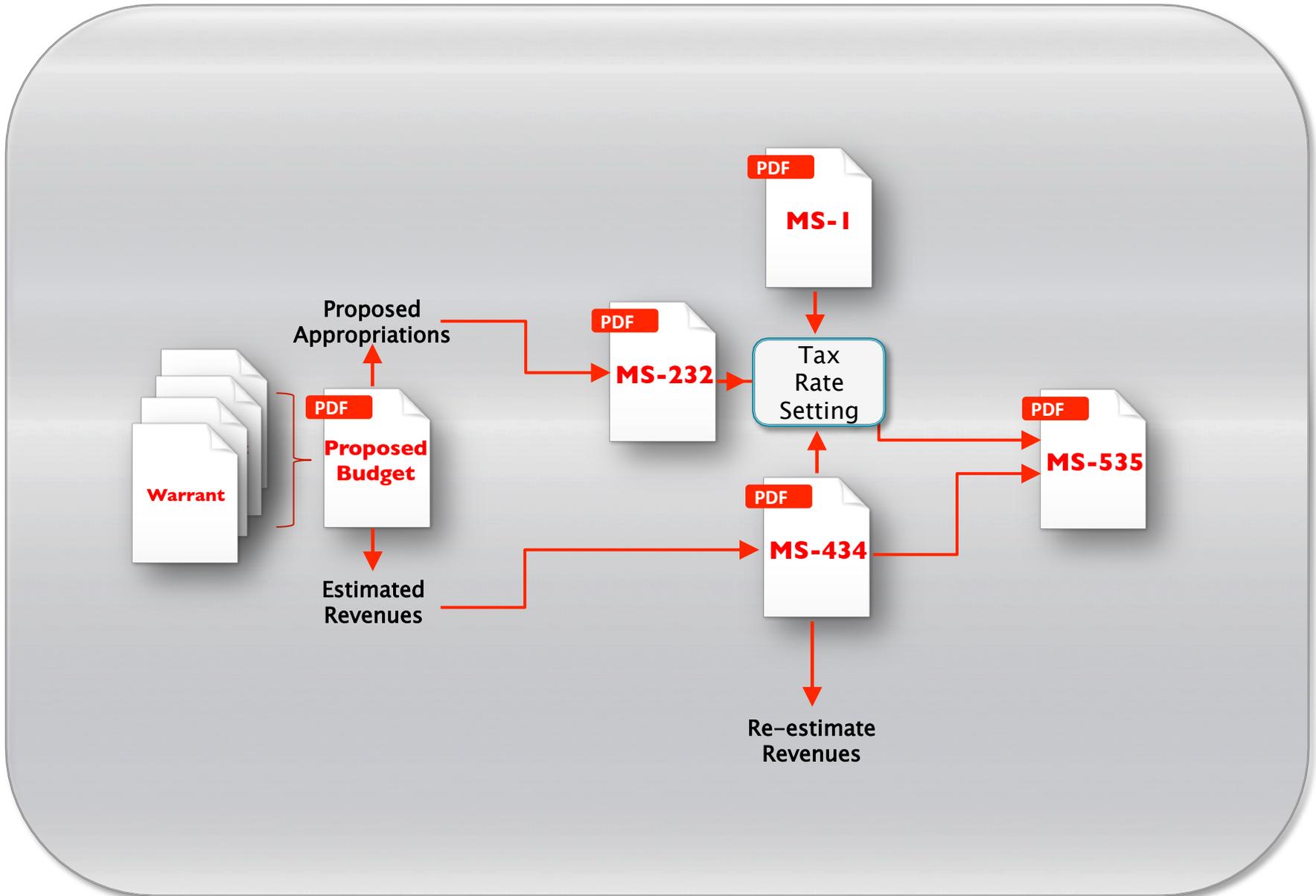


# DRA Municipal Services

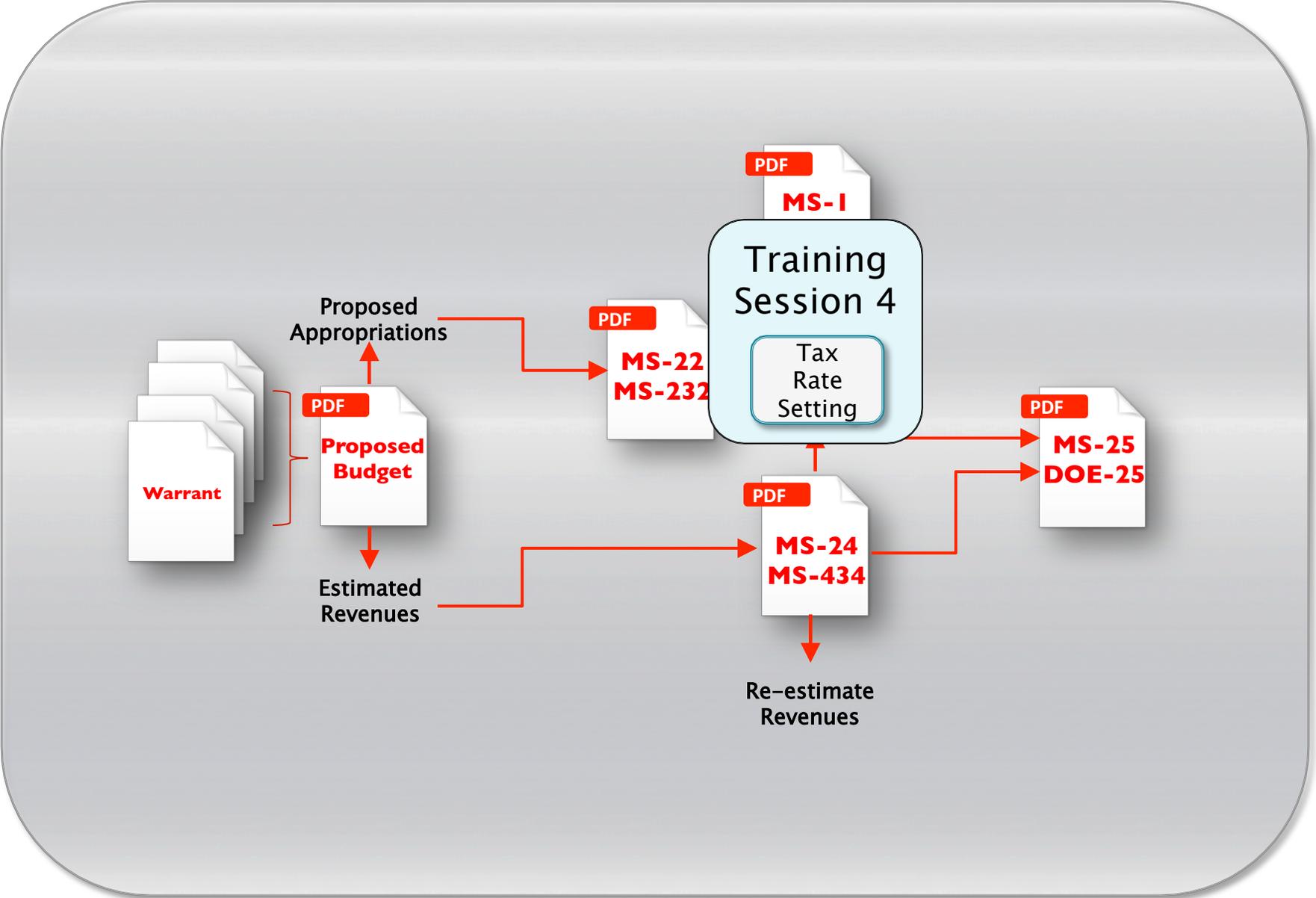
Tax Rate Setting Software  
Tax Rate Setting



# BASIC PROCESS-TOWNS/CITIES



# TODAY'S TRAINING SESSION



# Session 4: Tax Rates

1. Location of interface
2. Workflow
3. Tax Rates interface
4. Fund balance and overlay calculations
5. Submitting revenues
6. Viewing draft and final forms
7. DRA Approval process



# Location of Interface

- ▶ Tax Rate manager can be accessed through:
  - Tax Rates tab
  - Tax Rates button

New Hampshire Department of Revenue Administration  
Municipal Tax Rate Setting Portal

Help | My Profile | Log Out (David Salzer)

