

DRA Municipal Services

Tax Rate Setting Software

NH GFOA
Annual Conference
5/7/2015



Disclaimer

This presentation is intended for informational purposes only, and is not a substitute for seeking professional advice or for reviewing the applicable laws and rules. This presentation represents some positions of the Department on the limited issues discussed herein, based on the law in effect at the time of the presentation and Department interpretation thereof, as well as the opinions and conclusions of its presenter.

For the current status of any tax law, practitioners and taxpayers should consult the source documents (i.e., Revised Statutes Annotated, Rules, Case Law, Session Laws, etc.) for independent verification.



Presentation Outline

- ▶ System overview
- ▶ First year to date
 - Improvements to be made
- ▶ Remaining processes
 - Revised estimated revenues
 - Tax rate setting
 - Overlay and fund balance
 - Reports
- ▶ Training and resources



Tax Rate Setting Portal

- ▶ Launched on 11/17/2014
- ▶ Usage
 - Users: 753
 - Warrants Drafted: 5,847
 - Number of pre-reviews: 414
 - Number of completed appropriations: 319
- ▶ Municipal cooperation and patience vital to process

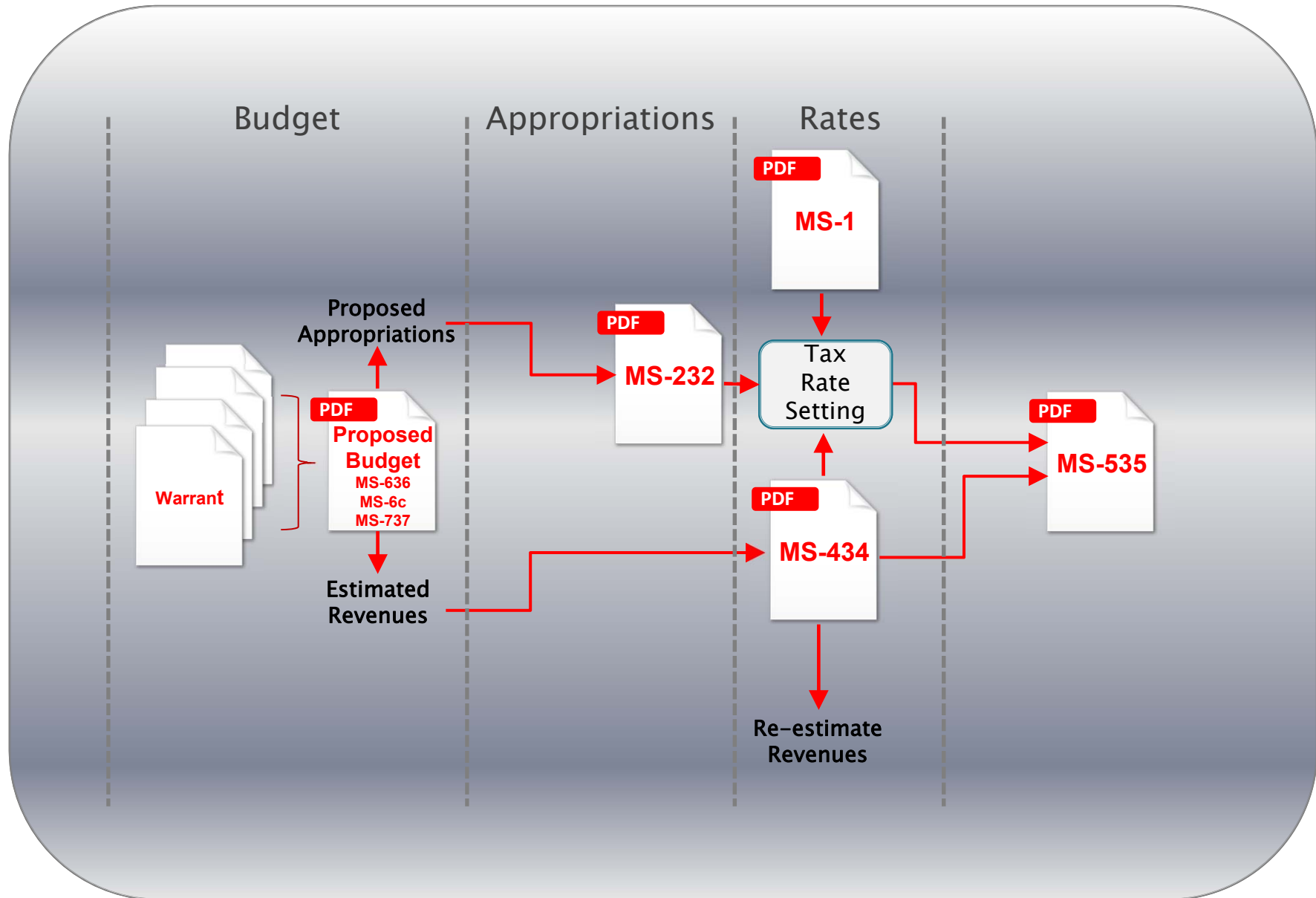


Tax Rate Setting Portal Goals

- ▶ More efficiently and effectively manage the tax rate setting process for municipalities and DRA
 - Electronic filing
 - Data work flows
 - Data repository
 - Extensive reporting/data exports
 - Fully transparent tax rate calculator
- ▶ Improve advisor's ability to provide technical assistance



BASIC PROCESS-TOWNS/CITIES



Budget

- ▶ Warrant article drafting
- ▶ Pre-review
- ▶ Aggregation
- ▶ Previous year values
- ▶ Supplemental schedules*
- ▶ Submission

Budget (Warrant) Conway 2014

Enter Information about Warrant Article

1 Warrant Article Information

Number:

