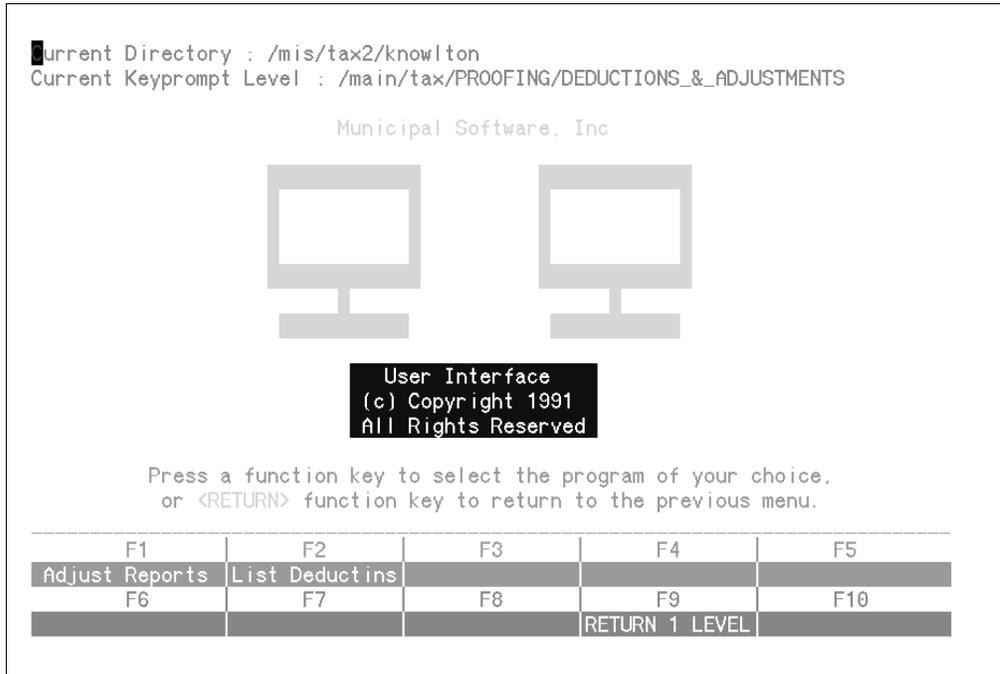


Fig A.4.1

This set of "Function Keys" corresponds to "Deductions and Adjustments" functions only. Pressing the corresponding function keys would execute the following:

56	Adjust Reports	A listing of all adjustments.
57	List Deductions	A listing of all deductions.
58	BLANK	
59	BLANK	
60	BLANK	
61	BLANK	
62	BLANK	
63	RETURN	Return to "Duplicate Maintenance keys"

Figure A.4.

If the "Function Key" labeled "DUPLICAT MAINT" in figure A.4 were pressed figure A.4.1 would be displayed.

