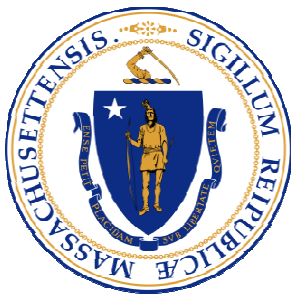


Commonwealth of Massachusetts



Supporting a Commonwealth of Communities

The Basics of the Tax Rate Process

May 12, 2021

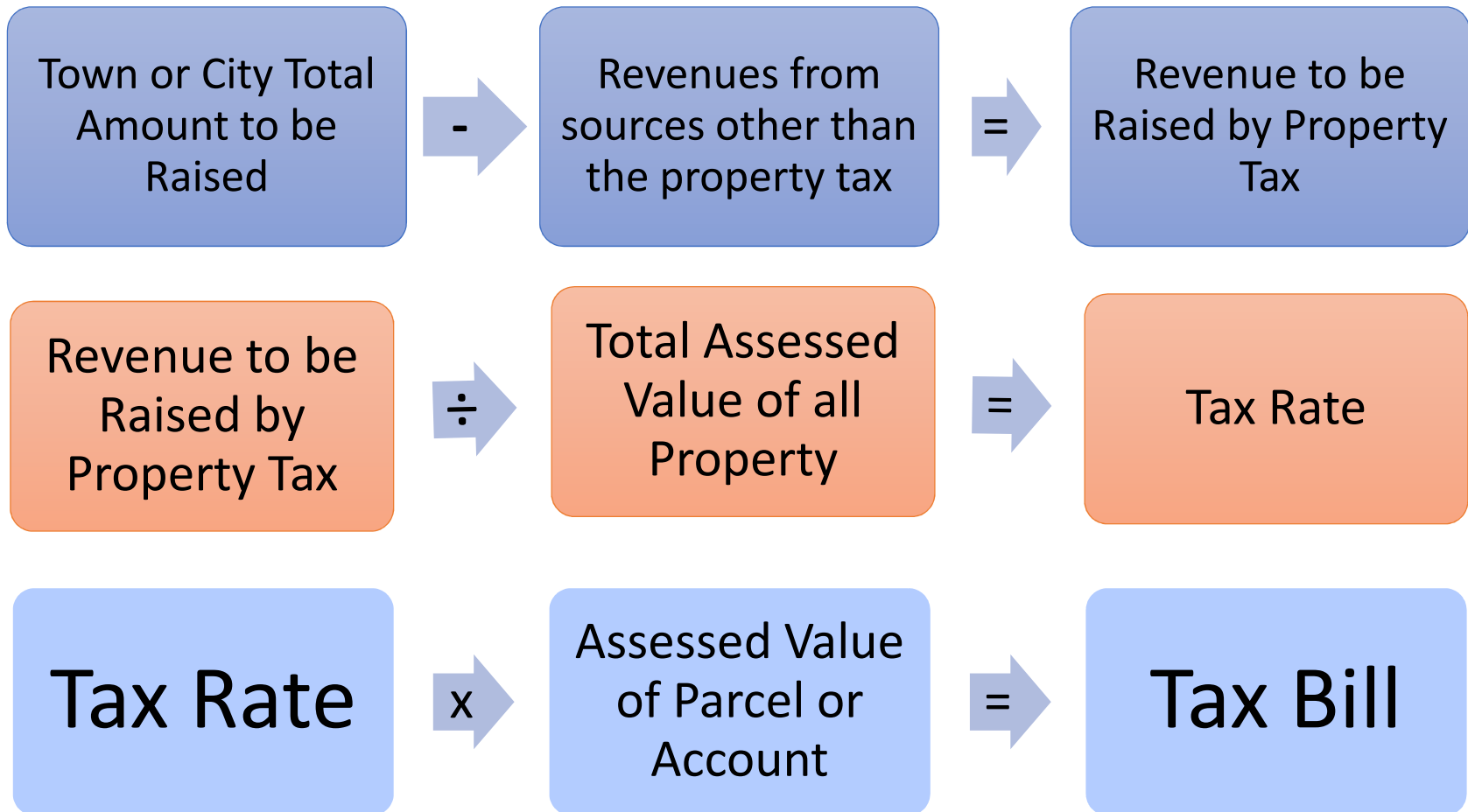
**Presented to the Worcester County
Assessors Association**

