



D L S
DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Assessment Administration: Law, Procedures and Valuation

Module 5 – Setting the Tax Rate

What you Will Learn

Lesson	Title
1	Overview
2	Calculating the Tax Levy Limit
3	Calculating the Tax Rate

Timely Tax Rate Setting

Setting the tax rate and mailing tax bills in a timely manner are keys to successful financial operations.

Late tax billing:

- Jeopardizes cash flow
- Results in added borrowing costs
- Results in loss of investment income on property tax collections
- Disrupts regularly performed financial activities
- Often causes delays in the next fiscal year's schedule of activities

Local officials must develop and periodically review a realistic plan and time table for completing the tax rate process.

***Note:** Assessment certification communities must incorporate adequate time in the plan for completing the certification process.*



Timely Tax Rate Setting

Regular Semi-Annual Tax Billing

<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 Billing

(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

Tax Levy

The tax levy is the total amount that a community will tax on real and personal property.

Budget minus (non-property tax estimated revenues + reserves) = **Tax Levy**

Budget includes:

- *Voted appropriations*
- *Required amounts* (such as deficits, court judgments and debt services)
- State and county *Cherry Sheet assessments*
- *Overlay* (reserves for abatements and exemptions)

Revenue sources other than property taxes include:

- *State aid*
- *Local revenues*
- *Reserves* (such as free cash and stabilization fund)

Influencing Factors

- New Growth or Construction
- Debt Exclusion
- Overrides
- Proposition 21/2

Note: For most communities, the tax levy is the single largest source of revenue.



Tax Rate

The Tax Rate is the amount of money a community will tax a property owner per \$1,000 of assessed value on real and personal property.

Key Points:

- A tax rate usually changes annually
- A tax rate can also be different for the various property classes
- The tax rate is determined by completing the tax rate recap form



Note: The tax rate is the vehicle used to satisfy the tax levy: that is, the tax rate provides the proper tax amount to be billed for the tax levy to be achieved.



The Steps in Determining the Tax Rate

1 Finalize values & hold classification hearing

2 Complete the levy limit worksheet

3 Calculate the tax rate using the Gateway tax rate recap form

4 Sign & submit forms to DLS through Gateway



Lesson Recap

Successful Financial Operations	Setting the tax rate and mailing tax bills in a timely manner are keys to successful financial operations.
The Tax Levy	The tax levy is the total amount that a community will tax real and personal property. The tax levy is calculated by subtracting all of the community's applied non-property tax estimated revenues and reserves from its budget.
The Tax Rate	The Tax Rate is the amount of money a community will tax a property owner per \$1000 of assessed value on real and personal property.
Rates Can Vary	A tax rate can also be different for the various classes.
Tax Recapitulation Form	The tax rate is determined by completing the tax rate recap.

Levy Limit Worksheet

Levy Limit Factors Include:

- New Growth
- Debt Exclusion
- Override

Note: A community must have a balanced budget that is at or under the maximum allowable levy in order to set its tax rate.

Example of a Levy Limit Worksheet

I. TO CALCULATE THE FY 2017 LEVY LIMIT

A. FY 2016 Levy Limit
 A1. ADD Amended FY 2016 Growth
 B. ADD $(IA + IA1)^*2.5\%$
 C. ADD FY 2017 New Growth
 C1. ADD FY2017 New Growth Adjustment
 D. ADD FY 2017 Override
 E. FY 2017 Subtotal
 F. FY 2017 Levy Ceiling

28,517,123
0
712,928
359,212
0
0
29,589,263
90,428,957
I. 29,589,263

FY 2017 Levy Limit

II. TO CALCULATE THE FY 2018 LEVY LIMIT

A. FY 2017 Levy Limit from I.
 A1. ADD Amended FY 2017 Growth
 B. ADD $(IA + IA1)^*2.5\%$
 C. ADD FY 2018 New Growth
 C1. ADD FY 2018 New Growth Adjustment
 D. ADD FY 2018 Override
 E. ADD FY 2018 Subtotal
 F. FY 2018 Levy Ceiling

29,589,263
0
739,732
319,085
0
0
30,648,080
95,458,093
II. 30,648,080

FY 2018 Levy Limit

III. TO CALCULATE THE FY 2018 MAXIMUM ALLOWABLE LEVY

A. FY 2018 Levy Limit from II.
 B. FY 2018 Debt Exclusion(s)
 C. FY 2018 Capital Expenditure Exclusion(s)
 D. FY 2018 Stabilization Fund Override
 E. FY 2018 Other Adjustment
 F. FY 2018 Water/Sewer
 G. FY 2018 Maximum Allowable Levy

30,648,080
1,462,481
0
0
0
0
32,110,561

Additional information on levy limits

Current Documents - upload new documents

Name	Action
No documents to display.	

Signatures

Board of Assessors

Check to add signature



Levy Limit Worksheet

Levy Limit Factors Include:

- New Growth
- Debt Exclusion
- Override

Note: A community must have a balanced budget that is at or under the maximum allowable levy in order to set its tax rate.