Category: Operating Budget

Type: MBA - Operating Budget - Town

Purpose: Operating Budget of the Town

2 Amounts to be Raised

Raise Amount 1:

Raise Amount 2:

Raise Amount Total: \$10,141,914

Calc. Raise Amount: \$10,141,914

Amounts of Offsetting Revenue

Offset Amount 1:

Offset Amount 2:

Offset Amount Total: \$3,515,309

Calc. Offset Amount: \$3,515,309

Article Language

To see if the town will vote to raise and appropriate the budget committee recommended sum of \$(AMOUNT) for general municipal operations. This article does not include appropriations contained in special or individual articles addressed separately. (Majority vote required)

3

Pre-Review Comments

[View Pre-Review Comments Disclaimer](#)

[DRA Pre-Review](#)

Actions	Entity Completed	DRA Completed	Type	Comments
No data available in table				

Showing 0 to 0 of 0 entries

5 Appropriations

Account Code	Description	Board Recommended	Board Not Recommended	Budget Committee Recommended	Budget Committee Not Recommended
4130-4139	Executive	\$240,820	\$0	\$240,820	\$0
4140-4149	Election, Registration, and	\$110,065	\$0	\$110,065	\$0

Warrant Drafting

Budget Lee 2013

* Municipality @ DRA

Show 10 entries

Actions	Number	Category	Type	Purpose	Raise Amount	Offset Amount	Status	Raise/Offset Match
	123	Default Budget	Default budget of the town	To buy bicycles for dogs	\$123.00	\$0.00	Draft	False/False
	4	Operating Budget	Operating Budget - Town	Test Budget	\$50,000.00			
	999	Individual	Equipment Purchase	Purchase of a larger box to store other boxes in	\$18,500.00			
	Test	Operating Budget	Operating Budget-582	Test	\$50,000,000.00			

Showing 1 to 4 of 4 entries

5 Showing 2 Comment(s) Available




Appropriations

- ▶ Warrant article conversion
- ▶ Aggregation
- ▶ Submission
- ▶ Form uploads
- ▶ “R” forms


Home Budget Reports Settings

Appropriations

 **Budget Lee 2015** Please create a new warrant article to begin

Show 25 entries Search:

Actions	Number	Category	Type	Purpose	Raise Total	Raise Match	Meeting Status	DRA Status
	07	Special	Long-Term Borrowing	Funding for the Construction of a new library/comm	\$2,273,112.00	True		
	08	Special	Use of CRF or ETF and Taxation	Purchase a new tanker truck and equipment	\$430,000.00	True		
	09	Special	Establish CRF, Add Funds & Name Agents	Deposit funds into the Library/Community Center CR	\$100,000.00	True		
	10	Operating Budget	Operating Budget-Town-SB2	Operating Budget	\$3,773,870.00	True		
	11	Special	Other	Construct a pavilion and fence at LRP	\$60,000.00	True		
	12	Individual	Equipment Purchase	Purchase a New Police cruiser and equipment	\$39,772.00	True		
	13	Special	Appropriate to CRF or ETF	Deposit Funds into Fire Equipment Capital Reserve	\$70,000.00	True		
	14	Special	Appropriate to CRF or ETF	Deposit Funds into the Highway Road and Bridge Imp	\$40,000.00	True		
	15	Special	Appropriate to CRF or ETF	Deposit Funds into the Internal Service Fund for A	\$25,000.00	True		
	16	Special	Appropriate to CRF or ETF	Deposit Funds into Fire Ponds and Cisterns CRF	\$20,000.00	True		
	17	Special	Appropriate to CRF or ETF	Deposit Funds into the Highway Equipment	\$20,000.00	True		

 **Budget (Appropriations) Danbury 2015**

Enter Information about Warrant Article Show/Hide

Warrant Article Information

Number: 02

Category: Individual

Type: Equipment Purchase

Purpose: Zamboni

Amounts to be Raised

Raise Amount 1: \$65,000

Raise Amount 2: \$0

Raise Amount Total: \$65,000

Calc. Raise Amount: \$0

Article Language
To see if the town will vote to raise and appropriate the sum of \${AMOUNT} for the purpose of purchasing {PURPOSE}. (Majority vote required)

Annual Meeting

Did the Warrant Article Pass or Fail? Vote Counts

Was the Warrant Article Amended? Yes: 0 No: 0 N/A

Was Amendment Financial?

Explain Amendment or Add Notes:



First Year Hurdles

- ▶ Common issues that we are working to resolve:
 - Change to recommended and not recommended value checks in WA generator
 - Previous year values (specifically for special and individual warrant articles)
 - Default budget
 - Supplemental schedules
 - Uploads
 - Steep learning curve
- ▶ Iterative process to make custom software work for a large and varied user group



Recommended Value Checks

- ▶ Two raise and offset blocks not necessary
- ▶ Change to
 - Recommended amount
 - Not recommended amount
 - Total proposed amount

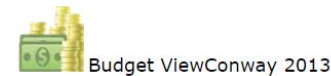
Amounts of Offsetting Revenue	
Offset Amount 1:	<input type="text" value="\$0"/>
Offset Amount 2:	<input type="text" value="\$0"/>
Offset Amount Total: \$0	
Calc Offset Amount: \$0	

Amounts to be Raised	
Raise Amount 1:	<input type="text" value="\$57,000"/>
Raise Amount 2:	<input type="text" value="\$0"/>
Raise Amount Total: \$57,000	
Calc Raise Amount: \$0	



Previous Year Values

- ▶ Data migration from old system resulted in some minor issues
- ▶ Ability to show special and individual warrant articles that were in previous budget but not in current year budget