Home Budget Financial **Tax Rates** Reports Settings

Home

Acworth - Associated Entities - 2015

**Advisor Information**

Jamie Dow  
(603) 230-5092  
webmaster@smgis.com

**Budget Home**  
Budgeting and Appropriations [Continue >](#)

**Financial Home**  
Submit Revised Estimates [Continue >](#)

**Tax Rates**  
Assign Initial & Final Rates [Continue >](#)

**Report Center**  
View and Download Reports [Continue >](#)

**Settings**  
Application Configuration [Continue >](#)

**Status** [Info](#)

- Pre-Review
- Appropriations Review
- Reserves & Trusts
- Financial Review
- Revenue Review
- Assessments

- Preliminary Rate
- Overlay Request
- Final Rate (Advisor)
- Final Rate (Administrator)
- Commitment Amount

**TAX RATE NOT SET**

[Budget Forms](#) [Financial Forms](#) [Administrative Forms](#) [Other Documents](#)

Show 10 entries Search:



# Tax Rates Home

- ▶ Gateway to tax rate information
  - Access draft and final tax rates
  - Print draft and final tax rates
- ▶ To access tax rate, select green arrow on left side

New Hampshire Department of Revenue Administration  
Municipal Tax Rate Setting Portal

Home Budget Financial **Tax Rates** Reports Settings

Tax Rates - Acworth 2015

Ready for Tax Rate

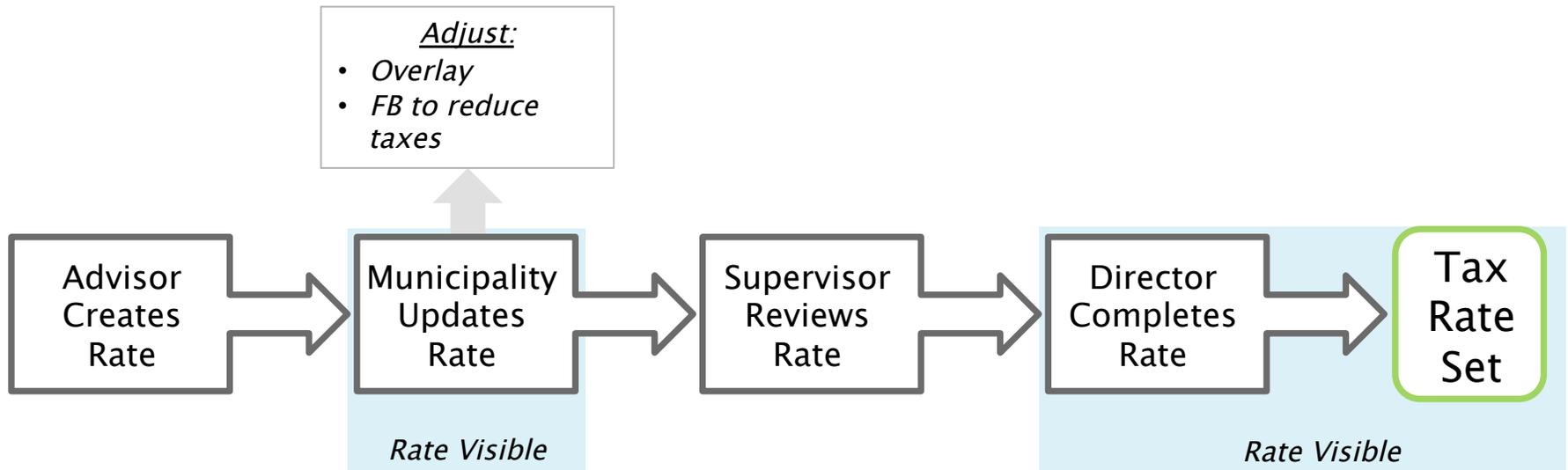
Show 25 entries

Actions	Name	Status	Description	Total Tax Rate	Created Date
	Acworth 2015 Tax Rate	Preliminary Rate		\$23.66	7/30/2015 11:23:32 AM

Showing 1 to 1 of 1 entries



# Tax Rate Workflow



# Interface

- ▶ Interface has four tabs
  - Appropriations & Revenues
  - Tax Base
  - Overlay & Surplus (*municipal value input*)
  - Information
- ▶ Each tab has the tax rate calculation on the bottom which can be minimized