by Rebecca A. Boucher, MAA

BLA Certification Field Advisor

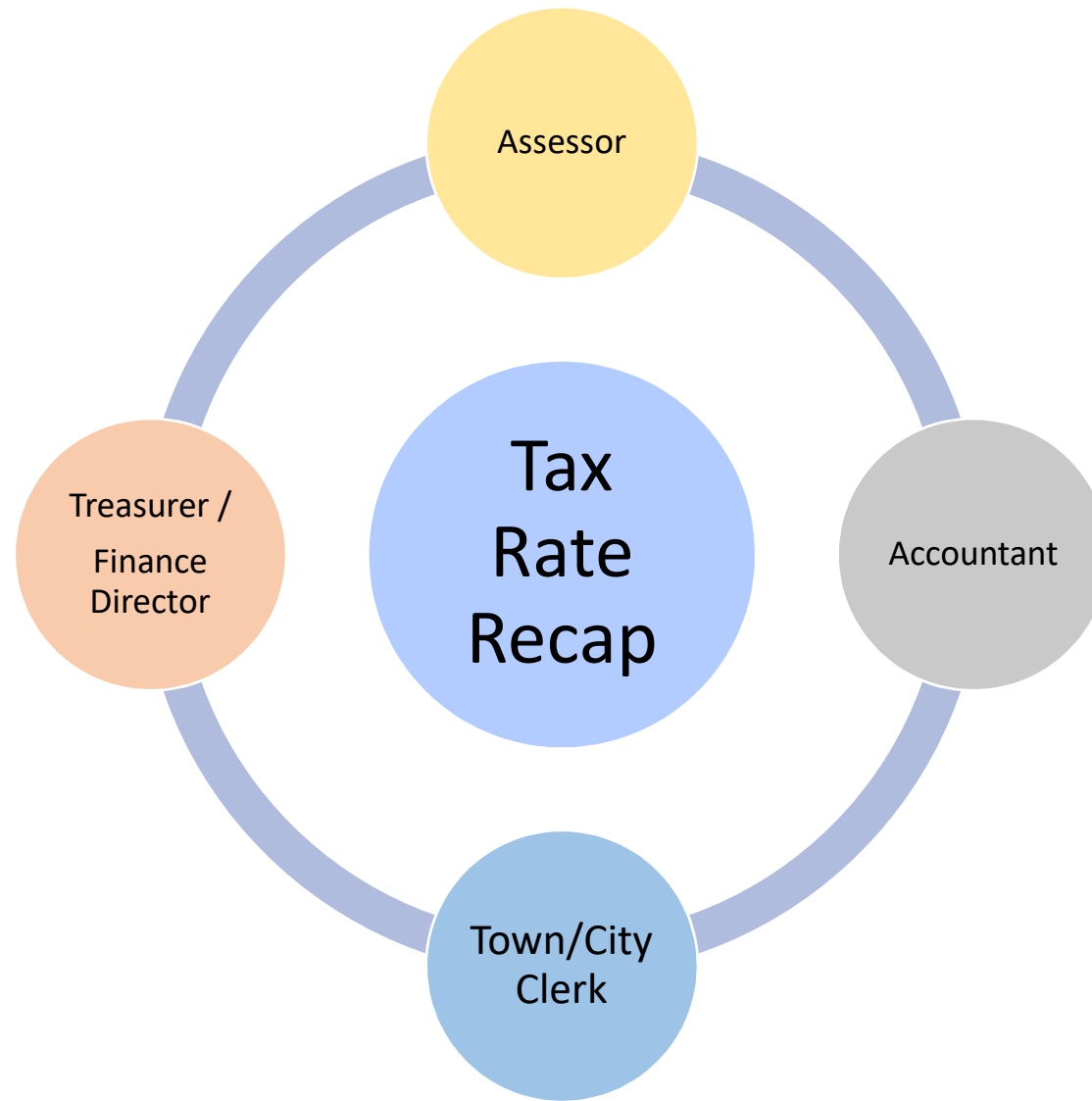


Developing a Tax Rate





Tax Rate complete by Members of the Municipal Finance Team





Tax Rate Time Line

Target Dates for Submitting Accurate and Complete Key Data to DLS

Regular Semi-Annual Tax Billing¹

<i>Certification Target Dates</i>	
Preliminary Certification	June 30
Public Disclosure	July 15
Final Certification	August 5
<i>Tax Rate Target Dates</i>	
Submit New Growth	August 15
Submit Tax Recap	September 1
Mail Tax Bills	September 30

Annual Preliminary Billing² (Semi-annual or Quarterly)

<i>Certification Target Dates</i>	
Preliminary Certification	September 15
Public Disclosure	October 15
Final Certification	October 31
<i>Tax Rate Target Dates</i>	
Submit New Growth	November 5
Submit Tax Recap	November 15
Mail Tax Bills	December 31

The tax recap covers the time period from when the last tax rate was set. Timeline is recap to recap.



Before the Tax Rate Can Be Set

- The municipality's Local Official Directory in DLS Gateway must be up to date with all local officials entered and each having a Gateway user account with necessary permissions. Assessors Certification must be completed with a qualified Board. The LOD is generally maintained by Town/City Clerk.
- Municipality must have:
 - A balanced budget
 - Determined their budget and funding sources are within their Proposition 2 ½ levy limit.
- All votes on borrowing authorizations, overrides, capital exclusions, debt exclusions, and local options adopted must be sent to datatbank@dor.state.ma.us by the Town/City Clerk.
- Assessors must have values and growth approved.
- Tax Classification Hearing



Assessors Pre-Recap Processes

Assessors determine final valuations for all taxable property and submit information to DOR.

1. Report annual sales to the Bureau of Local Assessment (LA-3).
2. Submit Interim Year Adjustment Report form (LA-15) for non-certification year communities. Certification communities must submit all reports, obtain Preliminary Certification and hold a Public Disclosure.
3. Report total values by class and parcel count (Form LA-4). Certification communities must also submit Assessment Adjustment (Form LA-10) for final certification.
4. Submit allowable tax base levy growth (Form LA-13), and/or amended tax base levy growth for omitted and revised assessments (Form LA-13A).
5. DOR approves LA13 growth and LA4 report of total values by class.



Tax Policy- Tax Classification Hearing

- ❖ Selectboard/City/Town Council must hold a public hearing before it makes decisions on the tax rate options under classification law.
- ❖ Must be advertised 48 hours in advance
- ❖ Decisions are made by the selectboard, town council, or city council with the mayor's approval.
- ❖ The assessors provide information, recommendations, and data on the impact of the various alternatives.
 - A. Single or Multiple Tax Rates. Municipalities must decide whether to reduce the share of the tax levy paid by the residential and open space property owners and shift those taxes to commercial, industrial and personal property taxpayers. If local officials decide to shift the allocation of the tax levy, they must vote the residential factor (RF) which results in a percentage shift.

