

**TIMELINE OF A TAX BILL  
TOWN OF NEWSTEAD**

<b>DATE</b>	<b>ACTION</b>
<b>July 1<sup>st</sup></b>	Final Roll Day – No more changes are permitted unless they are court ordered. This assessment will be used to determine taxes for the upcoming year
	Work begins on next year’s cycle
<b>mid July</b>	The Town of Newstead begins the budget process by requesting department heads to create their budget requests for the upcoming year
<b>August 1<sup>st</sup></b>	Last day to file small claims cases with Erie County
<b>mid August</b>	Department budget requests are reviewed by Town Board at work session
<b>end August</b>	Assessor provides Supervisor with final total taxable values to determine tax rates
<b>September 15<sup>th</sup></b>	School tax bills are mailed out
	Tentative Town budget is determined and presented to the Town Clerk
<b>October 15<sup>th</sup></b>	School tax bill payments are due without penalties or late charges
	Town Board reviews tentative budget and holds Public Hearing for comments on Preliminary Budget
<b>November</b>	Assessor sends assessment roll to Erie county with last minute updates to special districts like water and refuse for those new homes which have been completed and recently occupied
	Revised special district taxable values are provided to Town Bookkeeper to finalize tax rates
	Budget adopted & sent to Erie County for review
<b>30<sup>th</sup></b>	Last day to pay school taxes locally
<b>December</b>	Submission of all budgets for the Akron School District to the ACS business office
<b>January</b>	Assessor sends assessment file to Erie County with most current owner names and addresses to insure tax bills are sent to the most current owners
<b>February 15<sup>th</sup></b>	Town/County tax bills are mailed out
<b>March 1<sup>st</sup></b>	Taxable Status Day (see article week #6) All exemption applications are due.
	Assessor performs road work to determine completion of all new construction/demolition.
<b>March 15<sup>th</sup></b>	Town/County tax payments due without penalties or late charges
<b>April</b>	New values are determined based on information collected during road work
	All exemptions are checked for eligibility and applied to assessment file
	BAC/BOE Meetings; School Budget adopted by Board of Education
<b>end of April</b>	Notices are mailed to all property owners whose assessment has changed
<b>May 1<sup>st</sup></b>	Tentative Roll filed with Erie County
<b>mid May</b>	School budget statement published (7 days before budget hearing)
	School budget mailer sent to all eligible voters
	Annual Akron Central School Meeting/Budget Vote (12:00pm -9pm Rooms TBD)
<b>4<sup>th</sup> Tuesday in May</b>	Grievance Day; opportunity to meet with the Board of Assessment Review to argue assessed value of your property
<b>June</b>	Any values that were changed by the Board of Assessment Review are changed on the Tentative Assessment Roll
<b>30<sup>th</sup></b>	Last day to pay Town/County taxes locally