

## COUNTY OF BERNALILLO, NEW MEXICO

### DESCRIPTION OF FIDUCIARY FUNDS

#### AGENCY FUNDS

Agency funds are used to account for assets held by the County as an agent for individuals, private organizations, other governmental units and/or other funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

*County Treasurer.* To account for the collection and payment to the County and other recipient entities of property taxes billed and collected by the County on their behalf. The Treasurer's funds are as follows:

*Cash Over/Short.* To account for differences of less than \$1.00 between property tax billed and collected. This fund was created by authority of Section 4-43-2, NMSA 1978 Compilation.

*Children's Trust Fund.* To record \$15 of each \$25 fee for issuing and recording a marriage license. The money is remitted to the State of New Mexico for use in projects for the treatment and prevention of child abuse. This fund was created by authority of Section 40-1-11, NMSA 1978 Compilation.

*Refund Overpayments.* Serves as a clearing account for refunds arising from overpayment of property taxes or other fees.

*Valuation Problems.* Consists of two accounts by authority of Section 7-38-46, NMSA 1978 Compilation:

*Valuation Problems Account.* Used to collect estimated tax on a forthcoming tax bill correction resulting from a valuation protest.

*Research Items Account.* Holds receipted monies when a multi-year discrepancy is being resolved; it is also used to hold monies while a taxpayer problem is being researched.

*Partial Payments (Over/Under Tax Payments).* Consists of four accounts by authority of Section 7-38-42, NMSA 1978 Compilation:

*Underpayments.* To record payments which are less than the total due because of penalty and interest charges. The property tax revenue is held in this account until a notice requesting penalty and interest is responded to by payment.

*Partial Payments.* To hold overpayments until a refund is requested or sent out, and to hold underpayments until the deficiency is corrected.

*Overpayments.* Overpayments in excess of \$.99 are held in the account until a refund request is received or a date after June 30.

*Bankruptcy.* Used to record cash receipts for property taxes when the tax liability has been identified through the bankruptcy process. The County disburses money out of this account when enough has accumulated to distribute the taxes (1/2 or full year bill).

**BERNALILLO COUNTY, NEW MEXICO**

**DESCRIPTION OF FIDUCIARY FUNDS**

**AGENCY FUNDS (CONTINUED)**

*Taxes Paid in Advance.* Consists of two accounts:

*Omit Payment.* Used to record the revenue collected from mobile home property taxes where the assessor has determined that the property had been omitted from the property tax rolls.

*Mobile Homes Prepaid.* Used to record the monies received as a condition of a property owner obtaining a tax release during the period January 1 to September 30. Taxes collected during October are recorded to the tax omit payment account and taxes collected during November and December are recorded to the undistributed taxes account.

*Claim for Refund IOI.* To account for interest earned on collected taxes when the valuation of the subject property is under formal protest.

*Undistributed Taxes.* To account for property tax payments and interest and penalty on tax payments received prior to distribution to various government entities. See Section 7-38-42 & 7-38-43, NMSA 1978 Compilation.

*NSF Applies.* Used to hold that portion of the tax payment which has cleared the bank until such time as remainder is paid.

*Claim for Refund.* To account for property taxes collected when the valuation of the subject property is under formal protest.

*Trust and Escrow (Judgment Auto Pay).* To account for monies collected on a corrected tax bill until either a balance due payment is submitted or the amount is transferred to the Undistributed Tax Account.

*Court Services Fund.* To account for the receipts and disbursements related to process servers.

*County Sheriff.* To account for the collection and payment to the County of charges for services provided and to account for the collection and disbursement of evidence and awards in civil suits on behalf of the plaintiffs involved.

*Special Assessment Districts.* To account for the collection of special assessment liens and the subsequent payment of special assessment bonds for the following districts:

- Special Assessment District 84-1
- Special Assessment District 84-2
- Special Assessment District 85-3
- Special Assessment District 85-4
- Special Assessment District 85-5
- Special Assessment District 83-1
- Special Assessment District 83-1B