



**DLS**  
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	<b>Overview</b>
2	<b>Calculating the Tax Levy Limit</b>
3	<b>Calculating the Tax Rate</b>

## 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 2 1/2

**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.

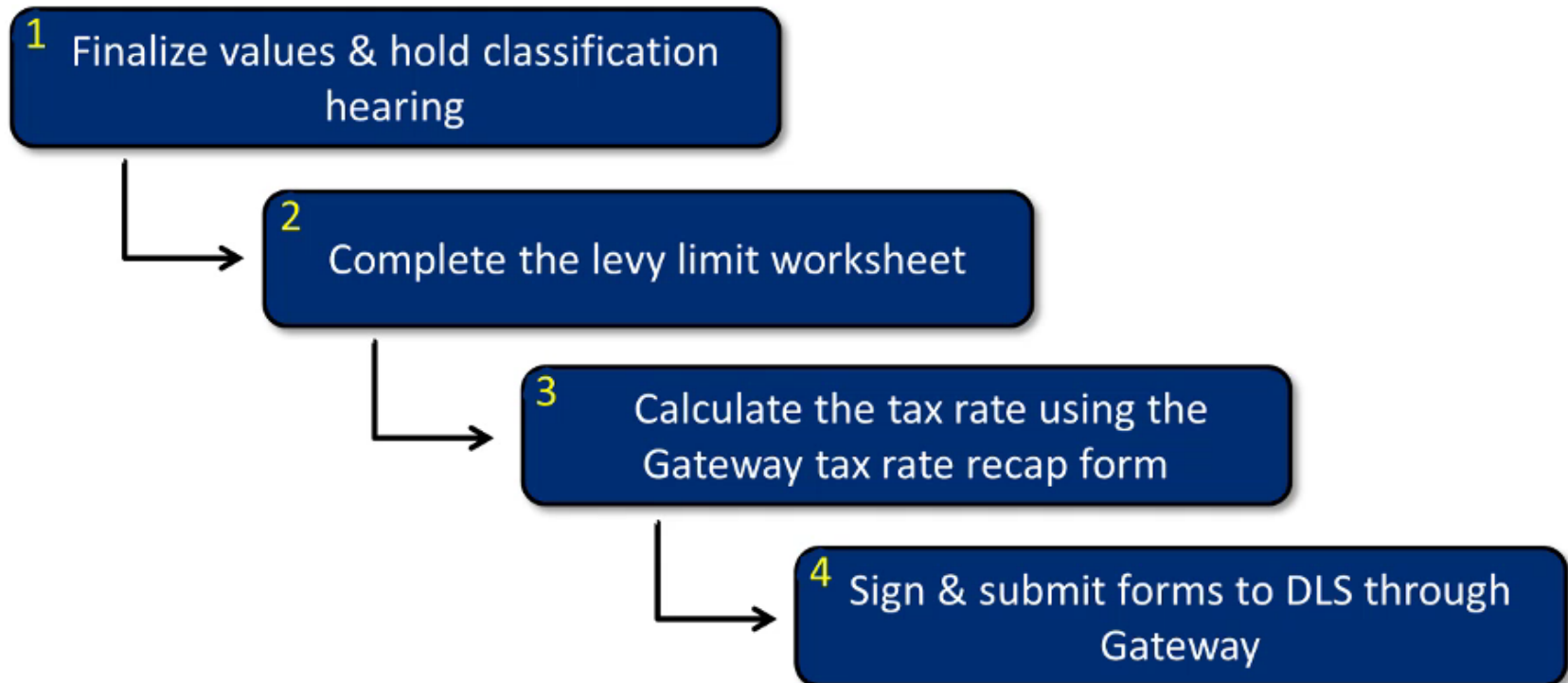
### Key Points:

- 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





## *Lesson Recap*

<b>Successful Financial Operations</b>	Setting the tax rate and mailing tax bills in a timely manner are keys to successful financial operations.
<b>The Tax Levy</b>	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.
<b>The Tax Rate</b>	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.
<b>Rates Can Vary</b>	A tax rate can also be different for the various classes.
<b>Tax Recapitulation Form</b>	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