Example of a Levy Limit Worksheet

I. TO CALCULATE THE FY 2017 LEVY LIMIT	
A. FY 2016 Levy Limit	28,517,123
A1. ADD Amended FY 2016 Growth	0
B. ADD $(IA + IAI)^*2.5\%$	712,928
C. ADD FY 2017 New Growth	359,212
C1. ADD FY 2017 New Growth Adjustment	0
D. ADD FY 2017 Override	0
E. FY 2017 Subtotal	29,589,263
F. FY 2017 Levy Ceiling	90,478,957
I.	29,589,263
FY 2017 Levy Limit	
II. TO CALCULATE THE FY 2018 LEVY LIMIT	
A. FY 2017 Levy Limit from I.	29,589,263
A1. ADD Amended FY 2017 Growth	0
B. ADD $(IIA + IIAI)^*2.5\%$	739,732
C. ADD FY 2018 New Growth	319,085
C1. ADD FY 2018 New Growth Adjustment	0
D. ADD FY 2018 Override	0
E. ADD FY 2018 Subtotal	30,648,080
F. FY 2018 Levy Ceiling	95,498,093
II.	30,648,080
FY 2018 Levy Limit	
III. TO CALCULATE THE FY 2018 MAXIMUM ALLOWABLE LEVY	
A. FY 2018 Levy Limit from II.	30,648,080
B. FY 2018 Debt Exclusion(s)	1,462,481
C. FY 2018 Capital Expenditure Exclusion(s)	0
D. FY 2018 Stabilization Fund Override	0
E. FY 2018 Other Adjustment	0
F. FY 2018 Water/Sewer	0
G. FY 2018 Maximum Allowable Levy	\$ 32,110,561

Additional information on levy limits

[Current Documents](#) - upload new documents

Name	Action
No documents to display.	

Signatures

Board of Assessors

Check to add signature



Levy Limit Worksheet - Section I

I. TO CALCULATE THE FY 2017 LEVY LIMIT

A. FY 2016 Levy Limit 28,517,123

A1. ADD Amended FY 2016 Growth 0

B. ADD $(IA + IA1) * 2.5\%$ 712,928

C. ADD FY 2017 New Growth 359,212

C1. ADD FY2017 New Growth Adjustment 0

D. ADD FY 2017 Override 0

E. FY 2017 Subtotal 29,589,263

F. FY 2017 Levy Ceiling 90,478,957 I. 29,589,263

FY 2017 Levy Limit

Levy Limit Worksheet - Section II

II. TO CALCULATE THE FY 2018 LEVY LIMIT

A. FY 2017 Levy Limit from I.	29,589,263
A1. ADD Amended FY 2017 Growth	0
B. ADD (IIA + II A1)*2.5%	739,732
C. ADD FY 2018 New Growth	319,085
C1. ADD FY 2018 New Growth Adjustment	0
D. ADD FY 2018 Override	0
E. ADD FY 2018 Subtotal	30,648,080
F. FY 2018 Levy Ceiling	95,498,093
	II. 30,648,080
	FY 2018 Levy Limit



Levy Limit Worksheet - Section III

III. TO CALCULATE THE FY 2018 MAXIMUM ALLOWABLE LEVY

A. FY 2018 Levy Limit from II.	30,648,080
B. FY 2018 Debt Exclusion(s)	1,462,481
C. FY 2018 Capital Expenditure Exclusion(s)	0
D. FY 2018 Stabilization Fund Override	0
E. FY 2018 Other Adjustment	0
F. FY 2018 Water/Sewer	0
G. FY 2018 Maximum Allowable Levy	\$ 32,110,561

Lesson Recap

Levy Limit Worksheet	The Levy Limit Worksheet is the vehicle used to calculate the levy limit.
Increasing the Levy Limit	A community is able to increase its levy limit each year by factors such as new growth in the tax base, a debt exclusion, or an override.
Proposition 2 ½	Proposition 2 ½ establishes the maximum amount a community can levy in real and personal property taxes each year.

Jack Spread sheet... See Assessors module 5

levy limit calculations				Test formula
table one				
A	FY 2016 Levy limit		28,517,123	
A1	add amended FY 2016 growth		-	
B	Add (1A+1A1)x 2.5%		712,928	FALSE
C	add FY 2017 new growth		359,212	
C1	add 2017 new growth adjustments		-	
D	add FY 2017 override		-	
E	FY 2017 sub total		29,589,263	
F	FY 2017 Levy ceiling		90,478,957	
		levy limit is	29,589,263	Use Lowest of E or F for Table II Levy Limit
Table II				
A	FY 2017 Levy limit		29,589,263	29,589,263
A1	add amended FY 2017 growth		-	
B	Add (1A+1A1)x 2.5%		739,732	739,732
C	add FY 2018 new growth		319,085	319,085
C1	add 2018 new growth adjustments		-	-
D	add FY 2018 override		-	-
E	FY 2018 sub total		30,648,080	30,648,080
F	FY 2018 Levy ceiling		95,498,093	
Table 3				
A	FY 2018 Levy limit from table 2		30,648,080	
B	FY 2018 debt exclusions		1,462,481	
C	2018 Capital Expenditures		-	
D	stabilization fund override		-	
E	other adjustments		-	
F	water sewer		-	
G	maximum allowable levy		32,110,561	sum up whole column