New Hampshire Department of Revenue Administration  
Municipal Tax Rate Setting Portal

Home Budget Financial Tax Rates Reports Settings

Tax Rate Setting  
Total Tax Rate: \$23.66

Ready For Tax Rate  
Complete Municipal Review

Appropriations & Revenues Tax Base Overlay & Surplus Information

Description	Amount
Unassigned Fund Balance	\$369,332
Amount Voted From Surplus	\$0
Amount Used for Emergency Appropriations	\$0
Amount to Reduce Taxes	\$0
Total Retainage	\$369,332
Percent Retainage	17.13%

Description	Amount	Adjusted Value
Requested Overlay	\$16,167	\$16,167

Max Allowable Overlay= \$112,507

Hide Tax Rate Table

Calculate

Initial Tax Effort	\$2,249,675
Final Tax Effort	\$2,250,137
Overlay Adjustment	\$462
Final Overlay	\$16,629

Jurisdiction	Initial Tax Effort	Base	Tax Rate	Final Tax Effort
Municipal	\$773,901	\$95,301,131	\$8.12	\$774,363
County	\$303,535	\$95,301,131	\$3.19	\$303,535
Local Education	\$923,151	\$95,301,131	\$9.69	\$923,151
State Education	\$249,088	\$93,538,590	\$2.66	\$249,088
Total	\$2,249,675		\$23.66	\$2,250,137

Complete Municipal Review

Save Delete



# Interface

Page Content

Tax Rate Table  
*Appears on all pages*

New Hampshire Department of Revenue Administration  
Municipal Tax Rate Setting Portal

Home Budget Financial **Tax Rates** Reports Settings

Tax Rate Setting  
Total Tax Rate: \$23.66

Ready For Tax Rate  
Complete Municipal Review

Appropriations & Revenues Tax Base **Overlay & Surplus** Information

Description	Amount
Unassigned Fund Balance	\$369,332
Amount Voted From Surplus	\$0
Amount Used for Emergency Appropriations	\$0
Amount to Reduce Taxes	<input type="text" value="\$0"/>
Total Retainage	\$369,332
Percent Retainage	17.13%

Description	Amount	Adjusted Value
Requested Overlay	\$16,167	<input type="text" value="\$16,167"/>

Max Allowable Overlay= \$112,507

Hide Tax Rate Table

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Initial Tax Effort	\$2,249,675
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State Education	\$249,088	\$93,538,590	\$2.66	\$249,088
Total	\$2,249,675		\$23.66	\$2,250,137

Complete Municipal Review

Save Delete



# Tax Rate Table

[Hide Tax Rate Table](#)

**Calculate**

Initial Tax Effort	\$2,249,675
Final Tax Effort	\$2,250,137
Overlay Adjustment	\$462
Final Overlay	\$16,629

Jurisdiction	Initial Tax Effort	Base	Tax Rate	Final Tax Effort
Municipal	\$773,901	\$95,301,131	\$8.12	\$774,363
County	\$303,535	\$95,301,131	\$3.19	\$303,535
Local Education	\$923,151	\$95,301,131	\$9.69	\$923,151
State Education	\$249,088	\$93,538,590	\$2.66	\$249,088
<b>Total</b>	<b>\$2,249,675</b>		<b>\$23.66</b>	<b>\$2,250,137</b>

**Complete Municipal Review**

Save Delete



# Municipal Interface

- ▶ When viewing a rate, users will be taken to the “Overlay & Surplus” tab
- ▶ Two values are editable
  - FB to reduce taxes
  - Requested Overlay

New Hampshire Department of Revenue Administration  
Municipal Tax Rate Setting Portal

Home Budget Financial **Tax Rates** Reports Settings

Tax Rate Setting  
Total Tax Rate: \$23.66

Ready For Tax Rate  
Complete Municipal Review

Appropriations & Revenues Tax Base **Overlay & Surplus** Information

Description	Amount
Unassigned Fund Balance	\$369,332
Amount Voted From Surplus	\$0
Amount Used for Emergency Appropriations	\$0
Amount to Reduce Taxes	\$0
Total Retainage	\$369,332
Percent Retainage	17.13 %