<b>I. TO CALCULATE THE FY 2017 LEVY LIMIT</b>					
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	90,428,957				
	<b>I. 29,589,263</b>				
	<b>FY 2017 Levy Limit</b>				
<b>II. TO CALCULATE THE FY 2018 LEVY LIMIT</b>					
A. FY 2017 Levy Limit from I.	29,589,263				
A1. ADD Amended FY 2017 Growth	0				
B. ADD (IIA + IIA1)*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	95,458,093				
	<b>II. 30,648,080</b>				
	<b>FY 2018 Levy Limit</b>				
<b>III. TO CALCULATE THE FY 2018 MAXIMUM ALLOWABLE LEVY</b>					
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				
<a href="#">Additional information on levy limits</a>					
<a href="#">Current Documents</a> - <a href="#">upload new documents</a>					
<table border="1"> <thead> <tr> <th>Name</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="2">No documents to display.</td> </tr> </tbody> </table>		Name	Action	No documents to display.	
Name	Action				
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<b>Signatures</b>					
Board of Assessors					
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## 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

<b>I. TO CALCULATE THE FY 2017 LEVY LIMIT</b>					
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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				
	<b>I. 29,589,263</b>				
	<b>FY 2017 Levy Limit</b>				
<b>II. TO CALCULATE THE FY 2018 LEVY LIMIT</b>					
A. FY 2017 Levy Limit from I.	29,589,263				
A1. ADD Amended FY 2017 Growth	0				
B. ADD (IIA + IIA1)*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				
	<b>II. 30,648,080</b>				
	<b>FY 2018 Levy Limit</b>				
<b>III. TO CALCULATE THE FY 2018 MAXIMUM ALLOWABLE LEVY</b>					
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				
<a href="#">Additional information on levy limits</a>					
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Board of Assessors					
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## 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 + IIA1)*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*

<b>Levy Limit Worksheet</b>	The Levy Limit Worksheet is the vehicle used to calculate the levy limit.
<b>Increasing the Levy Limit</b>	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.
<b>Proposition 2 ½</b>	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

[illegible]

# Setting The Tax Rate Lesson 3: Calculating the Tax Rate

## The Tax Recapitulation Form

CLASSE	(b) Long-term investment (Form 1433)	(c) To be added (from 11a) (Form 1433)	(d) Voluntary for 11a (Form 1433)	(e) To be added (from 11a) (Form 1433)	(f) To be added (from 11a) (Form 1433)
Residential	34,500.00	29,000.00	3,000.00	3,000.00	3,000.00
Other	0.00	0.00	0.00	0.00	0.00
Commercial	3,000.00	1,237,334.00	1,45,000.00	1,45,000.00	1,45,000.00
Industrial	0.00	0.00	0.00	0.00	0.00
TOTAL	37,500.00	3,266,334.00	1,48,000.00	1,48,000.00	1,48,000.00

**CURRENT DOCUMENTS** - [Add new documents](#)

No documents to display.

**Signature**

Board of Assessors

☐ Check for audit signature

REVENUE TYPE DESCRIPTION	(a) Actual Receipts Fiscal 2017	(b) Estimated Receipts Fiscal 2018
1. MOTOR VEHICLE TAXES	1,450,200.00	1,450,200.00
2. OTHER TAXES	1,450,200.00	1,450,200.00
3. CHARGES FOR SERVICES - WATER	0.00	0.00
4. CHARGES FOR SERVICES - SEWER	0.00	0.00
5. CHARGES FOR SERVICES - WASTE	0.00	0.00
6. CHARGES FOR SERVICES - SOLID WASTE FEE	0.00	0.00
7. OTHER CHARGES FOR SERVICES	0.00	0.00
8. RENTALS	0.00	0.00
9. DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00
10. DEPARTMENTAL REVENUE - LIBRARIES	0.00	0.00
11. DEPARTMENTAL REVENUE - GENERATORS	0.00	0.00
12. DEPARTMENTAL REVENUE - RECREATION	0.00	0.00
13. OTHER DEPARTMENTAL REVENUE	0.00	0.00
14. LICENSES AND PERMITS	0.00	0.00
15. SPECIAL ASSESSMENTS	0.00	0.00
16. FINES AND PENALTIES	0.00	0.00
17. INVESTMENT INCOME	0.00	0.00
18. REDEMPTION FUND	0.00	0.00
19. MISCELLANEOUS REVENUES (PLEASE SPECIFY)	0.00	0.00
20. MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	0.00	0.00
TOTALS	1,450,200.00	1,450,200.00

