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Worcester County Assessor Association May 12, 2021 Meeting Morning Session Tax Rate Handout



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AGENDA

- Discuss Tax Rate Schedules, pages 2 -4
- Discuss the mechanics of the pages, where the amounts come from, and providing insight.

TAX RATE PAGE 2 Discussion

- II. Amounts to be raised
- III. Estimated receipts and other revenue sources
- IV. Summary of total amount to be raised and total receipts from all sources

TAX RATE PAGE 3 Discussion Local Receipts

TAX RATE PAGE 4 Discussion Appropriations at Town Meetings

• Eric and Lisa are available to answer questions you may have during this session.

DLS GATEWAY SCREENSHOT OF THE TAX RATE RECAP SCHEDULES

Division of Local Services Gateway

Tax Rate - BLA	axrate	
LA-13A	axiate	
LA-4	ax Rate	
LA-13		
Tax Rate - BOA	FAQ's	
A-1 Offset Receipts	Ouestion	Completing BLA forms - FY 2022
A-2 Enterprise Funds	► I see the error 'Residential Exemption > 0' on my LA5. How	The correct order for submission of the BLA forms is: 1) Omitted & Revised A
A-3 Revolving Funds	can I fix it?	 The correct order for submission of the BLA forms is: 1) officted & Revised As instructions on how to fill out the growth forms.
A-4 CPF		 The LA13-A is used to report amended growth and all growth taken in the prior year a
B-1 Free Cash	How can I submit my DE-1 if my Levy Limit form is already submitted?	property. Click here for instructions for using the Audited Personal Property tem
B-2 Other Funds		 The Omitted & Revised and LA-13A forms contain a "nothing to report" check box LA-4 form: remember to enter a parcel count as well as total value on the Exempt row
OL-1 Overlay	What does the code at the beginning of an error message	 LA-4 form: remember to enter a parcer count as well as total value on the Exempt row for use codes 450-452 are reported on a row separate from other industrial properties.
DE-1	mean?	form prior to submission.
Tax Title	How do I remove or update a signature?	LA-13 form: all communities must use Gateway's document upload option to
Levy Limit	Why can't I enter an estimated levy amount on the LA5?	 of its <u>standardized New Growth Template</u>. An <u>Instruction Sheet</u> explaining the t Please note that LA-13 Column B, "All Prior Year Abatement Values," must be the value
LA-5 Options & Certification	▶ I need to submit a form but I don't see a Submit button. How	growth approval.
Pro Forma Recap	I need to submit a form but I don't see a Submit button. How can I submit the form?	
Tax Rate Recap		Important Note: Gateway will enforce all educational requirements for Board me
Tax Rate - Reports	My community doesn't have a mayor; can I submit the LA5	property will see warnings on the tax rate forms that cannot be approved by DLS. Individua
LA-4 Comparison	without a mayor's signature?	sign, save or submit any Gateway form.
LA-13 Statistics	I can see a Submit button but it's not active. What's wrong?	Need assistance or guidance? Click here to find the name of the BLA advisor assigne
Recap Edit Report	Do tax rate forms have to be submitted in a specific order?	on DLS's Staff Directory webpage.
New Growth Rate Status	Do I have to sign and submit every form in the Tax Rate BLA	
BLA - LA-7	and BOA sections?	Completing BOA forms - FY 2021
BLA - Chap 200	I need to correct a form that I've already submitted, but it's	
BLA - Chap 3	I need to correct a form that I ve aready submitted, but it's locked. How can I make the correction?	Requirements for the LA-5 have changed - see below.
Tax Rate Submission		Deve Deve to a majority of the Decard of According much along Deve 1
Summary	An official in my community needs to sign a form but doesn't	 Recap Page 1: a majority of the Board of Assessors must sign Page 1 Recap Page 2: Final FY 2021 Cherry Sheet receipts and offsets will be applied to all ur
Options Table	have an account. Who can create a new Gateway account?	 Forma to determine the potential impact to your local budget.
BLA/BOA Assignments	I want to delete an uploaded document - why don't I see a Delete button?	 Recap Page 3: if reporting estimated or actual values on rows 22 or 23, supporting do LA-5: A majority of the Board of Assessors must sign the LA-5, and must be qualified
	Can I use any Web browser to work on my tax rate forms?	classification hearing is no longer required. A <u>Clerk's Certification of Vote documer</u> a mayor; in all other communities, simply leave it blank. See the Informational Guidelin.