The Tax Recapitulation Form

PAGE 2		PAGE 3		PAGE 4	
I. TAX DATA - SUMMARY					
a. Total amount to be claimed (from line 1c)					\$2,921,446.76
b. Total estimated receipts and other revenue sources (from line 2d)					\$0,000,000.00
c. Tax Loss (line 1b)					\$1,552,589.92
d. Distribution of Tax Rates and Index					
CLASS	Long percentage (from L-5)	Ex-2 10% difference from line 1c	Midrange of Tax (from L-5)	Ex-3 Taxation (c) / (d) x 100%	Ex-4 Rate (c) x (d) / 1000
Residential	0.4545	25,000,100,000	\$2,400,100,000.00	8.26	\$0,000,000.00
Not of Exempt					
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	3.8215	1,237,314,000	145,000,015,000	8.26	1,237,349.12
Not of Exempt					
Industrial	0.3070	98,000,000.00	11,722,100,000	8.26	98,000.00
SUBTOTAL	98.6934	8,770,013,710.00	1,000,000,000.00	8.26	\$1,400,000.00
Personal					
TOTAL	1.3064	412,205,000	49,916,010,000	8.26	\$1,255,000.00
	100.0000		\$819,923,720.00		\$1,552,589.92

		Total Receipts Not Allocated	
		Actual Receipts Fiscal 2017-18	Estimated Receipts Fiscal 2018-19
		(in \$)	(in \$)
1.	MOTOR VEHICLE LICENSE	1,400,700.24	1,300,262.32
2.	OTHER EXPENSE		
2.1.	Interest	1,063,300.88	1,063,300.88
2.2.	Interest	1,135,000.70	1,135,000.70
2.3.	Interest	6,200.47	6,210.47
2.4.	PENALTIES AND INTEREST ON TAXES AND DEDUCED PAYMENTS IN LIEU OF TAXES	160,212.73	160,212.73
2.5.	CHARGES FOR SERVICES - WATER	8,876.87	8,890.87
2.6.	CHARGES FOR SERVICES - WASTE	0.00	0.00
2.7.	CHARGES FOR GOV SERVICES - HOSPITAL	0.00	0.00
2.8.	CHARGES FOR SERVICES - SOLID WASTE FEES	328,262.03	326,860.00
2.9.	OTHER CHARGES FOR SERVICES	122,202.33	122,200.00
2.10.	RENTALS	11,934.64	11,934.64
2.11.	DEPARTMENTAL REVENUE - SCHOOLS	65,247.45	65,247.45
2.12.	DEPARTMENTAL REVENUE - LIBRARIES	0.00	0.00
2.13.	DEPARTMENTAL REVENUE - HOSPITALS	0.00	0.00
2.14.	DEPARTMENTAL REVENUE - ACCESSTATION	2,905,370.12	2,905,370.12
2.15.	OTHER DEPARTMENTAL REVENUE	4,309.00	4,400.00
2.16.	LIENS AND INBENTS	345,300.41	645,300.41
2.17.	SPECIAL ASSESSMENTS	7,237.00	0.00
2.18.	FINES AND PENALTIES	26,393.00	26,393.00
2.19.	INTEREST ON FINES AND PENALTIES	0.00	0.00
2.20.	RECEIVED RECHARGEMENT	76,113.29	76,113.29
2.21.	RESCONDITORY RECHARGEMENT (PLEASE SPECIFY)	0.00	0.00
2.22.	RESCONDITORY RECHARGEMENT (PLEASE SPECIFY)	152,669.79	152,669.79
	TOTALS	13,980,543.65	13,835,035.32

- Do not include releases in column(s) 1a) or 1b) that were voted for the City / Town / District Council or Town Meeting as offset releases on Schedule A-1, enterprise funds on Schedule A-2, or departmental rounding funds per Chapter 44, Section 518 (L) (number documentation should be submitted to support increases / decreases of self-released receipts by actual receipts).
- **1c) Release documentation should be submitted to support increases / decreases of FY 2018 estimated receipts to FY 2017 estimated receipts to be used in calculating the 10-year Average Revenue Growth Factor (ARGF).**

Tax Recap

PAGE 1	PAGE 2	PAGE 3	PAGE 4	
33. Amounts to be reduced				
34. Other amounts (Detail) (Amounts carried forward from page 4)				54,641,821.26
35. Other amounts to be reduced				
36. Amounts carried forward for tax year purposes				0.00
37. Credit and interest charges are deducted on page 4				0.00
38. Total amount debited				0.00
39. Total amount carried forward (See Item 34)				0.00
40. Revenue debited				0.00
41. Other amounts debited (A-4, See Item 38)				0.00
42. CRA other amounts (deducted) (continued)				0.00
43. Net and other tax due (A-4, See Item 33)				0.00
44. Other				0.00
TOTAL 35 (Total Items 1 through 44)				54,641,821.26
36. Other amounts (Carry forward amounts (page 4) - 35)				0.00
37. Allowance for adjustments and corrections (continued)				0.00
38. Total amounts to be reduced (Total 34 through 35)				54,641,821.26
39. Estimated amounts and other amounts assessed				
39a. Estimated amounts				
39b. Other amounts assessed				
40. Cherry street authorized amounts (A-4, See Item Total)				0.00
41. Massachusetts school building authority payments				0.00
TOTAL 40				0.00
42. Estimated amounts - Local				
43. Local amounts not deducted (page 3), not (B) line 24)				4,830,065.22
44. Offset amounts (Schedule A-2)				0.00
45. Enterprise Funds (Schedule A-2)				0.00
46. Other Local Preservation Funds (See Schedule A-4)				3,993,125.00
TOTAL 42				8,823,190.22
47. Estimated amounts for particular purposes				
48. Free credit (Schedule A-2)				3,253,746.39
49. Other available funds (page 3, not (B))				0.00
TOTAL 47				3,253,746.39
50. Other revenue sources appropriated specifically to reduce the tax year				
51a. Free credit - appropriated as of before June 30, 2017				0.00
51b. Revenue sources appropriated as of after July 1, 2017				0.00
52. Available funds				0.00
53. Other				0.00
TOTAL 50				0.00
54. Total estimated amounts and other revenue sources				20,946,686.62
55. Summary of total amounts to be reduced and total amounts from all sources				
56a. Total amounts to be reduced (Items 35a)				0.00
56b. Total estimated amounts and other revenue sources (from 54b)				20,946,686.62
56c. Total amounts to be reduced (Items 35c)				0.00
56d. Total amounts to be reduced (from 35d)				0.00
TOTAL 55 (Total Items 35a through 35d)				20,946,686.62