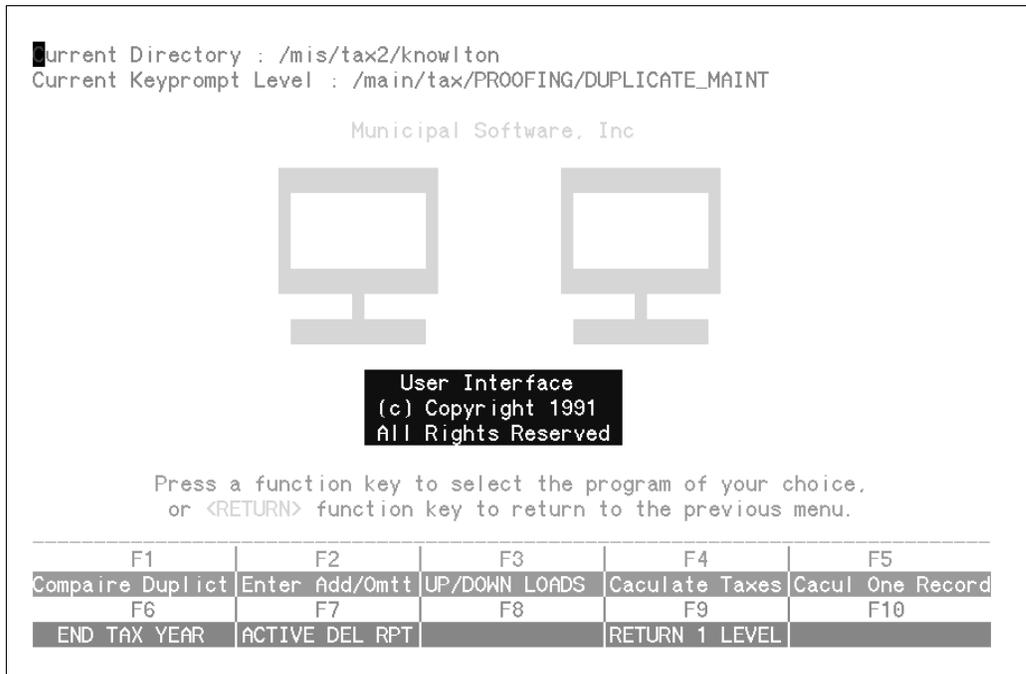


Fig A.4.2

This set of "Function Keys" corresponds to "Duplicate Maintenance" functions only. Pressing the corresponding function keys would execute the following:

- 64 Compaire Duplict
- 65 BLANK
- 66 BLANK
- 67 Calculate Taxes
- 68 Calculate One Record
- 69 END TAX YEAR End of tax year procedures Figure 4.3.
- 70 ACTIVE DEL RPT Prior year delinquent reports Figure 4.4.
- 71 BLANK
- 72 RETURN Return to "Tax Proofing keys" Figure A.4.

If the "Function Key" labeled "DUPLICAT MAINT" in figure A.4 were pressed figure A.4.1 would be displayed.

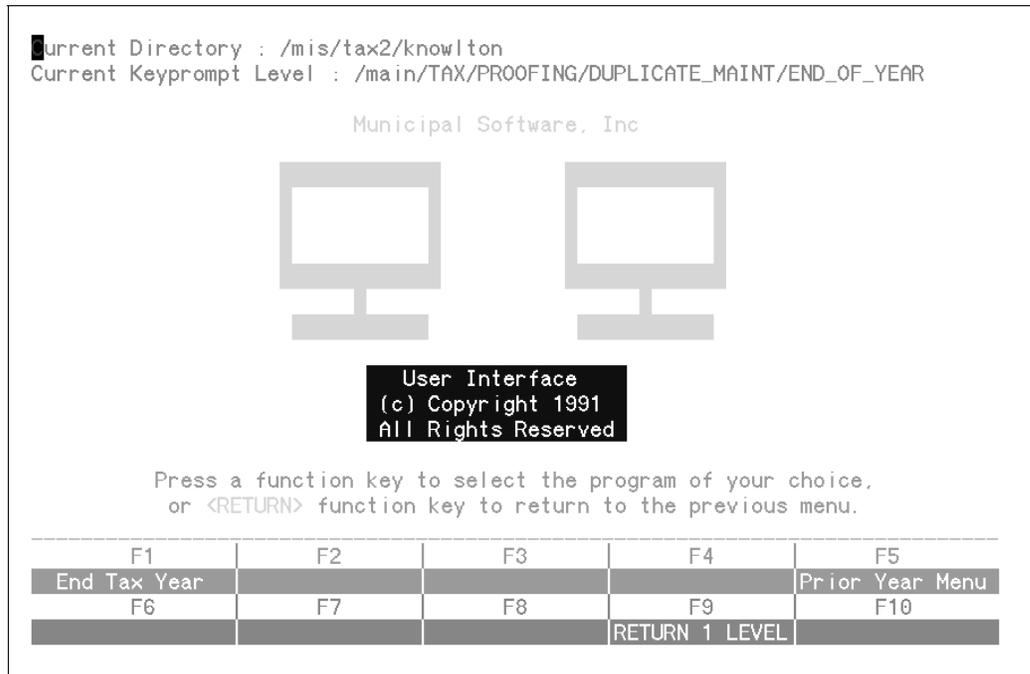


Fig A.4.3

This set of "Function Keys" corresponds to "Duplicate Maintenance" functions only. Pressing the corresponding function keys would execute the following:

- 73 End Tax Year
- 74 BLANK
- 75 BLANK
- 76 BLANK
- 77 PRIOR Year Menu
- 78 BLANK
- 79 BLANK
- 80 BLANK
- 81 RETURN Return to "Duplicate Maintenance keys" Figure A.4.2.