Description	Amount	Adjusted Value
Requested Overlay	\$16,167	\$16,167

Max Allowable Overlay= \$112,507

Hide Tax Rate Table

Calculate

Initial Tax Effort	\$2,249,675
Final Tax Effort	\$2,250,137
Overlay Adjustment	\$462
Final Overlay	\$16,629



# Municipal Interface

New Hampshire Department of Revenue Administration  
Municipal Tax Rate Setting Portal

Help | My Profile | Log Out (David Salzer)

Home Budget Financial **Tax Rates** Reports Settings

 Tax Rate Setting  
Total Tax Rate: \$23.66

**Ready For Tax Rate**  
**Complete Municipal Review**

Appropriations & Revenues Tax Base **Overlay & Surplus** Information

Description	Amount
Unassigned Fund Balance	\$369,332
Amount Voted From Surplus	\$0
Amount Used for Emergency Appropriations	\$0
Amount to Reduce Taxes	\$0 <input type="text"/>
Total Retainage	\$369,332
Percent Retainage	17.13 %

Description	Amount	Adjusted Value
Requested Overlay	\$16,167	\$16,167 <input type="text"/>

**Max Allowable Overlay= \$112,507**

[Hide Tax Rate Table](#) **Calculate**

Initial Tax Effort	\$2,249,675
Final Tax Effort	\$2,250,137
Overlay Adjustment	\$462
Final Overlay	\$16,629



# Overlay & Adjustments

- ▶ “Requested” overlay is an approximate amount used to calculate the tax rate
- ▶ Rounding the tax rate calculation results in partial penny adjustments
- ▶ Adjustment is applied to the municipal tax effort only

Initial Overlay=\$5,900

Tax Effort	Tax Base
\$775,900	\$15,450,000

$$\text{Tax Rate} = \frac{\text{Tax Effort}}{\text{Tax Base}} \times 100$$

$$5.0220 = \frac{775,900}{15,450,000} \times 100$$

Tax Rate= \$5.02



# Overlay & Adjustments

- ▶ “Requested” overlay is an approximate amount used to calculate the tax rate
- ▶ Rounding the tax rate calculation results in partial penny adjustments
- ▶ Adjustment is applied to the municipal tax effort only

Initial Overlay=\$5,900

Tax Rate= \$5.02

Tax Effort=  $\frac{\text{Tax Rate} \times \text{Tax Base}}{100}$

$775,590 = \frac{5.02 \times 15,450,000}{100}$

$775,900 - 775,590 = 310$

Final Overlay=\$5,590



# Overlay

Description	Amount	Adjusted Value
Requested Overlay	\$16,167	\$16,167

**Max Allowable Overlay= \$112,507**

[Hide Tax Rate Table](#)

**Calculate**

Initial Tax Effort	\$2,249,675
Final Tax Effort	\$2,250,137
Overlay Adjustment	\$462
Final Overlay	\$16,629



# Municipal Process

- ▶ Update FB to reduce taxes and overlay as needed
- ▶ After updating values select green “Calculate” button
- ▶ View rate impact
- ▶ When finished, select yellow “Complete Municipal Review” button

Hide Tax Rate Table Calculate

Initial Tax Effort	\$2,249,675
Final Tax Effort	\$2,250,137
Overlay Adjustment	\$462
Final Overlay	\$16,629

Jurisdiction	Initial Tax Effort	Base	Tax Rate	Final Tax Effort
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State Education	\$249,088	\$93,538,590	\$2.66	\$249,088
Total	\$2,249,675		\$23.66	\$2,250,137

