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





Tax Rates Home

- Gateway to tax rate information
 - Access draft and final tax rates
 - Print draft and final tax rates



Help My Profile Log Out (David Salzer)

New Hampshire Department of Revenue Administration

 To access tax rate, select green arrow on left side

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

The Date California							
Tax Rate Setting							
Total Tax Rate: \$	23.66						Ready For Tax Rate
							Complete Municipal Review
propriations & Revenues Tax Base	Overlay & Surplus Information	2					
	Desc	ription				Amount	
Unassigned Fund Balance					\$369,332		
Amount Voted From Surplus					\$0		
Amount Used for Emergency Ap	propriations				\$0		
Amount to Reduce Taxes					50		
Total Retainage					\$369,332		
Percent Retainage					17.13 %		
							0 0
Descr	iption	A	mount		٨	djusted Value	
Desci Requested Overlay	iption	A \$16,167	mount	\$16,167	A	djusted Value	
Desci Requested Overlay	iption	A \$16.167	mount	\$16,167	٨	djusted Value	0 0
Descr Requested Overlay Tax Allowable Overlay= \$112	iption 507	A \$16,167	mount	\$16,167	A	djusted Value	0 0
Descr Requested Overlay lax Allowable Overlay= \$112 le Tax Rate Table	iption 507	A \$16,167	mount	\$16,167	Α	djusted Value	0 0
Descr Requested Overlay fax Allowable Overlay= \$112 is Tax Rate Table	iption 507	A \$16,167	mount	\$16,167	Α	djusted Value	Caiculate
Desci Requested Overlay fax Allowable Overlay= \$112 e Tax Rate Table	iption 507	A \$16,167	mount	\$16,167	A	djusted Value	Calculate
Desci Requested Overlay fax Allowable Overlay= \$112 In Tax Refe Table	iption 507	A \$16,167	mount	\$16,187	A 1,249,675	djusted Value	Calculate
Desc Requested Overlay Eax Allowable Overlay= 5112 ter Tax Relo Table visal Tax Effort vedar Musitment	iption 507	A \$16,167	mount	\$16,187 \$2 \$2 \$2 \$4	A 1,249,675 1,250,137 62	djusted Value	Calculate
Desci Requested Overlay tax Allowable Overlay= \$112 ut Tax Effort real Tax Effort real Tax Effort verlay Algustment real Overlay	iption 507	\$16,167	mount	\$16,167 \$2 \$2 \$4 \$1	A 1,249,675 1,250,137 162 6,629	djusted Value	Calculate
Desc Requested Overlay tax Allowable Overlay= \$112 er Tax Rets Table stat Tax Effort nat Tax Effort verlay Aljustment and Overlay	iption 507	A \$16.167	mount	\$16,167 \$2 \$2 \$4 \$1 \$1	A 1,249,675 1,250,137 62 6,629	djusted Value	Calculate
Descr Requested Overlay Ex Allowable Overlay 5112 UT Tax Rels Table situi Tax fflort mai Tax fflort mai Tax fflort sal Toxtellay context	iption 507	A \$16,167	meunt	\$16.167 \$2 \$2 \$4 \$1	A 1,249,675 1,250,137 62 2 6,629	djusted Value	Calculate
Descr Requested Overlay tax Allowable Overlay = \$112 ut Tax Effort mai Tax Effort mai Tax Effort verlay Aljudment hal Overlay	iption 507	A \$16.167	mount	\$16.167 \$2 \$2 \$4 \$3	A 1,249,675 1,250,137 6,629	djusted Value	Calculate
Desci Requested Overlay tax Allowable Overlay= \$112 et Tax Relat Table visul Tax Effort inal Tax Effort verlay Aljustment mail Overlay Jurisdiction	iption 507	4 Tax Effort	Base	\$10.107 \$2 \$2 \$4 \$1	A 1,249,675 1,250,137 462 6,639 Tax Rate	djusted Value	Calculate
Desci Requested Overlay ax Allowable Overlay = \$112 et Tax Effort and Tax Effort and Tax Effort and Tax Effort and Overlay Surrisdiction	1921on 507 507 101111 101111 101111 101111	A \$16,167	Base 955.201.131	\$16,107 \$2 \$2 \$4 \$1 \$1	A 1,246,675 2,250,137 462 6,639 Tax Rate 85.12	djusted Value	Calculate
Descr Requested Overlay fax Allowable Overlay = \$112 or Tax Rela Table attal Tax Effort mai Tax Effort Nertity Allyutment Table Overlay Sursidiction turiopal contry	197100 507 2773,901 2973,901 2973,901 2973,901 2973,901	A \$16.167	Base 95,301,131 995,201,131 995,201,131	\$10.107 \$2 \$2 \$3 \$1	A 1,249,675 1,250,137 462 6,659 10,575 10,57	djusted Value 477(.363 1203.355 1233.355	Calculate
Desci Requested Overlay - 8112 tax Allowable Overlay - 8112 inal Tax Effort inal Tax Effort inal Tax Effort bailoverlay Aljubrient hail Overlay Jurisdiction banisga outry call Education	1971001 507 4773,001 1302,155 1923,151 1229,068	A \$16.167	Base 995,301,131 995,301,131 995,300,131 995,300,131	\$10.107 \$2 \$2 \$4 \$1	A 1,246,475 (,250,137 62 63 64 7 86.12 83.19 83.19 83.66	djusted Value 274,363 230,55 1903,55 1903,55 2903,05	Calculate
Descr Requested Overlay fax Allowable Overlay = \$112 in Tax Effort init Tax Effort versity Aljustment init Overlay Durisdiction tunique Surisdiction tunique Stat	iption 507 507 507 507 507 507 507 507 507 507	4 Tax Effort	Base 95,301,31 95,301,131 95,301,131 95,301,131 95,30,131 95,30,131	\$16,107 \$2 \$4 \$1	A (246,675 (250,137 66,629 Tax Rate 81.12 81.19 83.19 83.19 83.66 82.66	djusted Vake	Calculate
Descr Requested Overlay tax Allowable Overlay = \$112 et Tax Ento Table stat Tax Effort mai Tax Effort writer Allowable Surfadiction unrigipal serty san Effortistic	igition 507 201 201 201 201 201 201 201 2	A \$16.167	Base 95,30,131 95,30,131 95,30,131 95,50,131 95,50,131	\$16,167 \$2 \$4 \$3	A 1,249,675 (220,137 462 6,639 8.12 8.19 8.12 8.19 8.12 8.19 8.10 8.12 8.16 8.12 8.16 8.12 8.16 8.12 8.16	djusted Value 1774,363 1803,055 1923,151 1219,068 1923,058	Calculate