If the "Function Key" labeled "END TAXYEAR" in figure A.4 were pressed figure A.4.4 would be displayed.

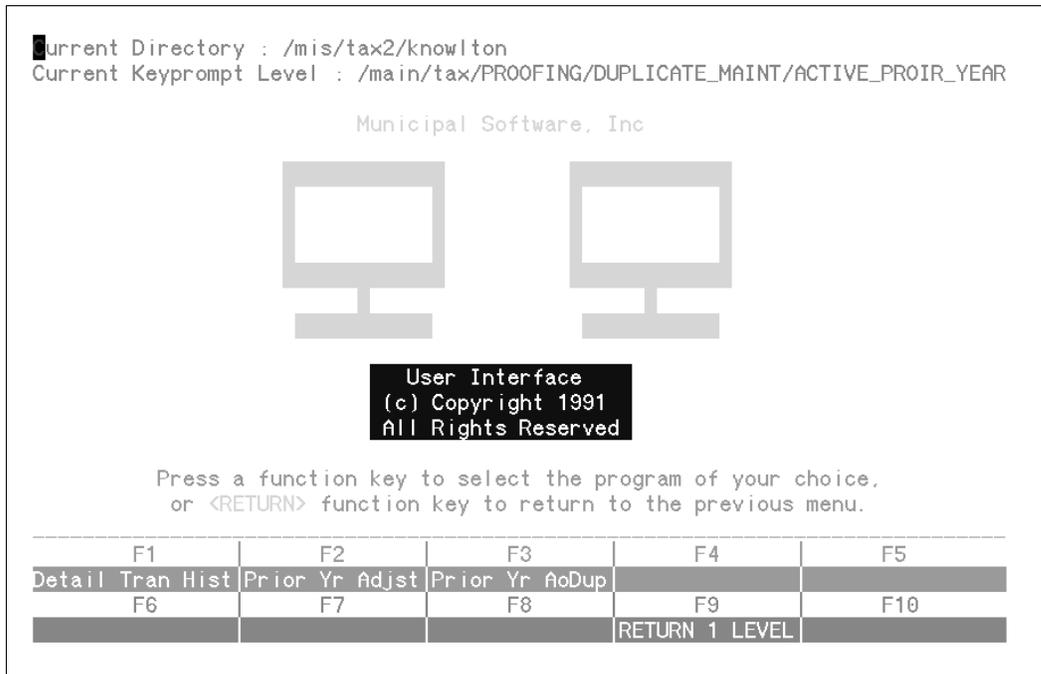


Fig A.4.4

This set of "Function Keys" corresponds to "Duplicate Maintenance" functions only. Pressing the corresponding function keys would execute the following:

- 82 Detail Tran Hist
 - 83 Prior Yr Adjst
 - 84 Prior Yr AdDup
 - 85 BLANK
 - 86 BLANK
 - 87 BLANK
 - 88 BLANK
 - 89 BLANK
 - 90 RETURN
- Figure A.4.2.

Return to "Duplicat Maintanence keys"

APPENDIX B BACKUPS

A backup is a duplicate of the information stored on your hard disk drive. Because the duplicate data is preserved on a separate storage medium, your organization is protected from losing valuable work if something goes wrong with your computer system.

While backups help protect against system damage, they are also used to retrieve an older version of a particular data file, and are useful in solving problems.

If during a backup an application is being used, the backup function will fail to include the files which are being used. That is why the backups are done during "off hours" when everyone should be off the system.

To insert a tape in to the tape drive use the instructions below:

1. Insert the 1/4" tape into the drive in the following manner:

A. The metal casing is on your left.

B. The exposed part of the tape is facing upward (S Series Machines) downward for Intel Based Machines.

C. The small arrow on the top left of the tape, is pointing away from "safe".

D. Insert tape into the tape drive.

E. While holding the tape in the drive, push the knob at the top of the drive down, so that it holds the tape in the drive.

2. The next day, remove the tape from the tape drive in the following manner:

A. Push the knob at the top of the tape drive up

B. Allow the tape to come out of the drive.

C. Remove the tape, and turn the small arrow to "safe".

3. Place the tape in a safe place, away from extreme temperature variations.

The other major factor in duplicating data is the tape it self. Occasionally, a tape suffers from wear and tear, so periodically a tape should be "verified" as to its contents.