Complete Municipal Review

Save Delete



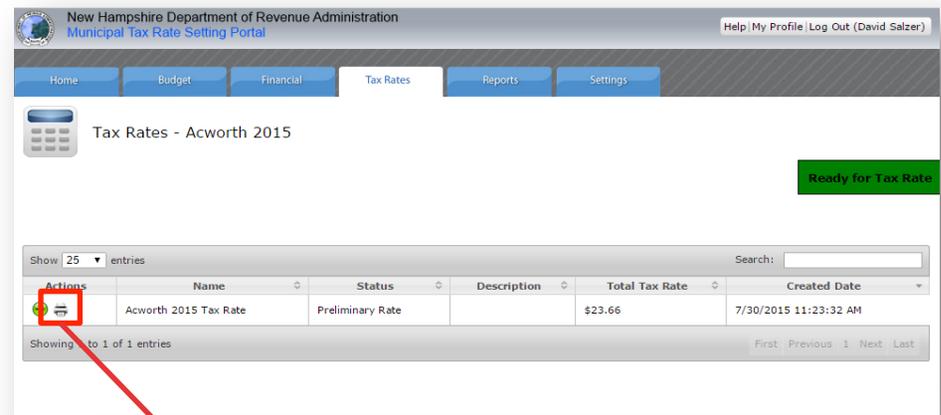
DEMONSTRATION

DEMONSTRATION



# Printing Tax Rate Reports

- ▶ Print draft report from homepage
  - Printer icon
  
- ▶ Extensive draft watermarking to indicate non-final rate reports




New Hampshire Department of Revenue Administration
2015 \$23.66
Tax Rate not Finalized  
Draft Status:  
Municipal Rate

### Tax Rate Breakdown Acworth

Municipal Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
Municipal	\$774,363	\$95,301,131	<b>\$8.12</b>
County	\$303,535	\$95,301,131	<b>\$3.19</b>
Local Education	\$923,151	\$95,301,131	<b>\$9.69</b>
State Education	\$249,088	\$93,538,590	<b>\$2.66</b>
<b>Total</b>	<b>\$2,250,137</b>		<b>\$23.66</b>

Village Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
<b>Total</b>	<b>\$0</b>		<b>\$0.00</b>

Tax Commitment Calculation	
Total Municipal Tax Effort	\$2,250,137
War Service Credits	(\$6,500)
Village District Tax Effort	\$0
<b>Total Property Tax Commitment</b>	<b>\$2,243,637</b>



# DRA Approval

- ▶ Following DRA supervisor and director approval you will receive an email
  
- ▶ Log into system, go to Tax Rates page
  - View rate–green button
  - Print rate–Printer icon

New Hampshire Department of Revenue Administration  
Municipal Tax Rate Setting Portal

Home Budget Financial **Tax Rates** Reports Settings

Tax Rates - Acworth 2015

Ready for Tax Rate

Show 25 entries Search:

Actions	Name	Status	Description	Total Tax Rate	Created Date
	Acworth 2015 Tax Rate	Preliminary Rate		\$23.66	7/30/2015 11:23:32 AM

Showing 1 to 1 of 1 entries

New Hampshire Department of Revenue Administration

**2015**  
**\$23.66**

**Tax Rate Breakdown  
Acworth**

Municipal Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
Municipal	\$774,363	\$95,301,131	<b>\$8.12</b>
County	\$303,535	\$95,301,131	<b>\$3.19</b>
Local Education	\$923,151	\$95,301,131	<b>\$9.69</b>
State Education	\$249,088	\$93,538,590	<b>\$2.66</b>
<b>Total</b>	<b>\$2,250,137</b>		<b>\$23.66</b>

Village Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
<b>Total</b>	<b>\$0</b>		<b>\$0.00</b>

Tax Commitment Calculation	
Total Municipal Tax Effort	\$2,250,137
War Service Credits	(\$6,500)
Village District Tax Effort	\$0
<b>Total Property Tax Commitment</b>	<b>\$2,243,637</b>

*Stephan Hamilton*  
Stephan Hamilton  
Director of Municipal and Property Division  
New Hampshire Department of Revenue Administration

7/30/2015



# TAX RATE REPORT

TAX RATE REPORT



# Tax Rate Report–Page 1



New Hampshire  
Department of  
Revenue Administration

**2015**  
**\$23.66**

## Tax Rate Breakdown Acworth

Municipal Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
Municipal	\$774,363	\$95,301,131	<b>\$8.12</b>
County	\$303,535	\$95,301,131	<b>\$3.19</b>
Local Education	\$923,151	\$95,301,131	<b>\$9.69</b>
State Education	\$249,088	\$93,538,590	<b>\$2.66</b>
<b>Total</b>	<b>\$2,250,137</b>		<b>\$23.66</b>