Interface

Page Content -



Tax Rate Setting						
Tatal Tay Data	22.66					
TOLAT TAX RALE: 5	23.00					Ready For Tax Rat
propriations & Revenues Tax Base	Overlay & Surplus Information					Complete Municipal Revie
Unservice and Europh Delegan	Descriptio	n		\$260.222	Amour	ıt
Amount Voted From Surplus				\$365,332		
Amount Used for Emergency Ar	propriations			\$0		
Amount to Reduce Taxes	propriations			50		
Total Retainance				\$360.332		
Dercent Retainane				17 13 8		
Percent Netainage				17.13 %		
						0 0
					Adjusted Value	
Desc	ription	Amount			-	
Desc Requested Overlay lax Allowable Overlay= \$112	.507	Amount \$16,167	\$16,10	7		0 0
Desc Requested Overlay lax Allowable Overlay= \$112 e Tax Rate Table	,507	Amount \$16,167	\$16,16	7		0 0
Desc Requested Overlay ax Allowable Overlay= \$112 e Tax Rate Table	.507	Amount \$16,167	\$10,10	7	-	Calculat
Desc Requested Overlay ax Allowable Overlay= \$112 e Tax Rate Table iitiai Tax Effort	,507	Amount \$16,167	\$16.10	\$2,249,675	-	Calcular
Desc Requested Overlay lax Allowable Overlay= \$112 e Tax Rate Table iitiai Tax Effort inal Tax Effort	,507	Amount \$16,167	\$16.10	7 \$2,249,675 \$2,250,137	-	Calculat
Desc Requested Overlay lax Allowable Overlay= \$112 e Tax Rate Table iitial Tax Effort inal Tax Effort verlay Adjustment	.;507	Amount \$16,167	\$16.10	7 \$2,249,675 \$2,250,137 \$462	-	Calculat
Desc Requested Overlay lax Allowable Overlay= \$112 e Tax Rate Table itial Tax Effort nal Tax Effort verlay Adjustment nal Overlay	;507	Amount \$16,167	\$16.16	7 \$2,249,675 \$2,250,137 \$462 \$16,629	-	Calculat
Desc Requested Overlay lax Allowable Overlay= \$112 e Tax Rate Table e Tax Rate Table e Tax Effort nal Tax Effort verlay Adjustment nal Overlay	,507	Amount \$16,167	\$16.16	7 \$2,249,675 \$2,250,137 \$462 \$16,629	-	Calculat
Desc Requested Overlay ax Allowable Overlay= \$112 e Tax Rate Table itial Tax Effort nal Tax Effort verlay Adjustment nal Overlay	;507	Amount \$16,167	\$10.10	7 \$2,249,675 \$2,250,137 \$462 \$16,629		Calculat
Desc Requested Overlay ax Allowable Overlay= \$112 e Tax Rate Table atlai Tax Effort nai Tax Effort verlay Adjustment nai Overlay	.507	Amount \$16,167	\$16.10	7 \$2,249,675 \$2,250,137 \$462 \$16,629 Tax Rate		Calculat
Desc Requested Overlay ax Allowable Overlay= \$112 e Tax Rate Table itiai Tax Effort nai Tax Effort nai Tax Effort unicipal Jurisdiction	;507 ;507 Initial Tax I \$773,901	Effort \$95,301,1	Base 31	7 \$2,249,675 \$2,250,137 \$462 \$16,629 Tax Rate \$8.12	\$774,363	Calculat