Create Budget Step 1: Current Year Totals

Appropriations		Revenues	
General Government			
Public Safety			
Airport/Aviation Center			
Highways and Streets			
Sanitation			
Water Distribution and Treatment			
Electric			
Health			
Welfare			
Culture and Recreation			
Conservation and Development			
Debt Service			
Capital Outlay			
Operating Transfers Out			
Special			
Individual			

Account Code Description	WA	Appropriations Prior Year as Approved by DRA	Actual Prior Year Expenditures	B Recon
4210-4214 Police		0.00	0.00	\$0
4215-4219 Ambulance		0.00	0.00	\$0
4220-4229 Fire		0.00	0.00	\$0
4240-4249 Building Inspection		0.00	0.00	\$0
4290-4298 Emergency Management		0.00	0.00	\$0
4299 Other (Including Communications)		0.00	0.00	\$0

Showing 1 to 6 of 6 entries

Description	Board's Recommended Budget	Budget
Operating Budget Total Appr.	\$0.00	
Special Warrant Total	\$0.00	
Individual Warrant Articles	\$0.00	
Total Appropriations	\$0.00	
Less Revenues/Grant	\$0.00	
Estimated Amount of Taxes to be Raised	\$0.00	

Home Continue to Step 2 - Finalize



Default Budgets

- ▶ 2015–Two options
 - Default budget warrant article
 - PDF form
- ▶ 2016–One option
 - Default budget warrant article
- ▶ 2017–One option
 - Default budget process separated from warrant articles



New Hampshire
Department of
Revenue Administration

2015
MS-DT

DEFAULT BUDGET OF THE TOWN

RSA 40:13, IX (b) "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, as determined by the governing body, unless the provisions of RSA 40:14-b are adopted, of the local political subdivision.

This form was posted with the warrant on:

Instructions

1. Use this form to list the default budget calculation in the appropriate columns.
2. Post this form or any amended version with proposed operating budget (MS-636 or MS-737) and the warrant.
3. Per RSA 40:13, XI (a), the default budget shall be disclosed at the first budget hearing.

For Assistance Please Contact:

NH DRA Municipal and Property Division
Phone: (603) 230-5090
Fax: (603) 230-5947
<http://www.revenue.nh.gov/mun-prop/>

ENTITY'S INFORMATION

Municipality: County:

PREPARER'S INFORMATION

First Name Last Name
Street No. Street Name Phone Number
Email (optional)



Supplemental Schedules

- ▶ For MBA only
- ▶ 2015–PDF
 - Download
 - Fill out
 - Upload
- ▶ 2016–Integrated system table

The screenshot shows the 'MS-737 SUPPLEMENTAL SCHEDULE' form. At the top, it includes the New Hampshire Department of Revenue Administration logo and the year '2015 MS-737S'. The form is divided into sections: 'ENTITY'S INFORMATION' with fields for Entity Type (Municipality/Village), Municipality, and County; 'BUDGET COMMITTEE SUPPLEMENTAL SCHEDULE' with numbered lines for financial data; and 'For Assistance Please Contact:' with contact information for the NH DRA Municipal and Property Division. The bottom of the form features 'Cancel' and 'Finalize Budget' buttons.

New Hampshire
Department of
Revenue Administration

2015
MS-737S

MS-737 SUPPLEMENTAL SCHEDULE

ENTITY'S INFORMATION ?

Entity Type: ☒ Municipality ☐ Village

Municipality: County:

BUDGET COMMITTEE SUPPLEMENTAL SCHEDULE

1. Total recommended by Budget Committee (from MS-737):

Less Exclusions:

2. Principal: Long-Term Bonds & Notes:

3. Interest: Long-Term Bonds & Notes:

4. Capital outlays funded from Long-Term Bonds & Notes:

5. Mandatory Assessments:

6. Total Exclusions (Line 2 + Line 3 + Line 4 + Line 5):

7. Amount Recommended, Less Exclusions (Line 1 - Line 6):

8. 10% of Amount Recommended Less Exclusions (Line 7 x 10%):

Collective Bargaining Cost Items

9. Recommended Cost Items (Prior to Meeting):

10. Voted Cost Items (Voted at Meeting):

11. Amount voted over recommended amount (Difference of Lines 9 and 10):

Mandatory Water & Waste Treatment Facilities (RSA 32:21)

12. Amount Recommended (Prior to Meeting):

13. Amount Voted (Voted at Meeting):

14. Amount voted over recommended amount (Difference of Lines 12 and 13):

15. Bond Override (RSA 32:18-a), Amount Voted:

Maximum Allowable Appropriations Voted At Meeting
(Line 1 + Line 8 + Line 11 + Line 14 + Line 15):

For Assistance Please Contact: NH DRA Municipal and Property Division
Phone: (603) 230-5090
Fax: (603) 230-5947

Cancel Finalize Budget

Please download and fill out the supplemental information for your budget sheet in the PDF: [Budget Committee Supplemental Schedule](#)



Uploads

- ▶ Upload file size
 - Increased to 60 mb
- ▶ “Rapid clicks” prior to upload completion
- ▶ Deleting uploaded files



Uploads

Form Templates:

Budget As Posted (MS-636) ▼

Notes:

budget as posted

Attachment:

C:\fakepath\Budget as posted.