On a daily basis "root's" mail should be checked for the message left by the backup function. To accomplish this, follow the outlined procedure below:

1. login as "root".
2. type "mail" followed by <Return> or <Enter>.
3. a message similar to this should appear
"From root Mon Apr 14 20:00 EDT 1992 313216 blocks"
4. you should now be positioned to right of the "?" prompt, type "dq" <Return> or <Enter>, this deletes ("d") the message and then quits("q") mail.
5. type "exit" followed by <Return> or <Enter>, to return to login.

On a weekly basis a tape should be verified, as to its contents. To accomplish this, follow the outlined procedure below:

1. login as "root".
2. type "verifytape" followed by <Return> or <Enter>.
3. the files will now be displayed on your screen, when complete the last message should be the number of "blocks" backed up.
4. type "exit" followed by <Return> or <Enter>, to return to login.

To eliminate the possibility of data loss the following procedure of "tape cycling" is NECESSARY. The following procedure (which is an industry-wide standard) is Municipal Software's formal recommendation for "tape cycling" :

1. One tape for each month of the year to be maintained off site, each tape should be labeled with the month's name. This tape should be used on the 1st day of the appropriate month.
2. One tape for each day of the week (except Friday), each tape should be labeled with the day's name. This tape should be used on the appropriate day of the week.
3. One tape for each Friday in the month to be maintained off site, each tape should be labeled Friday 1, Friday 2, Friday 3, Friday 4, and Friday 5. The appropriate tape should be used on corresponding week of the month

NOTE: The above procedure requires 21 tapes, if your backup only uses one tape. We recommend 3M DC6??? data cartridges.

You should also keep an accurate log of the following items:

1. tape number
2. date of the backup
3. volume number (if the backup uses more than one tape)

We realize that tape cartridges cost between \$20.00 to \$30.00 per cartridge, but how valuable is your time and data. If you have any questions regarding the above procedures or any questions in general please call.

Please remember that it is the responsibility of your organization to verify and protect your tape backups.

Tax Collection System

APPENDIX C Sample Duplicate

REAL PROPERTY EXTENDED TAX DUPLICATE														PAGE 1		
BLOCK LOT QUALIF. ACCOUNT	DIMENSION BLDG.DESCR. ADD.LOTS ACREAGE	PROP.CLASS. BANK CODE	PROPERTY OWNER'S NAME STREET ADDRESS CITY, STATE LOCATION	BILL-CODE ZIP MAP-PAGE	LAND VALUE IMPROVMENTS EXEMPTIONS NET TAX	92 TAX DEDUCTNS DED 92 NETTAX	1Q TAX PAID ADJUST BALANCE	2Q TAX PAID ADJUST BALANCE	3Q TAX PAID ADJUST BALANCE	4Q TAX PAID ADJUST BALANCE	TL:TAX TL:PAID TL:ADJUST	OPEN BALANCE OVPAID	PREPAYTAX PREPAID			
1	1.59 AC.	3A	STRIA, HUBERT & PAULA		68700	0.00	899.07	899.07	0.00	0.00	1798.14		0.00			
1	2SF		RRL BOX 89-ROUTE 579	08802	191900		899.07	899.07	0.00	0.00	1798.14		0.00			
25	1.5900		ASBURY, NJ	1	260600	0.00	0.00	0.00	0.00	0.00	0.00					
			R. D. ASBURY RT 579													
1	43.04 AC.	3B	STRIA, HUBERT & PAULA		10000	0.00	34.50	34.50	0.00	0.00	69.00		0.00			
1			RRL BOX 89-ROUTE 579	08802	0		34.50	34.50	0.00	0.00	69.00		0.00			
QFARM			ASBURY, NJ			0.00	0.00	0.00	0.00	0.00	0.00					
32	43.0400		BLOOMSBURY-PITTTOWN RD	1	10000	0.00	0.00	0.00	0.00	0.00						
1	1.43	2	KOMAREK, GEORGE J & EDITH		67400	0.00	633.77	633.76	0.00	0.00	1267.53		0.00			
1.01	1SB		RRL BOX 351-ROUTE 579	08802	116300		633.77	633.76	0.00	0.00	1267.53		0.00			
			ASBURY, NJ				0.00	0.00	0.00	0.00	0.00					
40	1.4299		BLOOMSBURY-PITTTOWN RD	1	183700	0.00	0.00	0.00	0.00	0.00						