\* Do not include receipts in columns (a) or (b) that were used by the City / Town / District Council or Town Meeting as offset receipts on Schedule A-1, unapportioned funds for Chapter 44, Section 53B, 53D. Number 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** - [Add new documents](#)

No documents to display.

**NOTATIONS**

Accounting Officer

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete.

I further certify that I have examined the actual receipts as shown in column (b) of the above and find that the actual receipts are correct and complete.

I certify that the actual receipts as shown in column (b) are, to the best of my knowledge correct and complete.

I further certify that I have examined the actual receipts as shown in column (b) of the above and find that the actual receipts are correct and complete.

## Tax Recap

CLASSE	(b) Long-term investment (Form 1433)	(c) To be added (from 11a) (Form 1433)	(d) Voluntary for 11a (Form 1433)	(e) To be added (from 11a) (Form 1433)	(f) To be added (from 11a) (Form 1433)
Residential	34,500.00	29,000.00	3,000.00	3,000.00	3,000.00
Other	0.00	0.00	0.00	0.00	0.00
Commercial	3,000.00	1,237,334.00	1,45,000.00	1,45,000.00	1,45,000.00
Industrial	0.00	0.00	0.00	0.00	0.00
TOTAL	37,500.00	3,266,334.00	1,48,000.00	1,48,000.00	1,48,000.00

APPROPRIATIONS									
DATE	CITY/TOWN COUNCIL	FY	NO	FROM	TO	NO	FROM	TO	NO
				Line Item	Line Item		Line Item	Line Item	
				Line Item	Line Item		Line Item	Line Item	
				Line Item	Line Item		Line Item	Line Item	
				Line Item	Line Item		Line Item	Line Item	
				Line Item	Line Item		Line Item	Line Item	
				Line Item	Line Item		Line Item	Line Item	
				Line Item	Line Item		Line Item	Line Item	
				Line Item	Line Item		Line Item	Line Item	

\* For the first year to which the appropriation applies, the first year is FY 2017 or FY 2018.

\*\* Appropriation includes items 10 and 11 to be added to total receipts as other funding items.

Appropriations must be entered prior to a budget in the use of estimated or other sources of funds.

\*\*\* Indicate the funding source in column 10, line 10.

**CURRENT DOCUMENTS** - [Add new documents](#)

No documents to display.

**Signature**

Board of Assessors

☐ Check for audit signature

## 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

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	9,060,090.00	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	318,988.00	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.  
\*\*\* Include only revolving funds pursuant to Chapter 44, Section 53 & 1/2.

Current Documents - upload new documents

Name	Action
No documents to display.	

Signatures

Clerk

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

☐ Check to add signature

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
==>	c.Other	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 above-indicated 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 1	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 abateements 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 IVb plus IVc)			52,521,418.54



Signed by Finance Officer

## Page 2 - Amounts To Be Raised

<b>II. Amounts to be raised</b>	
<b>IIa. Appropriations (col.(b) through col.(g) from page 4)</b>	<b>51,641,921.39</b>
<b>IIb. Other amounts to be raised</b>	
1. Amounts certified for tax title purposes	<b>0.00</b>
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	<b>0.00</b>
9. Snow and ice deficit Ch. 44, Sec. 31D	0.00
10. Other : <input type="text"/>	0.00
<b>TOTAL IIb (Total lines 1 through 10)</b>	<b>12,239.00</b>
<b>IIc. State and county cherry sheet charges (C.S. 1-EC)</b>	<b>635,036.00</b>
<b>IId. Allowance for abatements and exemptions (overlay)</b>	<b>232,222.15</b>
<b>IIe. Total amount to be raised (Total IIa through IId)</b>	<b>52,521,418.54</b>