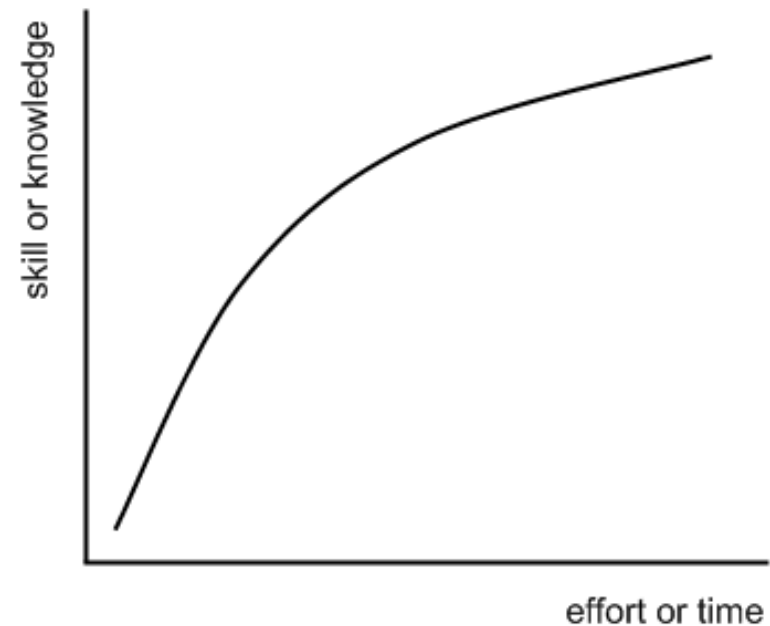


Upload

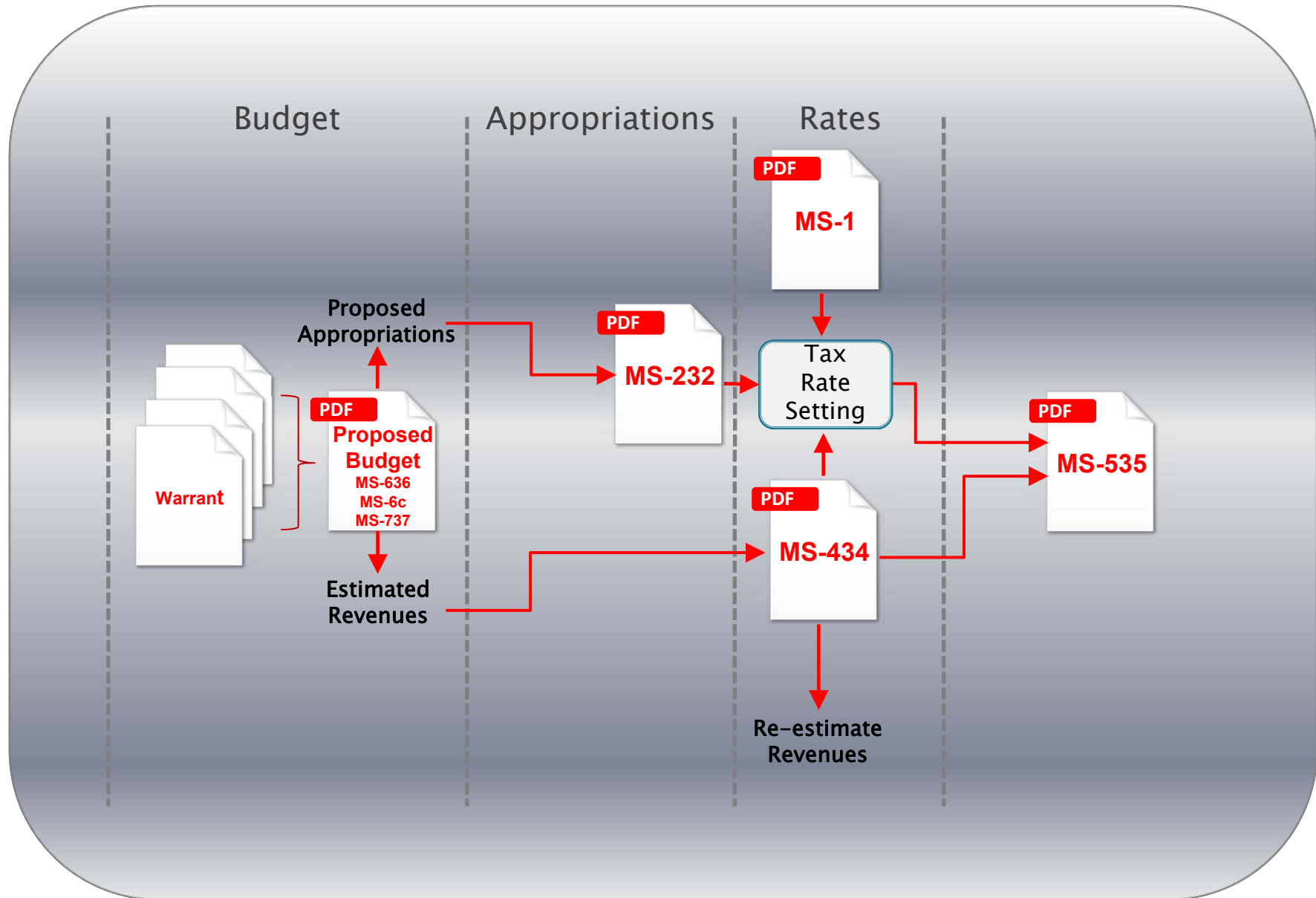


Steep Learning Curve

- ▶ Wholesale process change
- ▶ Short time frame
- ▶ Tight timelines



BASIC PROCESS-TOWNS/CITIES



Revised Estimated Revenues

- ▶ Due September 1
- ▶ “Updated” revenue values
- ▶ Baseline values will be pulled from proposed budget in aggregate (not by article)
- ▶ Print draft forms
- ▶ Update and submit to DRA as final



New Hampshire
Department of
Revenue Administration

2015
MS-434

Revised Estimated Revenues Hanover (RSA 21-J:34)

For Assistance Please Contact:
NH DRA Municipal and Property Division
Phone: (603) 230-5090
Fax: (603) 230-5947
<http://www.revenue.nh.gov/mun-prop/>