Single Tax Rate = RF of 1

- A. Classification Exemption Options. Municipalities can also consider whether to allow
 - 1. open space discount
 - 2. residential exemption
 - 3. small commercial exemption
- B. Selectboard/City/Town Council acknowledges excess levy capacity.



Get Ready, Get Set

Information needed and where to get it

1. All budget and appropriation data
 - ❖ Towns: Annual and Special Town Meeting Warrants, Motions, Minutes
 - ❖ Cities: Budget Appropriation Orders
2. Cherry Sheets
 - <https://www.mass.gov/lists/cherry-sheet-estimates>
3. Free Cash Letter from DLS
4. Templates and Supporting Documentation

Tax Rate Recap Logistics

Tax Rate Recap Forms are interdependent.

Data flows directly from some schedules and pages to others.

Data must balance.

A data change in one form may affect other schedules and pages and the tax rate.

Forms must be submitted in the order they are listed in DLS Gateway.



Tax Rate Recap Schedule, Forms, Pages

The order we are going to enter the data should not be confused with the order of schedule and page submission.

The tax rate process is handled within DLS Gateway. Local officials will log in and go to the Tax Rate Tab. On the landing page, there is tons of info.

- ❖ Menu on left of all Schedules and Forms
- ❖ Tips and Guidance
- ❖ Gateway Help
- ❖ Downloadable templates
- ❖ FAQ's

Remember to save your data entry!



Town of Dana Free Cash- Print Handouts

Handouts for the Town of Dana FY2022 Tax rate Recap Exercise Include:

- ❖ Special Town Meeting Warrant
- ❖ Annual Town Meeting Warrant
- ❖ Cherry Sheets: Notice of Estimated Receipts and Notice of Estimate Charges
- ❖ Free Cash Certification Letter
- ❖ A2 Enterprise Funds
- ❖ B1 Free Cash
- ❖ B2 Other Available Funds
- ❖ OL-1 Overlay
- ❖ DE-1 Debt
- ❖ Levy Limit
- ❖ LA5 Options & Certification
- ❖ Tax Rate Recap Pages 1-4



Go! Town of Dana Tax Rate Recap Exercise- DE1

Schedule: DE1

Entered and Signed by Treasurer, Finance Director, or Accounting Officer

Schedule DE-1 is required from any city or town when a debt exclusion is being taken for any fiscal year. Schedule DE-1 is used to report each debt exclusion for which a community can assess taxes in excess of its levy limit or levy ceiling; ensure that the prior year's debt exclusion was fully expended for each project's debt service.

DE1 total flows to Levy Limit Form

DE-1**Debt Exclusion**

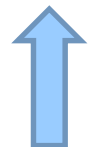
Status: FORM ENTERED

Unlock for DLS

Unlock for Community

Jurisdiction Fiscal Year

Status	Delete	(A) Ballot Vote Date	(B) Purpose(s) of Exclusion Vote	(C) Date of original issuance note/bond per purpose(s)	(D) Temp or Perm (T/P)	(E) FY 2021 Net Excluded Debt Service	(F) FY 2021 Gross Debt Service Expended	(G) FY 2022 Gross Debt Service Excludable	(H) Reimbursement adjustments (Whole numbers only)	(I) FY 2022 Net Excluded Debt Service
Attached	<input type="checkbox"/>	07/11/2017	HBMS Window HVAC	02/05/2018	T	33,817	21,618	33,817	0	33,817
Attached	<input type="checkbox"/>	07/11/2017	SECC Roof, Interior, HVAC	02/05/2018	T	18,657	7,583	18,657	0	18,657
Attached	<input type="checkbox"/>	07/11/2017	VBES Roof, Window, HVAC	02/05/2018	T	511	371	511	0	511
Attached	<input type="checkbox"/>	04/28/2014	HS Project	02/05/2018	T	54,882	31,110	54,882	0	54,882
Attached	<input type="checkbox"/>	04/28/2014	NMRHS High School Project	06/17/2016	P	81,629	97,302	81,629	0	81,629
Attached	<input type="checkbox"/>	04/28/2014	NMRHS High School Project	02/15/2017	P	177,517	199,778	177,517	0	177,517
Attached	<input type="checkbox"/>	07/11/2017	VB ARP Feasibility Study-Window/Roo	05/22/2017	T	15	0	15	0	15
Attached	<input type="checkbox"/>	07/11/2017	HBMS ARP Feasibility Study-Window	05/22/2017	T	850	0	850	0	850
Total:						367,878	357,762	367,878	0	367,878