Desc Requested Overlay lax Allowable Overlay= \$112 e Tax Rate Table iitiai Tax Effort inal Tax Effort inal Tax Effort inal Overlay Jurisdiction unicipal ounty	;507 ;507 Initial Tax I \$773,901 \$303,535	Effort \$95,301,1 \$95,301,1	Base 31	7 \$2,249,675 \$2,250,137 \$462 \$16,629 Tax Rate \$8.12 \$3.19	\$774,363 \$303,535	Calculat
Desc Requested Overlay lax Allowable Overlay= \$112 e Tax Rate Table itilai Tax Effort inal Tax Effort inal Overlay Jurisdiction unicipal ounty scal Education	;507 ;507 Initial Tax I \$773,901 \$303,535 \$923,151	Amount \$16,167	Base 31 31	7 \$2,249,675 \$2,250,137 \$462 \$16,629 Tax Rate \$8.12 \$3.19 \$9.69	\$774,363 \$303,535 \$923,151	Calculat Final Tax Effort
Desc Requested Overlay lax Allowable Overlay= \$112 e Tax Rate Table itial Tax Effort inal Tax Effort inal Tax Effort inal Overlay Jurisdiction unicipal ounty scal Education tate Education	507 507 507 1nitial Tex I \$773,901 \$303,535 \$923,151 \$249,088	Effort \$95,301,1	Base 31 31 31 90	7 \$2,249,675 \$2,250,137 \$462 \$16,629 Tax Rate \$8.12 \$3.19 \$9.69 \$2.66	\$774,363 \$303,535 \$923,151 \$249,088	Calculat Final Tax Effort
Desc Requested Overlay lax Allowable Overlay= \$112 e Tax Rate Table itilal Tax Effort itilal Tax Effort verlay Adjustment inal Overlay jurisdiction unicipal ounty ccal Education tate Education	iption ,507 .507 Initial Tax I \$773,901 \$303,535 \$923,151 \$249,088 \$2,249,675	Effort \$95,301,1 \$95,301,1 \$95,301,1 \$95,301,1 \$95,301,1	Base 31 31 390	7 \$2,249,675 \$2,250,137 \$462 \$16,629 Tax Rate \$8.12 \$3.19 \$9.69 \$2.66 \$2.3.66	\$774,363 \$303,535 \$923,151 \$249,088 \$2,250,137	Calculat Final Tax Effort

Tax Rate Table

Initial Tax Effort			\$2,249,675	
Final Tax Effort		\$2,250,137		
Overlay Adjustment				
Final Overlay			\$16,629	
Jurisdiction	Initial Tax Effort	Base	Tax Rate	Final Tax Effort
Jurisdiction Municipal	Initial Tax Effort \$773,901	Base \$95,301,131	Tax Rate \$8.12	Final Tax Effort \$774,363
Jurisdiction Municipal County	Initial Tax Effort \$773,901 \$303,535	Base \$95,301,131 \$95,301,131	Tax Rate \$8.12 \$3.19	Final Tax Effort \$774,363 \$303,535
Jurisdiction Municipal County Local Education	Initial Tax Effort \$773,901 \$303,535 \$923,151	Base \$95,301,131 \$95,301,131 \$95,301,131	Tax Rate \$8.12 \$3.19 \$9.69	Final Tax Effort \$774,363 \$303,535 \$923,151
Jurisdiction Municipal County Local Education State Education	Initial Tax Effort \$773,901 \$303,535 \$923,151 \$249,088	Base \$95,301,131 \$95,301,131 \$95,301,131 \$95,301,131 \$93,538,590	Tax Rate \$8.12 \$3.19 \$9.69 \$2.66	Final Tax Effort \$774,363 \$303,535 \$923,151 \$249,088