APPENDIX D Deduction Changes Year-to-date

PROPERTY TAX ADJUSTMENTS as of 8/13/92

BLOCK	LOT	QUALIF	TAXID	ALLOWED	DISALLOWED	AMOUNT	DATE
1.09	25		1195		Senior	-250.00	4/23/92
6	13.08		2488		Senior	-250.00	6/09/92
7	1.04		2569	apply from		53.82	3/12/92
14	10		4703		Senior	-250.00	5/05/92
14.03	5		5111	apply from		447.12	5/18/92
14.03	5		5111	apply to		-6.21	5/19/92
14.03	5.01		5129	apply from		6.21	5/19/92
15	3.06		5344	apply to		-447.12	5/18/92
15	50		6122		Senior	-250.00	4/23/92
15	50		6122	Senior		250.00	6/15/92
17	6.02		7623	Veteran		50.00	8/05/92
21	4		8666		Senior	-250.00	5/28/92
22	33.02		10009	Co Appeal		3196.07	3/10/92
24	2	C0210	10577		Senior	-250.00	4/23/92
24	2	C1406	11972	apply from		765.21	1/19/72
24	2	C2211	12983		Senior	-250.00	4/23/92
24.02	2.01	C0109	14797	apply to		-765.21	7/09/92
28	11		16890	Veteran		50.00	7/02/92
32	3		18696	apply to		-53.82	3/12/92

TOTALS	Number	Amount
County appeal	1	3196.07
Seniors allow	1	250.00
Seniors disallow	7	-1750.00
Veteran allow	2	100.00

APPENDIX E Mailing Labels

TRANSCONTIENTAL GAS PIPE LINECORP.
P O BOX 1396
HOUSTON, TEXAS 77251

SMITH, HUBERT & PAULA
BOX 99-ROUTE 579
ASBURY, NJ 08802

SMITH, HUBERT & PAULA
BOX 99-ROUTE 579
ASBURY, NJ 08802

SMITH, GEORGE J & EDITH
BOX 133-ROUTE 579
ASBURY, NJ 08802

SMITH, GEORGE J & EDITH
BOX 133-ROUTE 579
ASBURY, NJ 08802

SMITH, ANN
99 RUPELLS ROAD
CLINTON, NJ 08809

SMITH, JAMES M & LISA E
BOX 123 ROUTE 579
ASBURY, NJ 08802

SMITH JOHN A
BOX 234-ROUTE 579
ASBURY, NJ 08802

SMITH, JOHN A
BOX 345-ROUTE 579
ASBURY, NJ 08802

APPENDIX F Percent Collected-to-date

Collector's Percentage Collected to 5/12/92

Quarter 1 Taxes Due	:	1,355,129.63
Quarter 1 Adjustments	:	0.00
Quarter 1 Taxes Paid	:	1,341,662.06-
Quarter 1 Open Balance	:	13,467.57
Quarter 1 Collection Rate	:	0.99006

Quarter 2 Taxes Due	:	1,355,128.14
Quarter 2 Adjustments	:	0.00
Quarter 2 Taxes Paid	:	1,320,580.01-
Quarter 2 Open Balance	:	34,548.13
Quarter 2 Collection Rate	:	0.97450

Quarter 3 Taxes Due	:	1,481,323.99
Quarter 3 Adjustments	:	50.00
Quarter 3 Taxes Paid	:	0.00
Quarter 3 Open Balance	:	1,481,373.99
Quarter 3 Collection Rate	:	0.00000

Quarter 4 Taxes Due (Inc A/O)	:	1,481,322.41
Quarter 4 Adjustments (Inc A/O)	:	50.00
Quarter 4 Taxes Paid (Inc A/O)	:	0.00
Quarter 4 Open Balance (Inc A/O)	:	1,481,372.41
Quarter 4 Collection Rate (Inc A/O)	:	0.00000

Total Tax Due	:	5,672,904.18
Total A/O Due	:	0.00
Total Adjustments	:	100.00
Total Deductions	:	2,950.00-

Total Net Tax Due	:	5,670,054.18
Total Tax Paid	:	2,662,242.07-
Total A/O Paid	:	0.00
Total Open Balance	:	3,007,812.11

Total Interest Paid	:	897.74
Total A/O Int Paid	:	0.00

Collection Rate	:	0.46952
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