

# Finance Department Services

The Finance Department is the customer service core for the City of Geneva. Our staff, and that of our financial partner, Lyons National Bank, recognize that your investment dollars, be they in the form of property taxes, sales, taxes, utility payments, or other payments to the City are as precious to you as they are to us. To that end, we manage your investment with the goal of providing a high level of value in terms of efficiency, great services, programs, and facilities.

Our groundbreaking partnership with Lyons National Bank is a prime example of leveraging your investment. In 2012, we entered into this partnership with an eye toward delivering a higher level of service and value to our customer-investors. Staff from Lyons National Bank process payments for utility bills and property taxes. Additionally, they manage your investment to ensure that we are earning proper returns.

Finance Department staff manage other internal and external customer service functions, including acceptance of payments for fines, fees, and late taxes, accounts receivable and payable, payroll, budget administration, and audit services.

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## Join the Citizen Budget Academy



The poster features a grid background. At the top is the City of Geneva logo, which includes a stylized 'G' and the word 'GENEVA'. Below the logo is a hand icon holding a coin. The text reads: 'CITIZEN BUDGET ACADEMY', 'Mondays starting on April 3, 2017', 'Ends May 15, 2017', '6:00pm-8:00pm'. Underneath, it says 'Learn about City of Geneva budget items:' followed by a bulleted list: '• revenues', '• expenses', '• debt financing', '• capital planning'. At the bottom, it states 'This is the 3rd series in the Mayoral Institute of Civic Engagement!' and 'Register today: <http://cityofgeneva.ny.com/finance-department-services/>'.

**Register today! Fill out this brief form.**

The registration is a first come, first served basis. This course is the 3rd in the Mayoral Institute of Civic Engagement. Registration will close when class is full, but is sure to fill up fast. ***Runs every Monday from***

**April 3rd to May 25th.**

**April 3<sup>rd</sup>** – It's Accrual World

**April 10<sup>th</sup>** – In This Economy?

**April 17<sup>th</sup>** – Everything's Bigger in Taxes

**April 24<sup>th</sup>** – Wanted: Debt or Alive

**May 1<sup>st</sup>** – Safe and Sound

**May 8<sup>th</sup>** – Adam Takes a Vacation

**May 15<sup>th</sup>** – BYOB: Bring Your Own Budget

For a [PDF poster](#) click [here](#).

Any questions? Please contact Adam Blowers at [acb@Geneva.ny.us](mailto:acb@Geneva.ny.us) or 315-828-6582.

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## **IMPORTANT DATES TO REMEMBER**

January – City/County Tax Bill – 1st installment due by 1/31

February – School Tax Bill – 2nd installment due by 2/28

May – City/County Tax Bill – 2nd installment due by 5/31

September – School Tax Bill – 1st installment due by 9/30

Current tax bills are paid via our financial services partner, Lyons National Bank. Payments may be made at the downtown Geneva branch, on Exchange Street, or by mail according to the instructions on your bill.

Any taxes paid after the due date may be made in our offices, located at Geneva City Hall; 47 Castle Street, in downtown Geneva.

## **PENALTIES ON OVERDUE TAXES**

City and County tax bills paid after the due date accrue penalty of 1% per month.

School taxes paid after the due date accrue penalty of 1% per month.

School taxes paid after February 28th have an additional 5% added to the installment and penalty.

## **WATER BILLS ISSUED**

January 1st

April 1st

July 1st

October 1st

**Water bills are due within 30 days of issue**

If water service has been discontinued due to non-payment of a bill, the full amount of the bill, any penalties and a \$150 reconnection fee must be paid before service will be reinstated. For questions regarding your water bill, please contact the City Comptroller's Office.

Water bills are paid via our financial services partner, Lyons National Bank. Payments may be made at the downtown Geneva branch on Exchange Street, or by mail according to the instructions on your bill.