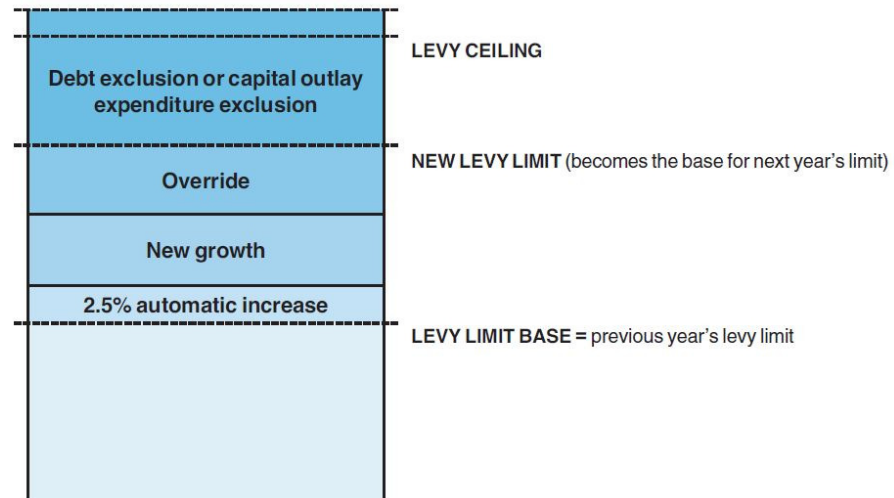
Town of Dana Tax Rate Recap Exercise- Levy Limit

Schedule: Levy Limit

Entered and Signed by Assessor

Data on this form is based on prior year levy limit calculations made in accordance with Proposition 2 1/2, Overrides, New Growth, Amended New Growth, New Growth Adjustments, Capital Exclusions, and Debt Exclusions from the DE-1.

The communities Tax Levy on Page 1 of the Recap must be less than their calculated Maximum Allowable Levy. The difference is the Excess Levy Capacity on the LA-5.



Levy Limit

Levy Limit

Status: NO STATUS FOUND

Unlock for DLS

Unlock for Community

Jurisdiction Fiscal Year

I. TO CALCULATE THE FY 2021 LEVY LIMIT

A. FY 2020 Levy Limit	6,209,856	
A1. Amended FY 2020 Growth	1,605	
B. ADD (IA + IA1)*2.5%	155,287	
C. ADD FY 2021 New Growth	42,886	
C1. ADD FY2021 New Growth Adjustment	0	
D. ADD FY 2021 Override	0	
E. FY 2021 Subtotal	6,409,634	
F. FY 2021 Levy Ceiling	9,133,367	I. 6,409,634 FY 2021 Levy Limit

II. TO CALCULATE THE FY 2022 LEVY LIMIT

A. FY 2021 Levy Limit from I.	6,409,634	
A1. Amended FY 2021 Growth	0	
B. ADD (IIA + IIA1)*2.5%	160,241	
C. ADD FY 2022 New Growth	42,248	
C1. ADD FY 2022 New Growth Adjustment	0	
D. ADD FY 2022 Override	0	
E. ADD FY 2022 Subtotal	6,612,123	
F. FY 2022 Levy Ceiling	9,133,367	II. 6,612,123 FY 2022 Levy Limit

III. TO CALCULATE THE FY 2022 MAXIMUM ALLOWABLE LEVY

A. FY 2022 Levy Limit from II.	6,612,123
B. FY 2022 Debt Exclusion(s)	367,878
C. FY 2022 Capital Expenditure Exclusion(s)	0
D. FY 2022 Stabilization Fund Override	0
E. FY 2022 Other Adjustment <input type="text"/>	0
F. FY 2022 Water/Sewer <input type="text"/>	0
G. FY 2022 Maximum Allowable Levy	\$ 6,980,001





Town of Dana Tax Rate Recap Exercise- LA5

Schedule: LA5 Options and Certification

Data entry by Assessor and Town/City Clerk.

Signatures of Assessors and Mayor (if a City) required.

Attach Town/City Clerk **Certification of Vote** from Tax Classification Hearing. Enter certification data about tax classification hearing.

Upload Public Notice of Tax Classification Hearing/Advertisement.

Enter the Residential Factor voted. **RF=1 for a single tax rate.**

Enter any other options voted.

Excess Levy Capacity will calculate after all other schedule data entered.

Note that for FY2022, the LA5 is being redesigned in DLS Gateway as are all the forms that are involved with shifting the tax rate or selecting another option the change the allocation of the tax burden.

LA-5 Options & Certification

LA-5 Options & Certification

Status: FORM ENTERED

Unlock for DLS

Unlock for Community

Jurisdiction



Fiscal Year

2022



Go

LA4 VALUES

Residential	342,401,214
Open Space	0
Commercial	11,183,287
Industrial	1,232,600
Pers Prop	10,517,574
Total	365,334,675

INPUT OPTIONS

Estimated Levy 6,974,238

SHIFT PERCENTS

Res %	93.7226
O S %	0.0000
Com %	3.0611
Ind %	0.3374
P P %	2.8789
Total %	100.0000

FFCV PERCENTS

Res %	93.7226
OS %	0.0000
Com %	3.0611
Ind %	0.3374
P P %	2.8789
Total %	100.0000



Resid Factor Selected	1.000000
CIP Shift	1.00000
Single TR	19.09

Res TR	19.09
OS TR	0.00
Com TR	19.09
Ind TR	19.09
PP TR	19.09

MRF 96.6511

175% Shift 0.0000

Chapter 3 0.0000

Historic Low % 88.9810

Prior Res % 93.7226

Lowest RF 96.6511

OPEN SPACE DISCOUNT

Selected O S Discount % 0.0000

O S Factor 1.00000

RESIDENTIAL EXEMPTION

Total Res Value / Total Res Parcel Count = Avg Res Value
Avg Res Value X Selected Res Exemption % = Residential Exemption
No. Eligible Res Parcels = Tot Res Value Net of Exempt

SMALL COMMERCIAL EXEMPTION

No. Eligible Com Parcels
Selected Com Exem % X Total Value of Eligible Pcls = Total Value to be Exempt
Total C & I Value Net of Exemption

LA5 CERTIFICATION

Public Hearing Held on: Date Time at Adopted on Date

The LA-5 excess capacity for the current fiscal year is calculated as The LA-5 excess capacity for the prior fiscal year is calculated as

Clerk's certificate of vote of Selectboard, City or Town Council, or Board of Aldermen approving the residential factor must be uploaded to submit the LA-5.