Preparer's Certification

Name	Position	Signature

A hard-copy of this form must be submitted to the NHDRA at the following address:
NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487

Revenues

Account Code	Source of Revenue	Warrant Article #	Estimated Revenue
Taxes			
3120	Land Use Change Tax - General Fund	1	\$0
3180	Resident Tax		\$0
3185	Yield Tax		\$200
3186	Payment in Lieu of Taxes		\$0
3187	Excavation Tax		\$0
3189	Other Taxes		\$0
3190	Interest and Penalties on Delinquent Taxes		\$42,000
9991	Inventory Penalties		\$0
Licenses, Permits, and Fees			
3210	Business Licenses and Permits		\$5,000
3220	Motor Vehicle Permit Fees		\$332,000
3230	Building Permits		\$3,000
3290	Other Licenses, Permits, and Fees		\$2,800
3311-3319	From Federal Government		\$0
State Sources			
3351	Shared Revenues		\$0
3352	Meals and Rooms Tax Distribution		\$105,306
3353	Highway Block Grant		\$86,468
3354	Water Pollution Grant		\$0





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Estimated Revenues View Bow 2015

Create Revenues: Current Year Totals

[Recalculate](#)

Revenues

Taxes

Licenses, Permits, and Fees

State Sources

Charges for Services

Miscellaneous Revenues

Interfund Operating Transfers In

Other Financing Sources

Search:

Account Code Description	WA	Current Year Revised Estimated Revenues
3120 Land Use Change Tax - General Fund		\$0
3180 Resident Tax		\$0
3185 Yield Tax	01	\$8,000
3186 Payment in Lieu of Taxes		\$0
3187 Excavation Tax		\$0
3189 Other Taxes	01	\$30
3190 Interest and Penalties on Delinquent Taxes	01	\$162,000
9991 Inventory Penalties	01	\$2,500
SUBTOTAL		\$172,530

Subtotal of Revenues

Subtotal	\$11,256,996
Unassigned Fund Balance (unreserved)	\$0
Less Emergency Appropriations(RSA 32.11)	\$0
Amount Voted from Fund Balance	\$0
Fund Balance to Reduce Taxes	\$0
Fund Balance Retained	\$0
Total Revenues and Credits	\$11,256,996
Requested Overlay	\$0

Revised Estimated Revenues

- ▶ DRA will review submitted values
- ▶ Make adjustments as necessary
- ▶ Produce MS-434R which contains revenues that will be used to calculate tax rate



New Hampshire
Department of
Revenue Administration

2015
MS-434-R

Revised Estimated Revenues Adjusted Hanover (RSA 21-J:34)

In accordance with RSA 21-J:35, the department is notifying you of the following changes in the estimated revenues used in computing the tax rate.

Revenues				
Account Code	Source of Revenue	Estimated Revenue	Change Amount	Revenue Estimates Adjusted
Taxes				
3120	Land Use Change Tax - General Fund	\$0	\$0	\$0
3180	Resident Tax	\$0	\$0	\$0
3185	Yield Tax	\$200	\$0	\$200
3186	Payment in Lieu of Taxes	\$0	\$0	\$0
3187	Excavation Tax	\$0	\$0	\$0
3189	Other Taxes	\$0	\$0	\$0
3190	Interest and Penalties on Delinquent Taxes	\$42,000	\$0	\$42,000
9991	Inventory Penalties	\$0	\$0	\$0
Licenses, Permits, and Fees				
3210	Business Licenses and Permits	\$5,000	\$0	\$5,000
3220	Motor Vehicle Permit Fees	\$332,000	\$0	\$332,000
3230	Building Permits	\$3,000	\$0	\$3,000
3290	Other Licenses, Permits, and Fees	\$2,800	\$0	\$2,800
3311-3319	From Federal Government	\$0	\$0	\$0
State Sources				
3351	Shared Revenues	\$0	\$0	\$0
3352	Meals and Rooms Tax Distribution	\$105,306	\$0	\$105,306
3353	Highway Block Grant	\$86,468	\$0	\$86,468
3354	Water Pollution Grant	\$0	\$0	\$0
3355	Housing and Community Development	\$0	\$0	\$0
3356	State and Federal Forest Land Reimbursement	\$0	\$0	\$0
3357	Flood Control Reimbursement	\$0	\$0	\$0
3359	Other (Including Railroad Tax)	\$0	\$0	\$0
3379	From Other Governments	\$2,000	\$0	\$2,000
Charges for Services				
3401-3406	Income from Departments	\$76,500	\$0	\$76,500
3409	Other Charges	\$29,000	\$0	\$29,000
Miscellaneous Revenues				
3501	Sale of Municipal Property	\$0	\$0	\$0
3502	Interest on Investments	\$400	\$0	\$400



Tax Rate Calculation

- Occurs when municipality and all associated entities have filed necessary forms
- Process is all web based

Appropriations and Revenues		
Municipal Accounting Overview		
Description	Appropriation	Revenue
Total Appropriation	\$8,180,381	
Net Revenues (Pre Fund Balance)		(\$4,875,701)
Fund Balance Voted Surplus		\$0
Fund Balance to Reduce Taxes		(\$275,000)
War Service Credits	\$105,000	
Special Adjustment	\$0	
Actual Overlay Used	\$68,139	
Net Required Local Tax Effort	\$3,202,819	
County Apportionment		
Description	Appropriation	Revenue
Net County Apportionment	\$666,583	
Net Required County Tax Effort	\$666,583	
Education		
Description	Appropriation	Revenue
Net Local School Appropriations	\$0	
Net Cooperative School Appropriations	\$7,230,819	
Net Education Grant	(\$1,218,936)	
Locally Retained State Education Tax		(\$1,144,140)
Net Required Local Tax Effort	\$4,867,743	
State Education Tax	\$1,144,140	
State Education Tax Not Retained	\$0	
Net Required State Tax Effort	\$1,144,140	