PAGE 2 TAX RATE RECAP

II. Amounts to be raised

IIa. Appropriations (col. (b) through col. (g) from Page 4)	5,496,419.00
IIb. Other amounts to be raised	
1. Amounts certified for tax title purposes	0.00 (Amount from the Tax Title Sched
2. Debt and interest charges not included on page 4	0.00
3. Final awards	0.00
4. Total overlay deficit	0.00
5. Total cherry sheet offsets (see cherry sheet 1-ER)	2,611.00
6. Revenue deficits	0.00
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00
8. CPA other unappropriated/unreserved	0.00 (Amount from the A-4 CPA Sched
9. Snow and ice deficit Ch. 44 Sec. 31D	0.00
10. Other: Appropriation Deficit	5,000.00
TOTAL IIb (Total lines 1 through 10)	7,611.00
IIc. State and county cherry sheet charge (C.S. 1-EC)	1,769.00
IId. Allowance for abatements and exemptions (overlay)	19,000.00
Ile. Total amount to be raised (Total IIa through IId)	5,524,799.00
mated receipts and other revenue sources	
Illa. Estimated receipts - State	
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	308,676.00
2. Massachusetts school building authority payments	0.00
TOTAL IIIa	308,676.00
IIIb. Estimated receipts - Local	
1. Local receipts not allocated (Page 3, col. (b), Line 24)	313,000.00
2. Offset receipts (See Schedule A-1)	0.00
3. Enterprise funds (See Schedule A-2)	0.00
4. Community Preservation Funds (See Schedule A-4)	0.00
TOTAL IIIb	313,000.00
Illc. Revenue sources appropriated for particular purposes	515,000,00
1. Free cash (Page 4, col. (c))	728,422.00
2. Other available funds (Page 4, col. (d))	286,398.00
TOTAL IIIc	1,014,820.00
	1,014,020.00
IIId. Other revenue sources appropriated specifically to reduce the tax rate	
1. a. Free cashappropriated on or before June 30,	0.00
1. b. Free cashappropriated on or after July 1,	0.00
2. Municipal light source	0.00
3. Other source :	0.00
TOTAL IIId	0.00
Ille. Total estimated receipts and other revenue sources	
(Total Illa through Illd)	1,636,496.00
mary of total amount to be raised and total receipts from all sources	
a. Total amount to be raised (from Ile)	5,524,799.00
b. Total estimated receipts and other revenue sources (from IIIe)	1,636,496.00
c. Total real and personal property tax levy (from Ic)	3,888,303.00
d. Total receipts from all sources (total IVb plus IVc)	5,524,799.00
a. Total receipts normal sources (total rvb plus rvc)	5,524,755.00

PAGE 3 LOCAL RECEIPTS NOT ALLOCATED *

	(a)	(b)
	Actual	Estimated
	Receipts	Receipts
	FY	FY
1. Motor vehicle excise	\$ 135,942.00	\$ 130,000.00
2. Other excise		
a. Meals	0.00	0.00
b. Room	0.00	0.00
c. Other	0.00	0.00
d. Cannabis	0.00	0.00
3. Penalties and interest on taxes and excises	19,120.00	10,000.00
4. Payments in lieu of taxes	0.00	0.00
5. Charges for Services - water	0.00	0.00
6. Charges for Services - sewer	0.00	0.00
7. Charges for Services - hospital	0.00	0.00
8. Charges for Services - solid waste fees	64,354.00	60,000.00
9. Other charges for services	0.00	0.00
10. Fees	0.00	0.00
a. Cannabis Impact Fee	0.00	0.00
11. Rentals	6,600.00	6,000.00
12. Departmental revenue - Schools	0.00	0.00
13. Departmental revenue - Libraries	0.00	0.00
14. Departmental revenue - Cemeteries	0.00	0.00
15. Departmental revenue - Recreation	0.00	0.00
16. Other departmental revenue	9,422.00	5,000.00
17. Licenses and permits	109,248.00	89,000.00
18. Special assessments	0.00	0.00
19. Fines and forfeits	11,999.00	8,000.00
→ 20. Investment income	10,525.00	5,000.00
21. Medicaid Reimbursement	0.00	0.00
22. Miscellaneous recurring (please specify)	0.00	0.00
23. Miscellaneous non-recurring (please specify)	29,600.00	0.00
24. TOTALS	\$ <mark>396,810.00</mark>	\$ 313,000.00

* Do not include receipts in columns (a) or (b) that were voted by the City/Town/District Council or Town Meeting as offset receipts on Schedule A-1, enterprise funds on Schedule A-2, or revolving funds on Schedule A-3. Written documentation must be submitted to support increases / decreases of estimated receipts to actual receipts.