Object	City/Town/Council From Planning Dates	FTE*	APPROPRIATIONS						APPROPRIATIONS ITEMS ONLY	
			From General Fund and Appropriation	From Freehold Fund (See B-1)	From Other State Funds (See B-1)	From Offset Budget (See B-1)	From Enterprise Funds (See B-2)	From Community Improvement (See B-3)	From Departmental Sinking Funds	From Emergency Fund
000	00/01/2017	200	86,305,360	22,045,070	707,250	1,048,260	0.00	0.00	1,048,260	342,400
000	06/01/2017	200	86,305,360	0.00	268,260	1,048,260	0.00	0.00	1,048,260	342,400
000	22/01/2017	200	1,000,000	120,000	733,400	0.00	0.00	0.00	280,000	300

¹² over the fiscal year to which the appropriation relates, i.e., fiscal year 2025 or fiscal 2027.
¹³ Appropriations included in column (3) must not be reduced by total resources or any other funding source. Appropriations must be reduced prior to avoid a duplication in the use of committed or other sources of resources. ¹⁴ includes the maximum funds available to Chapter 4, Section 33.5 (2).

Cancel Documents		Create New Documents	
Document to Delete	Notes	Actions	

③ Check for all segments

Learn About Local Officials Roles in Tax Rate Setting Process



Page 4 - Appropriations

(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
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PAGE 1 PAGE 2 PAGE 3 PAGE 4

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"/> 05/01/2017		2018	48,545,546.00	37,345,577.00	707,730.00	9,068,090.00	0.00	0.00	1,424,149.00	342,432.00	1,134,938.00
<input type="checkbox"/> 05/01/2017		2017	835,757.39	0.00	381,369.39	135,400.00	0.00	0.00	318,900.00	0.00	1,300,000.00
<input type="checkbox"/> 11/14/2016		2017	2,260,618.00	0.00	1,174,647.00	735,971.00	0.00	0.00	350,000.00	0.00	0.00
Total			51,641,921.39	37,345,577.00	2,263,746.39	9,939,461.00	0.00	0.00	2,093,137.00		

* Enter the fiscal year to which the appropriation relates, i.e., fiscal year 2016 or fiscal 2017.

** 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.

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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

Signed by Town or City Clerk

Page – 3 Local Receipts Not Allocated

		PAGE 1	PAGE 2	PAGE 3	PAGE 4
		*Local Receipts Not Allocated			
		Receipt Type Description	(a) Actual Receipts Fiscal 2017	(b) Estimated Receipts Fiscal 2018	
-->	1.	MOTOR VEHICLE EXCISE	1,485,708.54	1,502,065.23	
-->	2.	OTHER EXCISE			
-->		a.Meals	170,836.88	170,835.00	
-->		b.Room	1,156,545.70	1,156,545.00	
-->		CASHIER	6,748.67	6,745.00	
-->	3.	PENALTIES AND INTEREST ON TAXES AND EXCISES	160,212.73	160,210.00	
-->	4.	PAYMENTS IN LIEU OF TAXES	6,876.87	6,800.00	
-->	5.	CHARGES FOR SERVICES - WATER	3,084,280.45	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	538,863.00	538,860.00	
-->	9.	OTHER CHARGES FOR SERVICES	122,362.33	122,360.00	
-->	10.	FEES	113,594.45	113,595.00	
-->	11.	RENTALS	65,547.95	65,545.00	
-->	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	2,805,930.21	0.00	
-->	16.	OTHER DEPARTMENTAL REVENUE	4,599.00	4,600.00	
-->	17.	LICENSES AND PERMITS	845,300.41	845,300.00	
-->	18.	SPECIAL ASSESSMENTS	7,637.00	0.00	
-->	19.	FINES AND FORFEITS	26,995.00	26,995.00	
-->	20.	INVESTMENT INCOME	38,841.39	46,300.00	
-->	21.	MEDICAID REIMBURSEMENT	70,113.29	70,110.00	
-->	22.	MISCELLANEOUS RECURRING (PLEASE SPECIFY)	0.00	0.00	
-->	23.	MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	152,549.78	0.00	
-->	24.	TOTALS	10,863,543.65	4,836,865.23	

* 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 2018 estimated receipts to FY 2017 estimated receipts to be used in calculating the Municipal Revenue Growth Factor (MRGF).

Current Documents - [upload new documents](#)

Name	Action
No documents to display.	