Rate Inputs

View: [Help](#) | [My Profile](#) | [Log Out \(David Salzer\)](#)

Municipal Tax Rate Setting Portal

Summary Home Budget Financial Reports Utilities Tax Rates Settings

Tax Rate Setting

Total Tax Rate: \$19.91

Ready For Tax Rate

Appropriations & Revenues Tax Base Overlay & Surplus Information

Adjustment Mode: OFF

Roll Rate Back to Previous Step: [Reset](#)

Municipal County Local Education State Education Village

Description	Initial Value	Adjusted Value
Total Appropriation	\$8,180,381	\$8,180,381
Net Revenues	(\$4,875,701)	(\$4,875,701)
Fund Balance Voted Surplus	\$0	\$0
Fund Balance To Reduce Taxes	(\$275,000)	(\$275,000)
War Service Credits	\$105,000	\$105,000
Special Adjustments (DRA)	\$0	\$0
Approximate Overlay Used	\$75,000	\$75,000
Net Required Tax Effort	\$3,209,680	\$3,209,680

Notes

Summary

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

Initial Tax Effort	\$9,888,146
Final Tax Effort	\$9,881,285
Overlay Adjustment	(\$6,861)
Final Overlay	\$68,139

Jurisdiction	Initial Tax Effort	Base	Tax Rate	Final Tax Effort
Municipal	\$3,202,819	\$499,613,515	\$6.42	\$3,202,819
County	\$666,583	\$499,613,515	\$1.33	\$666,583
Local Education	\$4,867,743	\$499,613,515	\$9.74	\$4,867,743
State Education	\$1,144,140	\$472,332,115	\$2.42	\$1,144,140
Total	\$9,881,285		\$19.91	\$9,881,285

Jurisdiction	Initial Tax Effort	Base	Tax Rate	Final Tax Effort
Tilton-Northfield Fire	\$1,080,022	\$499,613,515	\$2.17	\$1,084,161
Tilton-Northfield Fire	\$1,080,022	\$279,963,709	\$3.86	\$1,080,660
Lockmere Village	\$0	\$10,033,000	\$0.00	\$0

[Save](#) [Delete](#)



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Tax Rate Setting

Total Tax Rate: \$19.91

Ready For Tax Rate

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

Adjustment Mode

Roll Rate Back to Previous Step

Municipal | County | Local Education | State Education | Village

Description	Initial Value	Adjusted Value
Total Appropriation	\$8,180,381	\$8,180,381
Net Revenues	(\$4,875,701)	(\$4,875,701)
Fund Balance Voted Surplus	\$0	\$0
Fund Balance To Reduce Taxes	(\$275,000)	(\$275,000)
War Service Credits	\$105,000	\$105,000
Special Adjustments (DRA)	\$0	\$0
Approximate Overlay Used	\$75,000	\$75,000
Net Required Tax Effort	\$3,209,680	\$3,209,680

Notes

[Show Tax Rate Table](#)

Save

Delete



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Tax Rate Setting

Total Tax Rate: \$19.91

Ready For Tax Rate

Appropriations & Revenues

Tax Base

Overlay & Surplus

Information

Adjustment Mode

Roll Rate Back to Previous Step

Municipal

County

Local Education

State Education

Village

Description	Initial Value	Adjusted Value
Total Appropriation - Local School	\$0	\$0
Total Revenue - Local School	\$0	\$0
Subtotal Local School	\$0	\$0
Winnisquam	\$7,230,819	\$7,230,819
Subtotal	\$7,230,819	\$7,230,819
Education Grant	(\$1,218,936)	(\$1,218,936)
Locally Retained State Education Tax	(\$1,144,140)	(\$1,144,140)
Net Required Local/Cooperative Tax Effort	\$4,867,743	\$4,867,743

Show Tax Rate Table

Save

Delete

Local

Regional

Summary

[Hide Tax Rate Table](#)

Calculate

Overlay
Adjustment

Initial Tax Effort	\$9,888,146
Final Tax Effort	\$9,881,285
Overlay Adjustment	(\$6,861)
Final Overlay	\$68,139

Rate
Calculation

Jurisdiction	Initial Tax Effort	Base	Tax Rate	Final Tax Effort
Municipal	\$3,202,819	\$499,613,515	\$6.42	\$3,202,819
County	\$666,583	\$499,613,515	\$1.33	\$666,583
Local Education	\$4,867,743	\$499,613,515	\$9.74	\$4,867,743
State Education	\$1,144,140	\$472,332,115	\$2.42	\$1,144,140
Total	\$9,888,146		\$19.91	\$9,888,146

Village
Rate
Calculation

Jurisdiction	Initial Tax Effort	Base	Tax Rate	Final Tax Effort
Tilton-Northfield Fire	\$1,080,022	\$499,613,515	\$2.17	\$1,084,161
Tilton-Northfield Fire	\$1,080,022	\$279,963,709	\$3.86	\$1,080,660
Lochmere Village	\$0	\$10,033,000	\$0.00	\$0

Save

Delete

Tax Rate Calculation

- ▶ Advisor sets preliminary rate
- ▶ Municipality can modify:
 - Fund balance to reduce taxes
 - Estimated overlay
- ▶ Supervisor sets final rate
- ▶ Director reviews final rate
- ▶ Municipality notified
- ▶ Upload signed commitment sheet



Municipal Interface

- ▶ Interface to update *Fund Balance to Reduce Taxes and Requested Overlay*
- ▶ Calculate impact to tax rate
- ▶ Return to DRA with updates values