Current Documents - [upload new documents](#)

Name	Action
No documents to display.	

Signatures

Board of Assessors

We hereby attest that on the hearing date above, we presented all information and data relevant to making a decision on allocating the tax levy including the fiscal effect of the available alternatives at the hearing, and that the residential factor and percentages set forth in this LA-5 were duly adopted in public session on the date stated above.

☐ Check to add signature

Clerk

I hereby attest that notice was given to taxpayers according to the Open Meeting Law and any other local rules, by-laws or ordinances that a public hearing on the issue of adopting the residential factor and tax levy percentages would be held on the date and time stated above.

☐ Check to add signature

Mayor

I approve of the residential factor and tax rate percentages set forth in this LA-5.

☐ Check to add signature



Town of Dana Tax Rate Recap Exercise- Recap Page 4

Form: Tax Recap page 4 Certification of Appropriations

Entered and Signed by Town/City Clerk. Assessor and Accountant should understand and review.

Appropriations from all town meetings since the last tax recap are entered in accordance with their funding sources.

- Tax Levy. Referred to as "Raise and Appropriate"
- Free Cash (Schedule B-1: Free Cash Certification and Appropriation)
- Other Available Funds (Schedule B-2: Available Funds Sources/Uses)
 - Specific available funds, Stabilization Funds
- Offset Receipts (Schedule A-1: Offset Receipt) Not common- only 19 communities
- Enterprise Funds (Schedule A-2: Enterprise Fund)
- Community Preservation Fund (Schedule A-4: Community Preservation Fund)
- Departmental Revolving Funds
- Borrowing

The appropriations from Dana's STM and ATM are entered here.

STM articles 1 & 2 are Free Cash

ATM article 7 is Enterprise

ATM article 8 is Other Available Funds

ATM article 9 is Free Cash

ATM article 10 is Raise and Appropriate and Free Cash

Tax Rate Recap

Tax Rate Recap

Help | My Profile | Logout
 Logged In: Rebecca Bou
 Last Logged In: 4/16/2021 8:20:41

Jurisdiction Fiscal Year 2022



APPROPRIATIONS										AUTHORIZATIONS	
										MEMO ONLY	
Delete	City/Town Council or Town Meeting Dates	FY*	(a) Total Appropriations Of Each Meeting	(b) From Raise and Appropriate	(c) From Free Cash (See B-1)	(d) From Other Available Funds (See B-2)	(e) From Offset Receipts (See A-1)	(f) From Enterprise Funds (See A-2)	(g) From Community Preservation Funds (See A-4)	(h) *** Departmental Revolving Funds	(i) Borrowing Authorization (Other)
<input type="checkbox"/>	04/03/2021	2021	108,000.00	0.00	108,000.00	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	04/03/2021	2021	269.74	0.00	269.74	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	06/20/2021	2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,000.00	0.00
<input type="checkbox"/>	06/20/2021	2022	34,000.00	0.00	0.00	0.00	0.00	34,000.00	0.00	0.00	0.00
<input type="checkbox"/>	06/20/2021	2022	25,000.00	0.00	0.00	25,000.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	06/20/2021	2022	142,000.00	0.00	142,000.00	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	06/20/2021	2022	8,658,933.65	8,227,164.65	431,769.00	0.00	0.00	0.00	0.00	0.00	0.00
Total			8,968,203.39	8,227,164.65	682,038.74	25,000.00	0.00	34,000.00	0.00		

* Enter the fiscal year to which the appropriation relates.

*** 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.

Current Documents - [upload new documents](#)

Name	Action
No documents to display.	

Signatures

Clerk

I hereby certify that the appropriations correctly reflect the votes taken by City / Town / District Council.

☐ Check to add signature



Town of Dana Tax Rate Recap Exercise- Recap Page 3

Form: Recap Page 3 Local Receipts

Entered and signed by Accounting Officer

Accountant entered and certifies last years actual receipts. Projections for next fiscal years receipts are generally a consensus of the budget process and the various members of the municipal finance team.

Template required to detail and support.

Page 3 is used to report and certify information about anticipated local receipts available to support the budget.

Column (a) records the actual amount received for each type of receipt in the prior fiscal year. Column (b) shows the amount expected to be collected in the current fiscal year.

Written documentation is required to support disparities between prior year actual receipts and anticipated current year receipts. As a general rule, supporting documentation must be provided to explain when estimated receipts for a category reported vary from the actual receipts for that category by more than 10 percent.