Signatures

Accounting Officer

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete. and I further certify that I have examined the entries made on page 4 of the aboveindicated fiscal year tax rate recapitulation form by the City / Town / District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Check to add signature



Accounting officer signs

Page 2 – Summary

	PAGE 3	PAGE 2	PAGE 3	PAGE 4
II. Amounts to be raised				
IIa. Appropriations (col.(b) through col.(g) from page 4)				51,641,921.39
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. Total overlay deficit			0.00	
5. Total cherry sheet offsets (see cherry sheet 1-ER)			12,239.00	
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)			12,239.00	
IIc. State and county cherry sheet charges (C.S. 1-EC)			635,036.00	
IID. Allowance for abatements and exemptions (overlay)			232,222.15	
IIe. Total amount to be raised (Total IIa through IID)			52,521,418.54	
III. Estimated receipts and other revenue sources				
IIIa. Estimated receipts - State				
1. Cherry sheet estimated receipts (C.S. 1-ER Total)		1,835,639.00		
2. Massachusetts school building authority payments		0.00		
TOTAL IIIa			1,835,639.00	
IIIb. Estimated receipts - Local				
1. Local receipts not allocated (page 3, col (b) Line 24)		4,836,865.23		
2. Offset Receipts (Schedule A-1)		0.00		
3. Enterprise Funds (Schedule A-2)		0.00		
4. Community Preservation Funds (See Schedule A-4)		2,093,137.00		
TOTAL IIIb			6,930,002.23	
IIIc. Revenue sources appropriated for particular purposes				
1. Free cash (page 4, col (c))		2,263,746.39		
2. Other available funds (page 4, col (d))		9,939,461.00		
TOTAL IIIc			12,203,207.39	
IIId. Other revenue sources appropriated specifically to reduce the tax rate				
1a. Free cash...appropriated on or before June 30, 2017		0.00		
1b. Free cash...appropriated on or after July 1, 2017		0.00		
2. Municipal light source		0.00		
3. Other source :		0.00		
TOTAL IIId			0.00	
IIIE. Total estimated receipts and other revenue sources (Total IIIa through IIId)			20,968,848.62	
IV. Summary of total amount to be raised and total receipts from all sources				
a. Total amount to be raised (from IIe)			52,521,418.54	
b. Total estimated receipts and other revenue sources (from IIIE)		20,968,848.62		
c. Total real and personal property tax levy (from Ic)		31,552,569.92		
d. Total receipts from all sources (total IVD plus IVC)			52,521,418.54	



Signed by Finance Officer

Page 2 - Amounts To Be Raised

II. Amounts to be raised**IIa. Appropriations (col.(b) through col.(g) from page 4)**

51,641,921.39

IIb. Other amounts to be raised

1. Amounts certified for tax title purposes
2. Debt and interest charges not included on page 4
3. Final Awards
4. Total overlay deficit
5. Total cherry sheet offsets (see cherry sheet 1-ER)
6. Revenue deficits
7. Offset receipts deficits Ch. 44, Sec. 53E
8. CPA other unappropriated/unreserved
9. Snow and ice deficit Ch. 44, Sec. 31D
10. Other :

0.00

0.00

0.00

0.00

12,239.00

0.00

0.00

0.00

0.00

0.00

TOTAL IIb (Total lines 1 through 10)

12,239.00

IIc. State and county cherry sheet charges (C.S. 1-EC)

635,036.00

IID. Allowance for abatements and exemptions (overlay)

232,222.15

IIe. Total amount to be raised (Total IIa through IID)

52,521,418.54

Signed by Financial officer

Page 2 - Summary Of Total Amounts

IV. Summary of total amount to be raised and total receipts from all sources

- a. Total amount to be raised (from IIe) 52,521,418.54
- b. Total estimated receipts and other revenue sources (from IIIe) 20,968,848.62
- c. Total real and personal property tax levy (from Ic) 31,552,569.92
- d. Total receipts from all sources (total IVb plus IVc) 52,521,418.54

Page 1 – Tax Rate Summary

PAGE 1

PAGE 2

PAGE 3

PAGE 4

I. TAX RATE SUMMARY

Ia. Total amount to be raised (from IIe)	52,521,418.54
Ib. Total estimated receipts and other revenue sources (from IIIe)	20,968,848.62
Ic. Tax Levy (Ia minus Ib)	31,552,569.92
Id. Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LAS)	(c) 1c 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	94.4649	29,806,103.62	3,608,486,595.00	8.26	29,806,099.27
Net of Exempt					
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	3.9215	1,237,334.03	149,800,015.00	8.26	1,237,348.12
Net of Exempt					
Industrial	0.3070	96,866.39	11,727,100.00	8.26	96,865.85
SUBTOTAL	98.6934		3,770,013,710.00		31,140,313.24
Personal	1.3066	412,265.88	49,910,010.00	8.26	412,256.68
TOTAL	100.0000		3,819,923,720.00		31,552,569.92

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Page 1 – Class Percentage (columns b & c)

PAGE 1

PAGE 2

PAGE 3

PAGE 4

I. TAX RATE SUMMARY

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\$31,552,569.92 X 0.944649



Levy Percentages from LA5 form

Page 1 – Assessed Value and Tax Rates (column d & e)

PAGE 1

PAGE 2

PAGE 3

PAGE 4

I. TAX RATE SUMMARY

Ia. Total amount to be raised (from IIe)	52,521,418.54
Ib. Total estimated receipts and other revenue sources (from IIIe)	20,968,848.62
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TOTAL	100.0000				31,552,569.92

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Name	Action
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(column C) / (column D) x 1,000

Page 1 – Assessed Value and Tax Rates (column d & e)

PAGE 1

PAGE 2

PAGE 3

PAGE 4

I. TAX RATE SUMMARY

Ia. Total amount to be raised (from IIe) 52,521,418.54
 Ib. Total estimated receipts and other revenue sources (from IIIe) 20,968,848.62
 Ic. Tax Levy (Ia minus Ib) 31,552,569.92
 Id. Distribution of Tax Rates and levies

 Tax Rate
 (c)/(d) x1000

CLASS	(b) Levy percentage (from LAS)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from IA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
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TOTAL	100.0000		3,819,923,720.00		31,552,569.92

Current Documents - upload new documents

Name	Action
No documents to display.	

