

# TOWN OF BEAUFORT

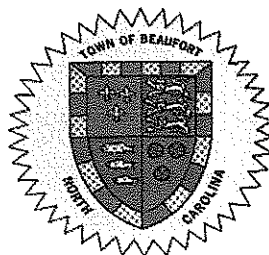
## TAX DEPARTMENT

215 Pollock Street, P.O. Box 390  
Beaufort, N.C. 28516  
(252) 728-2141, (252) 728-3982 fax  
www.beaufortnc.org

DATE: January 16, 2009  
TO: Town of Beaufort Board of Commissioners  
FROM: Peggy McKay, Tax Collector/Revenue Supervisor  
RE: 2008 Tax/Revenue Departments End of Year Report

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Attached you will find the 2008 Year End Report



Peggy G. McKay, Tax Collector/Revenue Supervisor

TAX DEPARTMENT  
2008 YEAR END REPORT

This was our 6<sup>th</sup> Tax Year since we began Billing and Collections of our taxes for the Town. Which has benefitted the Town to have our records in house and increased the collection rate.

Continued Education:

April 2008 Attended NCTCA Annual Spring Conference, Greensboro, NC

September 2008 Attended Workshop, Kenansville, NC  
Legislative Updates/Dept. of Revenue

October 2008 Attended Annual Business License Conference, Wilmington, NC  
Elected to Board of Directors to represent the Coastal Plains District for 2009.

Goals for 2009:

Continue to work diligently to collect the delinquent taxes due to the Town.

Work toward completing a procedure manual for the Tax Department.

Looking forward to the completion of upgrading our current tax software to the new windows version. Which will allow us to access more detailed tax information. Looking for that to happen for the 2009 tax year.

To change the current format of our Privilege License to a 8 ½ x 11 statement and license, which will be printed on a laser printer instead of the current matrix printer.

Continued Education Opportunities:

2009 NCTCA Annual Spring Conference  
2009 NCAAO/NCTCA Joint Summer Conference  
2009 NCABLO Privilege License Conference  
Coastal Plains Quarterly Meetings

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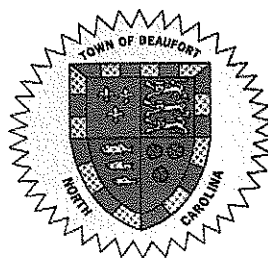
### 2008 TAX YEAR END REPORT

DECEMBER 31, 2008

|                             |               |
|-----------------------------|---------------|
| Original Levy July 28, 2008 | 2,021,028.75  |
| Discoveries                 | 2,911.87      |
| Late List Fees              | 882.15        |
| Releases                    | 3,411.09      |
| Collections thru 12-31-08   | 1,453,774.23  |
| Total Uncollected           | \$ 567,637.45 |
| 71.79% Collected            |               |

### As of January 16, 2009

|                          |              |
|--------------------------|--------------|
| Total Amount Uncollected | \$232,896.44 |
| % Collected              | 88.52%       |



Peggy G. McKay, Tax Collector/Revenue Supervisor

**2008 CORPORATE TAX**

|                 |             |
|-----------------|-------------|
| 09-12-08 Billed | \$14,780.37 |
| Collected       | 14,780.37   |

**2008 PRIVILEGE LICENSE**

|                               |             |
|-------------------------------|-------------|
| 07-01-08 thru 12-31-08 Billed | \$39,501.50 |
| Penalties                     | 596.46      |
| Adjustments                   | 1,678.64    |
| Collections thru 12-31-08     | 37,191.06   |
| Balance Uncollected           | \$1,228.26  |

764 Privilege License Issued thru 12-31-08

**REVENUE DEPARTMENT  
2008 YEAR END REPORT**

The Revenue Department currently processes 3053 accounts monthly.

Accomplishments:

Updating of the Procedure Manuals for the Revenue Specialist and Sr. Revenue Specialist are approx. 50% complete.

Began Cross Training Process in December 2008.

Organization of the Revenue Department is complete.

Changes for the Trash Billing was completed prior to the January Billing Cycle.

Goals for 2009

To continue to find ways that will help the Revenue Department operate more efficiently to better service the citizens of Beaufort.

Complete the Procedure Manuals.