New Hampshire Department of Revenue Administration
Municipal Tax Rate Setting Portal

Help | My Profile | Log Out (David Salzer)

Home Budget Financial Reports Tax Rates Settings

Tax Rate Setting
Total Tax Rate: \$26.66

Ready For Tax Rate

Appropriations & Revenues Tax Base Overlay & Surplus Information

Description	Amount
Unassigned Fund Balance	\$3,690,834
Amount Voted From Surplus	(\$285,000)
Amount Used for Emergency Appropriations	\$0
Amount to Reduce Taxes	\$0
Total Retainage	\$3,405,834
Percent Retainage	14.14 %

Description	Amount	Adjusted Value
Requested Overlay	\$150,000	\$150,000

Max Allowable Overlay= \$2,091,640

Show Tax Rate Table

Complete Municipal Review

Save Delete



Amount to reduce taxes
&
Overlay adjustments

Rate
Calculation

New Hampshire Department of Revenue Administration
Municipal Tax Rate Setting Portal

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Home Budget Financial Reports Tax Rates Settings

Tax Rate Setting

Total Tax Rate: \$26.66

Ready For Tax Rate
Complete Municipal Review

Appropriations & Revenues Tax Base Overlay & Surplus Information

Description	Amount
Unassigned Fund Balance	\$3,690,834
Amount Voted From Surplus	(\$285,000)
Amount Used for Emergency Appropriations	\$0
Amount to Reduce Taxes	\$0
Total Retainage	\$3,405,834
Percent Retainage	14.14 %

Description	Amount	Adjusted Value
Requested Overlay	\$150,000	\$150,000

Max Allowable Overlay= \$2,091,640

Hide Tax Rate Table

Calculate

Initial Tax Effort	\$41,836,161
Final Tax Effort	\$41,832,803
Overlay Adjustment	(\$3,358)
Final Overlay	\$146,642

Jurisdiction	Initial Tax Effort	Base	Tax Rate	Final Tax Effort
Municipal	\$8,182,782	\$1,572,808,150	\$5.20	\$8,179,424
County	\$1,930,899	\$1,572,808,150	\$1.23	\$1,930,899
Local Education	\$27,897,184	\$1,572,808,150	\$17.74	\$27,897,184
State Education	\$3,825,296	\$1,533,345,450	\$2.49	\$3,825,296
Total	\$41,836,161		\$26.66	\$41,832,803

Complete Municipal Review

Save Delete



Home

Budget

Financial

Reports

Tax Rates

Settings



Tax Rate Setting

Total Tax Rate: \$26.66

Ready For Tax Rate

Complete Municipal Review

[Appropriations & Revenues](#) | [Tax Base](#) | [Overlay & Surplus](#) | [Information](#)

Description	Amount
Unassigned Fund Balance	\$3,690,834
Amount Voted From Surplus	(\$285,000)
Amount Used for Emergency Appropriations	\$0
Amount to Reduce Taxes	<input type="text" value="\$0"/>
Total Retainage	\$3,405,834
Percent Retainage	14.14 %

Description	Amount	Adjusted Value
Requested Overlay	\$150,000	<input type="text" value="\$150,000"/>

Max Allowable Overlay= \$2,091,640

[Hide Tax Rate Table](#)

Calculate

Initial Tax Effort \$41,836,161

[Hide Tax Rate Table](#)

Calculate

Initial Tax Effort	\$41,836,161
Final Tax Effort	\$41,832,803
Overlay Adjustment	(\$3,358)
Final Overlay	\$146,642

Jurisdiction	Initial Tax Effort	Base	Tax Rate	Final Tax Effort
Municipal	\$8,182,782	\$1,572,808,150	\$5.20	\$8,179,424
County	\$1,930,899	\$1,572,808,150	\$1.23	\$1,930,899
Local Education	\$27,897,184	\$1,572,808,150	\$17.74	\$27,897,184
State Education	\$3,825,296	\$1,533,345,450	\$2.49	\$3,825,296
Total	\$41,836,161		\$26.66	\$41,832,803

Complete Municipal Review

Save

Delete

Tax Rate Reports

- ▶ Printable in draft and final versions
- ▶ Combined report containing
 - Rates
 - Appropriations/revenues breakdown
 - Commitment sheet
 - Quarterly/semi-annual billing sheet



New Hampshire
Department of
Revenue Administration

2015
\$26.66

Tax Rate Breakdown Amherst

Municipal Tax Rate Calculation			
Jurisdiction	Final Tax Effort	Valuation	Tax Rate
Municipal	\$8,179,424	\$1,572,808,150	\$5.20
County	\$1,930,899	\$1,572,808,150	\$1.23
Local Education	\$27,897,184	\$1,572,808,150	\$17.74
State Education	\$3,825,296	\$1,533,345,450	\$2.49
Total	\$41,832,803		\$26.66

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

Tax Commitment Calculation	
Total Property Taxes Assessed	\$41,832,803
War Service Credits	(\$296,400)
Village District Commitments	\$0
Total Property Tax Commitment	\$41,536,403





New Hampshire
Department of
Revenue Administration

2015
\$26.66

Tax Rate Breakdown Amherst

Municipal Tax Rate Calculation			
Jurisdiction	Final Tax Effort	Valuation	Tax Rate
Municipal	\$8,179,424	\$1,572,808,150	\$5.20
County	\$1,930,899	\$1,572,808,150	\$1.23
Local Education	\$27,897,184	\$1,572,808,150	\$17.74
State Education	\$3,825,296	\$1,533,345,450	\$2.49
Total	\$41,832,803		\$26.66

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

Tax Commitment Calculation	
Total Property Taxes Assessed	\$41,832,803
War Service Credits	(\$296,400)
Village District Commitments	\$0
Total Property Tax Commitment	\$41,536,403