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 Board of Assessors

$$\$29,806,103.62 / \$3,608,486,595 \times 1,000 = \$8.26$$

Check to add signature

Page 1 – Levy by Class (column f)

PAGE 1 PAGE 2 PAGE 3 PAGE 4

I. TAX RATE SUMMARY

Ia. Total amount to be raised (from IIe)	52,521,418.54
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Ic. Tax Levy (Ia minus Ib)	31,552,569.92
Id. Distribution of Tax Rates and levies	

Levy by Class
(d)x(e)/1000

CLASS	(b) Levy percentage (from LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
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Open Space	0.0000	0.00	0.00	0.00	0.00
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Net of Exempt					
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TOTAL	100.0000		3,819,923,720.00		31,552,569.92

Current Documents - upload new documents

Name	Action
No documents to display.	

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$$3,608,486,595 \times \$8.26 / 1,000 = \$29,806,099.27$$

 Check to add signature

Lesson Recap

Tax Recapitulation Form (Recap)	By completing the tax rate recap, a community sets its tax levy and tax rate for the fiscal year.
Page 4 of the Recap	Filling out the tax recap begins by completing Page 4 , the appropriations page and working backward to page 1.
Page 3 of the Recap	Page 3 represents one part of the community's non-property tax estimated revenues.
Page 2 of the Recap	Page 2 is used to report all appropriated and non appropriated expenditures and all revenues applied to offset those expenditures, and to establish the amount of real and personal property tax that must be raised to balance the budget for the fiscal year.
Page 1 of the Recap	Page 1 summarizes the components of the tax rate calculations and the tax rates.

For Assistance

Each city and town has a Bureau of Accounts (BOA) Field Representative assigned.

Call or email your BOA field representative with questions or to request a field visit at any time. You can find your BOA field representative here:

<http://www.mass.gov/dor/docs/dls/boa/fieldrep/boa bla assignments cities and towns.pdf>

Additional Resources

The following additional resources on Setting the Tax Rate are available on our website at www.mass.gov/dls:

Annual Levy Limit Instructions – Annual notice of preliminary levy limit and instructions for completing the levy limit worksheet to determine maximum allowable levy for the fiscal year.

Tax Rate Recap, Pro Forma Recap – Instructions and Supporting Forms – Annual user guide

Guidelines for Annual Assessment and Allocation of Tax Levy – Annual Informational Guideline Release (IGR) that details standards and procedures for annually determining property tax assessments, including triennial certification, classifying property according to use and allocating the tax levy among the property classes.

Cherry Sheet Manual – Annual guide that details programs included in the annual cherry sheet.

Your community's **Bureau of Accounts and Bureau of Local Assessment Field Representatives**

Question 1 of 13

Free cash appropriated specifically to reduce the tax rate is recorded on what page of the tax rate recap?

- Page 1
- Page 2
- Page 3
- Page 4
- All of the above

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Assessment



Question 2 of 13

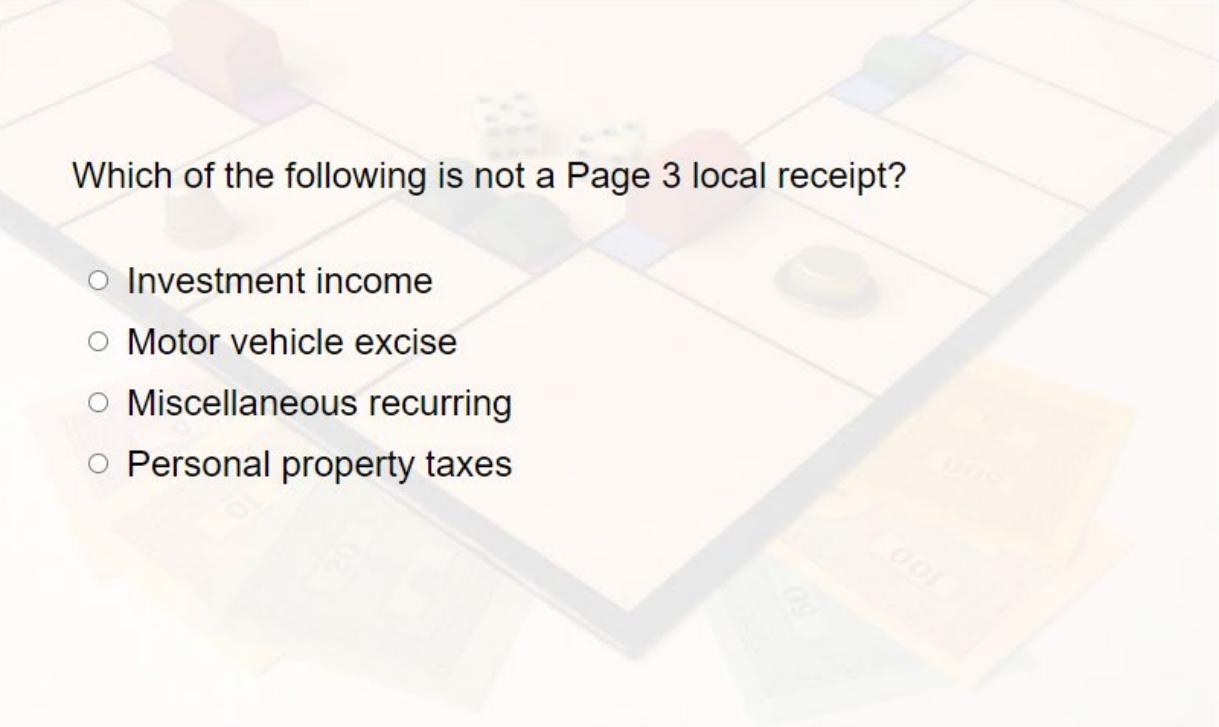
Page 2 of the tax rate recap can be used to add which items that were not previously appropriated in the community's budget?