Written documentation must be submitted to support increases/decreases of current year estimated receipts to prior year estimated receipts to be used in calculating the municipal revenue growth factor.

PAGE 4 CERTIFICATION OF APPROPRIATIONS AND SOURCES OF FUNDING

									AUTHORI	ZATIONS
				APPROPRIATIONS					MEMO	ONLY
City/Town Council	FY*	(a)	(b) **	(c)	(d)	(e)	(f)	(g)	(h)	(i)
or		Total	From Raise and	From Free	From Other	From Offset	From	From	***	Borrowing
Town Meeting Dates		Appropriations Of Each Meeting	Appropriate	Cash (B-1)	Available Funds (B-2)	Receipts, (A-1)	Enterprise Funds (A-2)	Community Preservation Funds	Departmental Revolving Funds	Authorization Other
12/05/19	2020	78,617.00		78,617.00	(D-2)			(A-4)	Funds	
05/25/20	2020	4,953,947.00	4,481,599.00	415,950.00	56,398.00				59,000.00	
11/01/20	2021	463,855.00	4,401,099.00	233,855.00	230,000.00				59,000.00	
11/01/20	2021	0.00		200,000.00	230,000.00					
		0.00								
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		0.00								
		0.00								
Totals		5,496,419.00	4,481,599.00	728,422.00	286,398.00	0.00	0.00	0.00		
		Must Equal Cols. (b) thru (e)								

* Enter the fiscal year to which the appropriation relates, i.e., current fiscal year or next fiscal year.

** Appropriations included in column (b) must not be reduced by local receipts or any other funding source. Appropriations must be entered gross to avoid a duplication in the use of estimated or other sources of receipts.

*** Include only revolving funds pursuant to Chapter 44, Section 53 E 1/2.

WORKSHEET USED TO SUMMARIZE TOWN ARTICLES FOR PAGE 4 OF THE RECAP

		(-)	(1-)		(4)	(*)	(5)	(~)	MEMO ONLY (h) (i)
TICLES	Year	(a) <u>Appropriations</u>	(b) <u>Raise/Appropr</u>	(c) <u>Free Cash</u>	(d) <u>Other</u>	(e) <u>Offset Receipts</u>	(f) <u>Enterprise</u>	(g) <u>CPA</u>	(II) (I) <u>Revolving Borrow</u>
1	FY20	24,000.00	Raise/Appropr	24,000.00	other	<u>onset neceipts</u>	Litterprise		<u>Nevering</u> <u>Berrow</u>
2	FY20	6,500.00		6,500.00					
3	FY20	9,300.00		9,300.00					
4	FY20	38,817.00		38,817.00					
5	FY20			38,817.00					
12/5/2019	FT20	78,617.00		78,617.00	-		-	-	
12/3/2019		78,017.00		78,017.00					
1	FY21	-							
2	FY21	-							
3	FY21	4,481,599.00	4,481,599.00						
4	FY21	-							
5	FY21	9,480.00		9,480.00					
6	FY21	32,000.00			32,000.00				
7	FY21								59,000.00
8	FY21								
9	FY21								
10	FY21	5,000.00			5,000.00				
11	FY21	30,000.00		30,000.00					
12	FY21	5,000.00		5,000.00					
13	FY21	30,000.00		30,000.00					
14	FY21	14,000.00			14,000.00				
15	FY21	4,898.00			4,898.00				
16	FY21	341,470.00		341,470.00					
17	FY21	-							
18	FY21	500.00			500.00				
5/25/2020		4,953,947.00	4,481,599.00	415,950.00	56,398.00		-	-	59,000.00
1	FY21	3,305.00		3,305.00					
2	FY21	550.00		550.00					
3	FY21	460,000.00		230,000.00	230,000.00				
4	FY21	-		-					
5	FY21	-							
11/1/2020		463,855.00	-	233,855.00	230,000.00		-	-	
TOTAL		5,496,419.00	4,481,599.00	728,422.00	286,398.00	-	-	-	59,000.00

Receipt Estimates | Assessments & Charges

C.S. 1-ER Commonwealth of Massachusetts Department of Revenue FY2021 NOTICE TO ASSESSORS OF ESTIMATED RECEIPTS