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 LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	<b>94.4649</b>	<b>29,806,103.62</b>	<b>3,608,486,595.00</b>	<b>8.26</b>	<b>29,806,099.27</b>
Net of Exempt					
Open Space	<b>0.0000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Commercial	<b>3.9215</b>	<b>1,237,334.03</b>	<b>149,800,015.00</b>	<b>8.26</b>	<b>1,237,348.12</b>
Net of Exempt					
Industrial	<b>0.3070</b>	<b>96,866.39</b>	<b>11,727,100.00</b>	<b>8.26</b>	<b>96,865.85</b>
SUBTOTAL	<b>98.6934</b>		<b>3,770,013,710.00</b>		<b>31,140,313.24</b>
Personal	<b>1.3066</b>	<b>412,265.88</b>	<b>49,910,010.00</b>	<b>8.26</b>	<b>412,256.68</b>
TOTAL	<b>100.0000</b>		<b>3,819,923,720.00</b>		<b>31,552,569.92</b>

**Current Documents** - [upload new documents](#)

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Page 1 – Class Percentage (columns b & c)

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 LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	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
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TOTAL	100.0000		3,819,923,720.00		31,552,569.92

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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
Ic. Tax Levy (Ia minus Ib)	31,552,569.92
Id. Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
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TOTAL	100.0000		3,819,923,720.00		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 1PAGE 2PAGE 3PAGE 4

I. TAX RATE SUMMARY

Ia. Total amount to be raised (from IIe)

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Ic. Tax Levy (Ia minus Ib)

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Id. Distribution of Tax Rates and levies

CLASS	(b) Levy percentage (from IAS)	(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
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

Tax Rate

(c)/(d)x1000

Current Documents - upload new documents

Name	Action
No documents to display.	

Signatures

Board of Assessors

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\$29,806,103.62

/

\$3,608,486,595

x 1,000

= \$8.26

Page 1 – Levy by Class (column f)

PAGE 1PAGE 2PAGE 3PAGE 4

I. TAX RATE SUMMARY

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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

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

Current Documents - [upload new documents](#)

Name	Action
No documents to display.	

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





## Lesson Recap

<b>Tax Recapitulation Form (Recap)</b>	By completing the tax rate recap, a community sets its tax levy and tax rate for the fiscal year.
<b>Page 4 of the Recap</b>	Filling out the tax recap begins by completing <b>Page 4</b> , the appropriations page and working backward to page 1.
<b>Page 3 of the Recap</b>	<b>Page 3</b> represents one part of the community's non-property tax estimated revenues.
<b>Page 2 of the Recap</b>	<b>Page 2</b> 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.
<b>Page 1 of the Recap</b>	<b>Page 1</b> 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/boablaassignmentscitiesandtowns.pdf>

## Additional Resources

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

Cancel  
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

Cancel  
Assessment



## Question 3 of 13



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

Cancel  
Assessment



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

Cancel  
Assessment



## 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

Cancel  
Assessment



## 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

Cancel  
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

Cancel  
Assessment



Question 10 of 13

What dollar value should appear in box #1?

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

Cancel Assessment

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

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

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Reviewed By \_\_\_\_\_  
Date \_\_\_\_\_

Approved: \_\_\_\_\_  
Director of Accounts      Date

This form approved by \_\_\_\_\_



## 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

Cancel  
Assessment

## THE COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF REVENUE  
TAX RATE RECAPITULATION

FISCAL 2017

CITY/TOWN/DISTRICT

Dana

## I. TAX RATE SUMMARY

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Board of Assessors of Dana

City or Town

11-01-2017

Date

413-555-1234

Tel. No.

James Olson

Clark Kent, Jr.

Lois Lane

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Reviewed By

Date

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

Question 13 of 13

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**  
**TAX RATE RECAPITULATION**  
of  
**CITY/TOWN/DISTRICT**  
Dana

**FISCAL 2017**

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Approved: \_\_\_\_\_  
Director of Accounts Date

This form approved by \_\_\_\_\_

Answered 79994.44

