PAGE 1		PAGE 2	PAGE 3	PAGE 4
*Local Receipts Not Allocated				
		Receipt Type Description	(a) Actual Receipts Fiscal 2021	(b) Estimated Receipts Fiscal 2022
==>	1.	MOTOR VEHICLE EXCISE	471,762.27	444,000.00
	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	35,968.70	23,192.22
==>	4.	PAYMENTS IN LIEU OF TAXES	15,637.48	12,000.00
	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	0.00	0.00
	9.	OTHER CHARGES FOR SERVICES	193,067.10	150,000.00
	10.	FEES	47,263.84	27,515.00
	a.	Cannabis Impact Fee	0.00	0.00
	b.	Community Impact Fee Short Term Rentals	0.00	0.00
	11.	RENTALS	22,325.86	16,001.00
	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	15,801.49	0.00
	17.	LICENSES AND PERMITS	61,678.75	48,760.00
	18.	SPECIAL ASSESSMENTS	0.00	0.00
==>	19.	FINES AND FORFEITS	7,864.90	7,800.00
==>	20.	INVESTMENT INCOME	42,687.34	9,200.00
==>	21.	MEDICAID REIMBURSEMENT	0.00	0.00
==>	22.	MISCELLANEOUS RECURRING (UPLOAD REQUIRED)	0.00	0.00
	23.	MISCELLANEOUS NON-RECURRING (UPLOAD REQUIRED)	0.00	0.00
	24.	TOTALS	914,057.73	738,468.22

* 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 departmental revolving funds per Chapter 44, Section 53E 1/2. Written documentation should be submitted to support increases / decreases of estimated receipts to actual receipts.

==> Written documentation should be submitted to support increases/ decreases of FY 2022 estimated receipts to FY 2021 estimated receipts to be used in calculating the Municipal Revenue Growth Factor (MRGF).



Town of Dana Tax Rate Recap Exercise- A2

Schedule A2 Enterprise Funds

Entered and Signed by Accounting Officer

Enterprise Fund – Authorized by MGL c. 44 § 53F½, an enterprise fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of a service's total costs recovered through user charges and the portion subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery--direct, indirect, and capital --are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus," or retained earnings, generated by the enterprise operation rather than closing this out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, trash

Accountants and Assessors should be aware of issues arising the projection for enterprise estimated revenues aren't supported by prior year actual revenues.

Enter data from Dana's ATM Warrant Article 7.

A-2



Enterprise Funds, Chapter 44, Section 53F 1/2

Status: FORM ENTERED

Unlock for DLS

Unlock for Community

Jurisdiction Fiscal Year 2022 Enterprise fund number A-2(1ST) Type of enterprise fund Trash Disposal Name of enterprise fund/statutory reference Transfer Station

	(a) FY 2021 Actual Revenues	(b) FY 2022 Estimated Revenues	
1. Enterprise revenues and available funds			
a. User charges	30,946.12	24,000.00	
Other departmental revenue	0.00	0.00	
Investment income	0.00	0.00	
Total revenues	30,946.12	24,000.00	
Retained earnings appropriated from July 1, 2020 Certification	0.00	10,000.00 **	
Retained earnings appropriated from July 1, 2021 Certification		0.00 **	
Other enterprise available funds <input type="text"/>		0.00	
Total revenues and available funds	30,946.12	34,000.00 (To Recap Pg 2, Part III B, line 3)	
* Written documentation should be uploaded to support increases of estimated vs actual revenues			
** Retained earnings must be certified by the Director of Accounts prior to appropriation			
2. Total costs appropriated			
a. Costs appropriated in the enterprise fund			
Salaries, wages and expenses	34,000.00		
Capital Outlay	0.00		
Other <input type="text"/>	0.00		
Total costs appropriated in the enterprise fund		34,000.00 2a	

b. Indirect costs appropriated in the general fund

Health Insurance

0.00

Pension

0.00

Debt

0.00

Other

0.00

Total costs appropriated in the general fund

0.00 2b

Total costs

34,000.00 2a + 2b

3. Calculation of subsidy (see instructions)

Revenue and available funds

34,000.00 (part 1 col b)

Less: Total costs

34,000.00 (part 2 total costs)

Less: Prior year deficit

0.00 (To Recap Pg 2 Part II B)

(Negative represents subsidy)

0.00

4. Sources of funding for costs appropriated in the enterprise fund

a. Revenue and available funds

34,000.00

b. Taxation

0.00

c. Free Cash

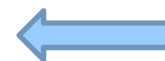
0.00

d. Non-Enterprise Available Funds

0.00

Total sources of funding for costs appropriated in the enterprise fund

34,000.00 (Must equal total part 2a)





Town of Dana Tax Rate Recap Exercise- B1

Schedule B1 Free cash

Entered and signed by Accountant

Free Cash Appropriated (from Recap Page 4) must not exceed the amount of Free Cash Certified.

Certified Free Cash is populated by DLS data. **See Free Cash Letter.**

Enter the total amount of Free Cash appropriated. This is from summing Dana's STM Warrant Articles 1 and 2 and Dana's ATM Warrant Articles 9 and 10.

Must balance with Recap Page 4 column C.

B-1

Free Cash

Jurisdiction Fiscal Year **PART I**

		Date Certified
1. 7/1/2020 Free Cash Certification	682,039.00	
ADD:		
2. Free Cash Update Part I	0.00	
TOTAL	682,039.00	
Subtract Free Cash Appropriated From This Certification		
3. FY 2021 Recap	0.00	
4. FY 2022 Recap (check to Recap page 4, column c)	682,038.74	
5. FY 2022 Recap appropriated on or before June 30th to reduce the tax rate	0.00	
Balance of Unappropriated Free Cash Part I	0.26	

To Recap pg 2 Part IIIId 1a

PART II

		Date Certified
1. 7/1/2021 Free Cash Certification	0.00	
ADD:		
2. Free Cash Update Part II	0.00	
TOTAL	0.00	
Subtract Free Cash Appropriated From This Certification		
3. FY 2022 Recap (check to Recap page 4, column c)	0.00	
4. FY 2022 Recap appropriated on or after July 1st to reduce the tax rate	0.00	
Balance of Unappropriated Free Cash Part II	0.00	

To Recap pg 2 Part IIIId 1b



Town of Dana Tax Rate Recap Exercise- B2

Schedule B2 Other Available Funds

Entered and Signed by Accountant

Itemized each fund appropriated from and its uses and balance when the appropriations was made.

