

School Business Executive
Board of Education Report
8/25/2020

- Year-end Audit still in process
- “Process It” is now fixed and tracking benefit time correctly! Balances will begin to print on paychecks starting with the check received 8/28/2020
- Prepare for taxes. Taxes were not received until 8/24/2020 and will be mailed out by 9/1/2020

*******New This Year*******

- Taxes will only be accepted by mail or drop box this year. Drop boxes will be available at the elementary and high school entrances. (thought process here elementary is handicap accessible and high school is where they are used to paying taxes) The drop box will be checked first thing in the morning, multiple times during the day and before staff leaves at 4:00 pm
- The tax bill will only give the tax payer the option to mail the payment to the M&T lockbox because of limited space and will state Payments by mail only.
- Lola and I created a small, bright colored memo to send out with the tax bills, the information on this memo is as follow-

ATTENTION!!!!

Due to COVID-19 precautions in person payments will **NOT** be accepted.

Please mail payments to-

School Tax Collector

OR

Ellicottville Central School

PO Box 5120

5873 Route 219

Buffalo, NY 14240-5120

Ellicottville, NY 14731

Drop Boxes are also available at both High School and Elementary entrances of the school.