Village Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
<b>Total</b>	<b>\$0</b>		<b>\$0.00</b>

Tax Commitment Calculation	
Total Municipal Tax Effort	\$2,250,137
War Service Credits	(\$6,500)
Village District Tax Effort	\$0
<b>Total Property Tax Commitment</b>	<b>\$2,243,637</b>

7/30/2015

Stephan Hamilton  
Director of Municipal and Property Division  
New Hampshire Department of Revenue Administration



# Tax Rate Report–Page 2

Appropriations and Revenues		
Municipal Accounting Overview		
Description	Appropriation	Revenue
Total Appropriation	\$1,178,713	
Net Revenues (Not Including Fund Balance)		(\$427,479)
Fund Balance Voted Surplus		\$0
Fund Balance to Reduce Taxes		\$0
War Service Credits	\$6,500	
Special Adjustment	\$0	
Actual Overlay Used	\$16,629	
<b>Net Required Local Tax Effort</b>	<b>\$774,363</b>	
County Apportionment		
Description	Appropriation	Revenue
Net County Apportionment	\$303,535	
<b>Net Required County Tax Effort</b>	<b>\$303,535</b>	
Education		
Description	Appropriation	Revenue
Net Local School Appropriations	\$0	
Net Cooperative School Appropriations	\$1,583,553	
Net Education Grant		(\$411,314)
Locally Retained State Education Tax		(\$249,088)
<b>Net Required Local Education Tax Effort</b>	<b>\$923,151</b>	
State Education Tax	\$249,088	
State Education Tax Not Retained	\$0	
<b>Net Required State Education Tax Effort</b>	<b>\$249,088</b>	
Valuation		
Municipal (MS-1)		
Description	Current Year	Prior Year
Total Assessment Valuation with Utilities	\$95,301,131	\$95,107,940
Total Assessment Valuation without Utilities	\$93,538,590	\$93,561,040



# Tax Rate Report–Page 3

## Tax Commitment Verification

### 2015 Tax Commitment Verification Acworth- RSA 76:10 II

Description	Amount
Total Property Tax Commitment	\$2,243,637
1/2% Amount	\$11,218
Acceptable High	\$2,254,855
Acceptable Low	\$2,232,419

If the amount of your total warrant varies by more than 1/2%, the MS-1 form used to calculate the tax rate might not be correct. The tax rate will need to be recalculated. Contact your assessors immediately and call us at 603.230.5090 before you issue the bills. See RSA 76:10, II

<b>Commitment Amount</b>	
Less amount for any applicable Tax Increment Financing Districts (TIF)	
<b>Net amount after TIF adjustment</b>	

**Under penalties of perjury, I verify the amount above was the 2015 commitment amount on the property tax warrant.**

<b>Tax Collector/Deputy Signature:</b>	<b>Date:</b>
--	--------------

*Submit this signed verification form with a copy of the completed and signed warrant total page and an actual tax bill to your DRA municipal auditor.*



# Tax Rate Report–Page 4

## Requirements for Semi-Annual Billing

### Pursuant to RSA 76:15-a

76:15-a Semi-Annual Collection of Taxes in Certain Towns and Cities - I. Taxes shall be collected in the following manner in towns and cities which adopt the provisions of this section in the manner set out in RSA 76:15-b. A partial payment of the taxes assessed on April 1 in any tax year shall be computed by taking the prior year's assessed valuation times 1/2 of the previous year's tax rate; provided, however, that whenever it shall appear to the selectmen or assessors that certain individual properties have physically changed in valuation, they may use the current year's appraisal times 1/2 the previous year's tax rate to compute the partial payment.

Acworth	Total Tax Rate	Semi-Annual Tax Rate
Total 2015 Tax Rate	\$23.66	\$11.83

Associated Villages



# Final Step

- ▶ Required documents to be uploaded
  - Tax commitment (1 / 2% verification)
  - Signed property tax warrant and summary or summary only
  - Copy of a final tax bill



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# Resources

- ▶ DRA Website
  - <http://revenue.nh.gov/mun-prop/mtrsp/index.htm>
  - Help videos
  - Quick help sheets
  - User manual
- ▶ Municipal advisor
- ▶ Technical support team



# QUESTIONS