Total must balance with Recap Page 4 column d.

Enter appropriation from Dana's ATM Warrant Article 8.

B-2

Other Funds

Status: FORM ENTERED

Unlock for DLS

Unlock for Community

Jurisdiction Fiscal Year

Delete	Date of Appropriation	Source of Fund	Use of Fund	Col. A Amount in Fund When Approp. was Made	Col. B Amount of Appropriation
	06/20/2021	PEG Access	PEG Access	205,807.95	25,000.00

Total **25,000.00**

(Must equal Recap page 4 column d)

Column (A) must be greater than or equal to the amount of the appropriation in Column (B) at the time of the appropriation unless otherwise specified by general or special law.



Town of Dana Tax Rate Recap Exercise- OL-1

Schedule OL-1

Entered and Signed by Assessor and Accountant

Supporting documentation to establish that the overlay reserve is reasonable and sufficient is provided in Schedule OL-1. The amount reserved must be sufficient to fund expected abatements and exemptions based on a 5 year history.

Overlay Balance + Overlay to be Raised= Overlay Balance Available.

Overlay Balance Available - 5 year Average of Abatement and Exemptions= Overlay Balance Needed

Overlay Balance Needed is compared to the Total Overlay Liabilities.

Accountant enters real and personal property a receivables.

Assessors enters liabilities from pending ATB case (Appellate Tax Board) or Court decisions

Overlay to be raised must balance to recap page 2.

OL-1

Overlay

Status: FORM ENTERED

Unlock for DLS

Unlock for Community

Jurisdiction Fiscal Year

Overlay Available

1. Overlay Balance as of 6/30/2021	<input type="text" value="92,419.54"/>
2. Overlay from FY 2022 (Tax Rate Recap Page 2 IID)	<input type="text" value="89,458.52"/>
3. Overlay Balance Available (Add lines 1 and 2)	<input type="text" value="181,878.06"/>



Overlay Use

4. Overlay Transferred to Overlay Surplus after 7/1/2021	<input type="text" value="0.00"/>
5. Other Overlay Charges after 7/1/2021	<input type="text" value="0.00"/>
6. 5 year Average Abatements And Exemptions Granted thru 6/30/2021	<input type="text" value="62,666.11"/>
7. Overlay Balance Needed (Add lines 4 thru 6)	<input type="text" value="62,666.11"/>

8. Overlay Balance Available in excess of Overlay Balance Needed (negative indicates a Shortfall) (subtract line 7 from line 3)	<input type="text" value="119,211.95"/>
---	---

Potential Future Liabilities

9. Real Estate Tax Receivables as of 6/30/2021	<input type="text" value="99,475.46"/>
10. Personal Property Tax Receivables as of 6/30/2021	<input type="text" value="955.59"/>
11. Pending ATB or Court decision(s)	<input type="text" value="0.00"/>
12. Total Potential Future Liabilities	<input type="text" value="100,431.05"/>



Abatements and Exemptions Granted

FY 2021	FY 2020	FY 2019	FY 2018	FY 2017
<input type="text" value="76,981.96"/>	<input type="text" value="73,413.83"/>	<input type="text" value="62,889.44"/>	<input type="text" value="48,459.59"/>	<input type="text" value="51,585.74"/>
5-year average FY 2017 to FY 2021				<input type="text" value="62,666.11"/>



Town of Dana Tax Rate Recap Exercise- Recap Page 2

Form: Tax Recap page 2

Entered by Assessors and Accountant, no signature required

This form brings all the data together in a clear and balanced summary.

II. Enter Other Amounts to be Raised

Debt services not appropriated, revenue deficits, court judgments, etc

Cherry Sheet Charges and Offsets

Overlay (must match OL-1 line 2)

III. Enter Estimated Receipts and other revenue sources

Cherry Sheet Receipts

Data flows in from all Schedules: Page 3, A2, Page 4

All these must balance with respective schedule and pages

Free Cash appropriated to reduce tax rate

IV. Summary

Total amount to be raised

Total estimated receipts and other revenue sources

Total real and personal property tax levy to Recap Page 1

PAGE 1

PAGE 2

PAGE 3

PAGE 4

II. Amounts to be raised**IIa. Appropriations (col.(b) through col.(g) from page 4)****8,968,203.39****IIb. Other amounts to be raised**

1. Amounts certified for tax title purposes

0.00

2. Debt and interest charges not included on page 4

0.00

3. Final Awards

0.00

4. Retained Earnings Deficit

0.00

5. Total cherry sheet offsets (see cherry sheet 1-ER)

5,695.00

6. Revenue deficits

0.00

7. Offset receipts deficits Ch. 44, Sec. 53E

0.00

8. CPA other unappropriated/unreserved


0.00

9. Snow and ice deficit Ch. 44, Sec. 31D

0.00

10. Other :

0.00**TOTAL IIb (Total lines 1 through 10)****5,695.00****IIc. State and county cherry sheet charges (C.S. 1-EC)****36,276.00****IId. Allowance for abatements and exemptions (overlay)****89,458.52****IIe. Total amount to be raised (Total IIa through IId)****9,099,632.91****III. Estimated receipts and other revenue sources**