- Salaries and wages
- Debt and interest charges
- Office supplies
- Police cruisers

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Question 3 of 13

A faint background image of a tax receipt is visible, showing various tax categories and amounts. The receipt includes sections for investment income, motor vehicle excise, and personal property taxes.

Which of the following is not a Page 3 local receipt?

- Investment income
- Motor vehicle excise
- Miscellaneous recurring
- Personal property taxes

Question 4 of 15

What types of appropriations are found on page 4 of the tax rate recap?

- Enterprise funds
- Community Preservation funds
- Raise and Appropriate
- Free Cash
- All of the above

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Question 5 of 13

Which of these would be found on the levy limit worksheet?

- Final judgments
- Free Cash
- Override
- Allowance for abatements and exemptions (overlay)

Question 6 of 13

The calculation of a community's current year levy limit begins with?

- The prior fiscal year's levy limit
- Debt exclusion
- New Growth
- Override

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Question 7 of 13

The debt exclusion adds what type of cost to the levy limit for the life of the debt only and may increase the levy above the levy ceiling?

- Excluded debt service
- Non excluded debt service
- New growth
- None of the above

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Question 8 of 13

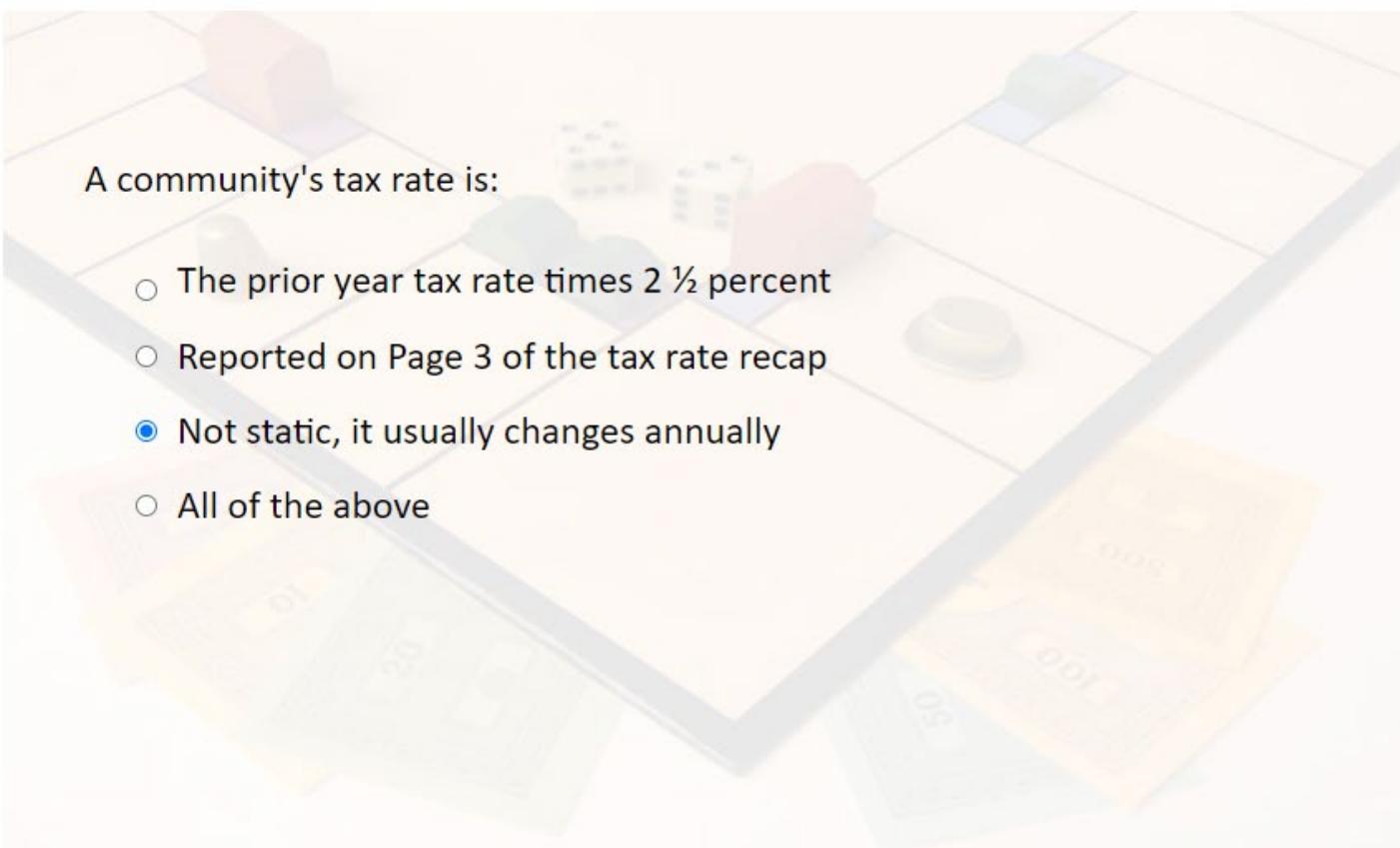
Before setting the tax rate, a community cannot