General Laws, Chapter 58, Section 25A

A. EDUCATION

Distributions and Reimbursements Chapter 70 0 0 School Transportation **Charter Tuition Reimbursement** 0 Smart Growth School Reimbursement 0 Offset Items - Reserve for Direct Expenditure: School Choice Receiving Tuition 0 0 Sub-Total, All Education Items: **B. GENERAL GOVERNMENT: Distributions and Reimbursements** Unrestricted General Government Aid 49,097 Local Share of Racing Taxes 0 **Regional Public Libraries** 0 Veterans Benefits 0 Exemp: VBS and Elderly 5,781 State Owned Land 251,187 **Offset Items** - Reserve for Direct Expenditure: 2,611 Sub-Total, All General Government: 308,676 C. TOTAL ESTIMATED RECEIPTS: 308,676

Receipt Estimates Assessments & Charges

C.S. 1-ER Commonwealth of Massachusetts Department of Revenue FY2021 NOTICE TO ASSESSORS OF ESTIMATED CHARGES

General Laws, Chapter 59, Section 21

A. COUNTY ASSESSMENTS:	
County Tax	0
Suffolk County Retirement	0
Sub-Total, County Assessments:	0
B. STATE ASSESSMENTS AND CHARGES:	
Retired Employees Health Insurance	0
Retired Teachers Health Insurance	0
Mosquito Control Projects	0
Air Pollution Districts	689
Metropolitan Area Planning Council	0
Old Colony Planning Council	0
RMV Non-Renewal Surcharge	1,080
Sub-Total, State Assessments:	1,769
C. TRANSPORTATION AUTHORITIES:	
MBTA	0
Boston Metro. Transit District	0
Regional Transit	0
Sub-Total, Transportation Assessments:	0
D. ANNUAL CHARGES AGAINST RECEIPTS:	
Multi-Year Repayment Program	0
Special Education	0
STRAP Repayments	0
Sub-Total, Annual Charges Against Receipts:	0
E. TUITION ASSESSMENTS:	
School Choice Sending Tuition	0
Charter School Sending Tuition	0
Sub-Total, Tuition Assessments:	0
F. TOTAL ESTIMATED CHARGES:	1,769

DLS GATEWAY TAX TITLE SCHEDULE THAT GOES TO PAGE 2 OF TAX RATE RECAP, SECTION IIb, #1

OL-1 Overlay		CONTRACT OF AMOUNTS OF DIFFERENCE OF TAX THE PROPOSES							
DE-1		SCHEDULE OF AMOUNTS CERTIFIED FOR TAX TITLE PURPOSES							
Tax Title		(Recap/Pro Forma page 2, item IIB, line 1)							
Levy Limit	3	n							
LA-5 Options & Certification		Filing and Recording fees including examiner's costs required by the Land Court	0.00						
Letter in Lieu of Balance Sheet									
Pro Forma Recap		Advertising and Publishing costs	0.00						
Tax Rate Recap		Certified Mailing	0.00						
Tax Rate - Reports			0.00						
LA-4 Comparison	Delete	Other-(specify)							
LA-13 Statistics			0.00						
Recap Edit Report			0.00						
New Growth Rate Status		Total	0.00						
BLA - LA-7									
BLA - Chap 200									
BLA - Chap 3	Current	t Documents							
Tax Rate Submission Summary	2	Name Action							
Options Table	No docu	ments to display.							
BLA/BOA Assignments	58								
	Signatu Collecto	ures or/Treasurer							

DLS GATEWAY A-4 COMMUNITY PRESERVATION FUND SCHEDULE THAT GOES TO PAGE 2 &4 OF TAX RATE RECAP

A-4

Community Preservation Fund, Chapter 44B

•			
🕕 Final Tax Rate set.			

		(A) FY 2020 Actual Revenues	(B) FY 2021 Estimated Revenues
1.	Annual Revenues and other available Funds		
	Surcharge	0.00	0.00
	State trust fund distribution	0.00	0.00
	Other (i.e. Interest, OFS appropriated to the fund-CH44B 3-b1/2)	0.00	0.00
1A.	Total Annual Revenues	0.00	0.00
	Fund reserves and or balances voted at City/Town meeting(s)		0.00
	Other		0.00
	Total Revenues and Available Funds	(To Recap page 2, Part IIIB, Line 4)	0.00
2.	Appropriations and Reservations		
	Projects, Acquisitions, Debt service and Other		0.00
	Administrative Expenses (5% or less of 1A - Total annual revenues)		0.00
	Reservations (10% min of 1A - for each Reserve, if not voted within Appropriations)		0.00
	Budgeted reserve to be appropriated		0.00
	Prior Year Deficits		0.00
	Total Appropriations and Reservations	(To Recap page 4, Col g)	0.00
3.	Other (unappropriated, unreserved)	(To Recap page 2, Part IIB, Line 8)	0.00
	TOTAL Appropriations and Reservations and Other		0.00