Page 2–Appropriations and Revenues Breakdown

Appropriations and Revenues		
Municipal Accounting Overview		
Description	Appropriation	Revenue
Total Appropriation	\$12,125,431	
Net Revenues (Pre Fund Balance)		(\$4,104,049)
Fund Balance Voted Surplus		(\$285,000)
Fund Balance to Reduce Taxes		\$0
War Service Credits	\$296,400	
Special Adjustment	\$0	
Actual Overlay Used	\$146,642	
Net Required Local Tax Effort	\$8,179,424	
County Apportionment		
Description	Appropriation	Revenue
Net County Apportionment	\$1,930,899	
Net Required County Tax Effort	\$1,930,899	
Education		
Description	Appropriation	Revenue
Net Local School Appropriations	\$24,709,808	
Net Cooperative School Appropriations	\$14,078,033	
Net Education Grant	(\$3,298,099)	
Locally Retained State Education Tax		(\$3,825,296)
Net Required Local Tax Effort	\$27,897,184	
State Education Tax	\$3,825,296	
State Education Tax Not Retained	\$0	
Net Required State Tax Effort	\$3,825,296	
Valuation		
Municipal (MS-1)		
Description	Current Year	Prior Year
Total Assessment Valuation with Utilities	\$1,572,808,150	\$1,568,221,900
Total Assessment Valuation without Utilities	\$1,533,345,450	\$1,528,759,200
Village (MS-1V)		
Description	Current Year	

Page 3–Tax Commitment Verification

Tax Commitment Verification	
2015 Tax Commitment Verification - RSA 76:10 II	
Description	Amount
Commitment Amount	\$41,536,403
1/2% Amount	\$207,682
Acceptable High	\$41,744,085
Acceptable Low	\$41,328,721
<p>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</p>	
Commitment Amount	
Less amount for any applicable Tax Increment Financing Districts (TIF)	
Net amount after TIF adjustment	
<p>Under penalties of perjury, I verify the amount above was the 2015 commitment amount on the property tax warrant.</p>	
Tax Collector/Deputy Signature:	Date:

Page 4–Requirements for Semi-annual or Quarterly Billing

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 current 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 time 1/2 the previous year's tax rate to compute the partial payment.

Entity	Total Tax Rate	Semi-Annual Tax Rate
Total 2015 Tax Rate	\$26.66	\$13.33
Does not include Village District rates, which should be added to June bill at 1/2 of prior year, if applicable		
Associated Villages		

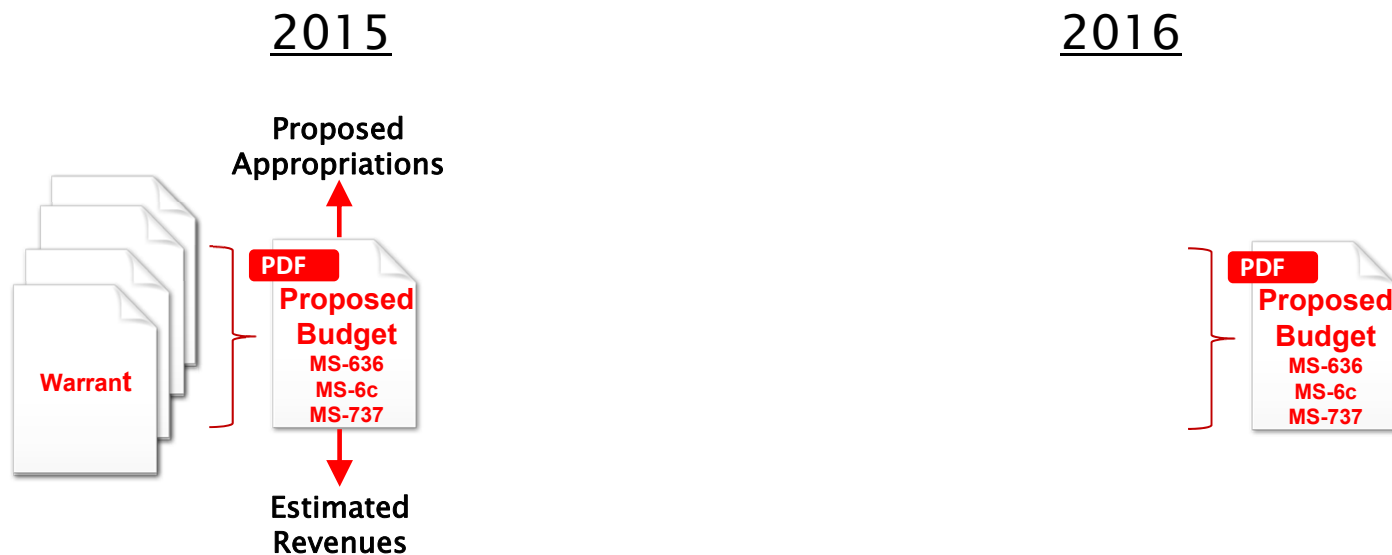
Tax Rate

- ▶ Once the tax rate is finalized by DRA you will be notified via email
- ▶ Download final report
 - Sign commitment letter and upload to system
- ▶ Start the entire process again for 2016!
 - Head start with warrant article generating...



Data Migration

- ▶ Bring warrants forward from previous year



Resources

- ▶ DRA Website
- ▶ T² Website
- ▶ YouTube video series
- ▶ Municipal advisor
- ▶ T² staff



NH DRA Municipal Services Tax Rate Setting Software

User Manual and Help Documentation



Training

- ▶ Revised Estimated Revenues & Tax Rates
 - Combined training
 - Early August through early October
 - Web and classroom sessions
 - Sign up online



Questions?

