RESOLUTION
of the
BOROUGH OF NEW PROVIDENCE
Resolution No. 2016-315

Council Meeting Date: 10-10-2016 Date Adopted: 10-10-2016

TITLE: RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF NEW PROVIDENCE, COUNTY OF UNION, STATE OF NEW JERSEY ADOPTING STANDARD OPERATING PROCEDURE FOR THE REPORTING OF TAX APPEALS FOR THE BOROUGH OF NEW PROVIDENCE

Councilperson Muñoz submitted the following resolution, which was duly seconded by Councilperson Galluccio.

WHEREAS, the Borough Council believes that it is both necessary and appropriate to adopt the following standard operating procedures to provide guidance on various issues affecting, staff, volunteers, and Borough Officials:

Policy Title	**Policy Number**
• Finance – Reporting of Tax Appeals	102-10-001

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of New Providence, County of Union, State of New Jersey that the Standard Operating Procedures, which are attached hereto and made a part hereof, are hereby adopted.

APPROVED, this 10th day of October, 2016.

RECORD OF VOTE

	AYE	NAY	ABSENT	NOT VOTING
GALLUCCIO	X			
GENNARO	X			
KAPNER	X			
MADDEN	X			
MUÑOZ	X			
ROBINSON	X			
MORGAN			TO BREAK COUNCIL TIE VOTE	

I hereby certify that the above resolution was adopted at a meeting of the Borough Council held on the 10th day of October, 2016.

Wendi B. Barry, Borough Clerk

Standard Operating Procedure

Department: Finance	Issue Date: 10-10-2016	SOP # 102-16-001	Resolution # 2016-???
Title: REPORTING OF TAX APPEALS		Approved by: Mayor and Council	

I. **Purpose**

To establish an appropriate procedure for the reporting of all tax appeals to the Chief Financial Officer and the Mayor and Borough Council.

II. **Policy**

Active monitoring of the Borough's ratable base is fundamental to helping to ensure fiscal stability. Therefore an adequate reporting system alerting the Chief Financial Officer and the Mayor and Borough Council to all tax appeals is essential to create awareness of potential financial implications of said tax appeals.

1. Each year, no later than June 1st, the Tax Assessor shall provide a written report to the Chief Financial Officer, with copies to the Mayor and Council of all tax appeals filed for that year.

2. Before any changes (increase or decrease) of 5% or greater are made to the assessed value of any property within the Borough of New Providence, the tax assessor shall provide a written report to the Administrator with a copy to the CFO outlining the reasons for the adjustment and the financial implications of said adjustment.

Original Issue: October 10, 2016