- Determine that the tax levy is within the limits of Proposition 2 ½
- Hold a classification hearing to determine property tax policy
- Finalize property values for all taxable real and personal property with the Bureau of Local Assessment
- Mail actual tax bills to real and personal property owners

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Assessment



Question 9 of 13



A community's tax rate is:

- The prior year tax rate times 2 ½ percent
- Reported on Page 3 of the tax rate recap
- Not static, it usually changes annually
- All of the above

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Question 10 of 13

What dollar value should appear in box #1?

- \$335.75
- \$3,357.53
- \$3,118.52
- \$33,575.27

THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF REVENUE
TAX RATE RECAPITULATION
of
CITY/TOWN/DISTRICT

FISCAL 2017

I. TAX RATE SUMMARY

Ia. Total amount to be raised (from IIe)	\$ 154,294.44
Ib. Total estimated receipts and other revenue sources (from IIIe)	\$ 74,300.00
Ic. Tax levy (Ia minus Ib)	\$ 79,994.44
Id. Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA-5)	(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	94.0109	75,203.49	3,140,020.00	2	3
Exempt					
Open Space					
Commercial	0.1500	119.99	5,010.00	2	119.99
Exempt					
Industrial	1.6419	1,313.43	54,840.00	2	1,313.42
SUBTOTAL	95.8028		3,199,870.00		
Personal	4.1972	1	140,190.00	2	3,357.55
TOTAL	100.0000%		0		4

Board of Assessors of Dana 11-01-2017 413-555-1234
 City or Town Date Tel. No.
James Olson Clark Kent, Jr. Lois Lane
 This form approved by _____

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 Approved: _____ Director of Accounts _____ Date _____

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Assessment



Question 11 of 13

The community in this example has a single tax rate. What rate should be shown in the boxes labeled #2 in column (e)?

- \$24.00
- \$22.35
- \$23.95
- \$25.00

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Assessment

THE COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF REVENUE
TAX RATE RECAPITULATIONof
CITY/TOWN/DISTRICT
Dana

FISCAL 2017

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Open Space					
Commercial	0.1500	119.99	5,010.00	2	119.99
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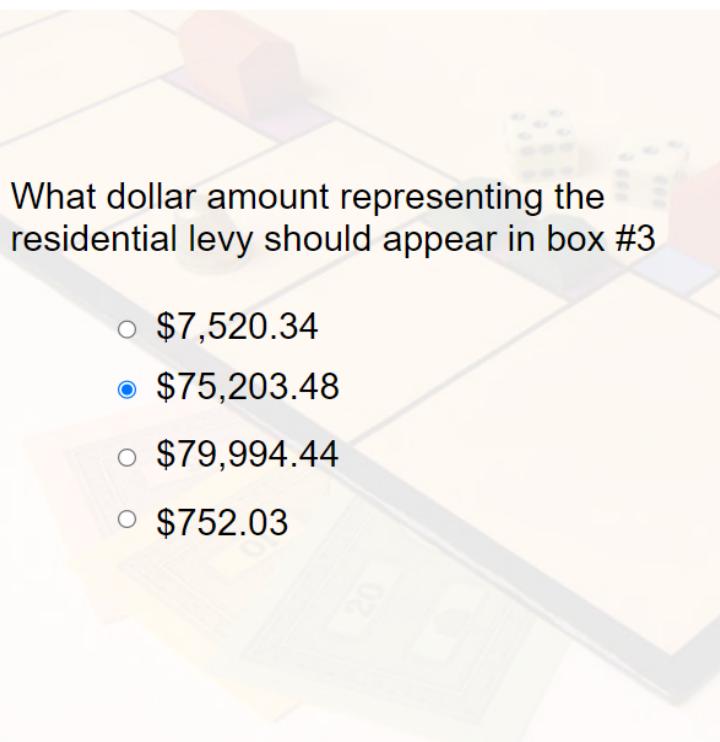
card of Assessors of Dana 11-01-2017 413-555-1234
City or Town Date Tel. No.
James Olson Clark Kent, Jr. Lois Lane

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Approved: _____ Director of Accounts _____ Date _____
This form approved by _____



ANS 23.95

Question 12 of 13



What dollar amount representing the residential levy should appear in box #3

- \$7,520.34
- \$75,203.48
- \$79,994.44
- \$752.03

THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF REVENUE
TAX RATE RECAPITULATION
of
CITY/TOWN/DISTRICT
Dana

FISCAL 2017

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Board of Assessors of Dana

11-01-2017

413-555-1234

City or Town

Date

Tel. No.

James Olson

Clark Kent, Jr.

Lois Lane

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Date _____
Approved: _____
Director of Accounts _____
Date _____

This form approved by
Commissioner of Revenue

Answered 75,203.48

What dollar value representing the total levy by class should appear in box #4?

- \$74,300.00
- \$75,203.49
- \$75,300.00
- \$79,994.44

THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF REVENUE
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CITY/TOWN/DISTRICT

FISCAL 2017

Dana

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Board of Assessors of Dana
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Director of Accounts

Date

This form approved by

Answered 79994.44