III. Estimated receipts and other revenue sources		
IIIa. Estimated receipts - State		
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	645,887.00	
2. Massachusetts school building authority payments	0.00	
TOTAL IIIa		645,887.00
IIIb. Estimated receipts - Local		
1. Local receipts not allocated (page 3, col (b) Line 24)	738,468.22	
2. Offset Receipts (Schedule A-1)	0.00	
3. Enterprise Funds (Schedule A-2)	34,000.00	
4. Community Preservation Funds (See Schedule A-4)	0.00	
TOTAL IIIb		772,468.22
IIIc. Revenue sources appropriated for particular purposes		
1. Free cash (page 4, col (c))	682,038.74	
2. Other available funds (page 4, col (d))	25,000.00	
TOTAL IIIc		707,038.74
IIId. Other revenue sources appropriated specifically to reduce the tax rate		
1a. Free cash...appropriated on or before June 30, 2021	0.00	
1b. Free cash...appropriated on or after July 1, 2021	0.00	
2. Municipal light surplus	0.00	
3. Other source : <input type="text"/>	0.00	
TOTAL IIId		0.00
IIIe. Total estimated receipts and other revenue sources		2,125,393.96
(Total IIIa through IIId)		
IV. Summary of total amount to be raised and total receipts from all sources		
a. Total amount to be raised (from IIe)		9,099,632.91
b. Total estimated receipts and other revenue sources (from IIIe)	2,125,393.96	
c. Total real and personal property tax levy (from Ic)	6,974,238.95	
d. Total receipts from all sources (total IVb plus IVc)		9,099,632.91


Current Documents - [upload new documents](#)


Name	Action
No documents to display.	



Town of Dana Tax Rate Recap Exercise- Recap Page 1

Balance –recap adjust button to overlay to be raised page 2 (mathematical remainder from division of to total to be raised by AV.)

 **TR_P1_001 | TaxRate Recap Page 1 Part Ic Tax Levy \$6,974,780.43 does not equal Col (f) Levy by Class total \$6,974,238.95**

 **RE_P2_015 | TaxRate Recap Page 2 Part IId Allowance for abatements and exemptions (overlay) \$90,000.00 does not equal to OL-1 Line 2 Overlay allocated \$89,458.52**

Current Documents - [upload new documents](#)

Name	Action
No documents to display.	

Signatures

Assessors

☐ Check to add signature

Why are my buttons disabled?

LA5 excess levy capacity can be finalized

Jurisdiction Fiscal Year 2022 Go

PAGE 1

PAGE 2

PAGE 3

PAGE 4

I. TAX RATE SUMMARY

Ia. Total amount to be raised (from IIe)	9,099,632.91
Ib. Total estimated receipts and other revenue sources (from IIIe)	2,125,393.96
Ic. Tax Levy (Ia minus Ib)	6,974,238.95
Id. Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	93.7226	6,536,438.07	342,401,214.00	19.09	6,536,439.18
Net of Exempt Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	3.0611	213,488.43	11,183,287.00	19.09	213,488.95
Net of Exempt Industrial	0.3374	23,531.08	1,232,600.00	19.09	23,530.33
SUBTOTAL	97.1211		354,817,101.00		6,773,458.46
Personal	2.8789	200,781.37	10,517,574.00	19.09	200,780.49
TOTAL	100.0000		365,334,675.00		6,974,238.95

Current Documents - [upload new documents](#)

Name	Action
No documents to display.	

Signatures

Assessors

☐ Check to add signature

Save

Submit

Print

Copy from ProForma

Recap Adjustment

Why are my buttons disabled?



Town of Dana Tax Rate Recap Exercise- Signatures and Submission

If balance sheet not submitted, Accountant must sign Letter in Lieu of Balance Sheet

Local officials should review, check, sign and save their respective schedules and pages and ensure all required templates and supporting documentation is uploaded.

The Assessor should work to coordinate this process and ensure the completion of each schedule and page with its required supporting documentation and signature of the appropriate local official.

Submission order is the same as the Gateway menu, submit schedules and tax recap pages starting at the top to the bottom.

Bureau of Accounts reviews and approved the tax recaps.



More Tax Rate Training <https://www.mass.gov/orgs/division-of-local-services>



Proposition 2 ½ and the levy limit

Setting the property tax rate

Setting the Tax Rate: [Interactive video](#) | [PDF printable handbook](#) This video and PDF explain how Massachusetts cities and towns calculate property tax rates based on their property values and budgets.

[The Annual Property Tax Roll \(Video\)](#)

[Fiscal Year 2021 Guidelines for Annual Assessment and Allocation of Tax Levy \(IGR2020-8, PDF\)](#) This Informational Guideline Release (IGR) provides information regarding the annual determination of property assessments, classification of property, calculation of the minimum residential factor and allocation of the tax levy among the property classes.

[The Residential Exemption \(Video\)](#) This video explains why a city or town might consider adopting a residential exemption, and shows how to calculate the exemption and the "break even point."

[Guidelines Related to Overlay and Overlay Surplus \(IGR2017-23, PDF\)](#) This Informational Guideline Release (IGR) generally explains the statutory standard for maintaining an adequate overlay and the actions the Commissioner of Revenue may take when approving a tax rate or determining available funds to ensure compliance with that standard.

[Residential Exemption Calculator \(Excel\)](#)

[Tax Impact Calculator \(Databank Report\)](#)

[Reports relating to municipal property tax data and tax rates](#)