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. Municipal Tax Rate Setting Portal	Administration			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
propriations & Revenues Tax Base Overlay & Surplus	Information			Complete Municipal Review
Descriptio	n			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		Adju	sted Value
Requested Overlay	\$16,167	\$16,167		
lax Allowable Overlay= \$112,507 le Tax Rate Table				Calculate
nitial Tax Effort		\$	2,249,675	
inal Tax Effort		\$	2,250,137	
Verlay Adjustment		\$	462	
inal Overlay		\$	16,629	
				0 0



Municipal Interface

Home Budget Finance			Help My Profile Log Out (Davi	d Salze
	cial Tax Rates	Reports	Settings	
Tax Rate Setting				
Tatal Tay Data: ¢22.66				
TOLAT TAX RALE: \$23.00			Ready For Ta	x Rat
			Complete Municipa	al Revie
propriations & Revenues Tax Base Overlay & Surp	olus Information			
Descr	iption		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		Adjucted Value	
Requested Overlay	\$16.167	\$16 167	Aujusteu value	_
ax Allowable Overlay= \$112,507			0	0
e lax Rate lable			Cal	culate
nitial Tax Effort		\$2,	,249,675	
iitial Tax Effort nal Tax Effort		\$2,	,249,675 ,250,137	
nitial Tax Effort nal Tax Effort verlay Adjustment		\$2, \$2, \$4	,249,675 ,250,137 62	
nitial Tax Effort nal Tax Effort verlay Adjustment nal Overlay		\$2, \$2, \$4, \$1,	,249,675 ,250,137 62 6,629	



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



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= Tax Rate x Tax Base 100 775,590= 5.02 x 15,450,000 100 775,900-775,590=310

Final Overlay=\$5,590



Overlay

Description	Amount	Adjusted V	/alue
Requested Overlay	\$16,167	\$16,167	
			0 0
Max Allowable Overlay= \$112,507			
de Tax Rate Table			
			Calculat
Initial Tax Effort		\$2,249,675	
Final Tax Effort		\$2,250,137	
		\$462	
Overlay Adjustment			
Overlay Adjustment 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

Initial Tax Effort			\$2,249,675	
Final Tax Effort			\$2,250,137	
Overlay Adjustment			\$462	
Final Overlay			\$16,629	
				0
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
				0
				N
	_			63

DEMONSTRATION



Printing Tax Rate Reports

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





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



TAX RATE REPORT





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	\$8.12			
County	\$303,535	\$95,301,131	\$3.19			
Local Education	\$923,151	\$95,301,131	\$9.69			
State Education	\$249,088	\$93,538,590	\$2.66			
Total	\$2,250,137		\$23.66			

Village Tax Rate Calculation				
Jurisdiction	Tax Effort	Valuation	Tax Rate	
Total	\$0		\$0.00	

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

Sol W. Hank

THE VENUE TO

Stephan Hamilton Director of Municipal and Property Division New Hampshire Department of Revenue Administration 7/30/2015

Appropriations and Revenues				
Municipal Accounting Overvie	w			
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			
Net Required Local Tax Effort	\$774,3	63		
County Apportionment				
Description	Appropriation	Revenue		
Net County Apportionment	\$303,535			
Net Required County Tax Effort	\$303,5	;35		
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)		
Net Required Local Education Tax Effort	\$923,1	51		
State Education Tax	\$249,088			
State Education Tax Not Retained	\$0			
Net Required State Education Tax Effort	\$249,0	88		
Valuation				
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 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
correct. The tax rate will need to be recalculated. Contact your assessors immediately and you issue the bills. See RSA 76:10, II Commitment Amount	d call us at 603.230.5090 before
Less amount for any applicable Tax Increment Financing Districts (TIF)	
Net amount after TIF adjustment	
Under penalties of perjury, I verify the amount above was the 2015 commitme tax warrant.	ent amount on the property



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



DEMONSTRATION



Resources

DRA Website

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



QUESTIONS



