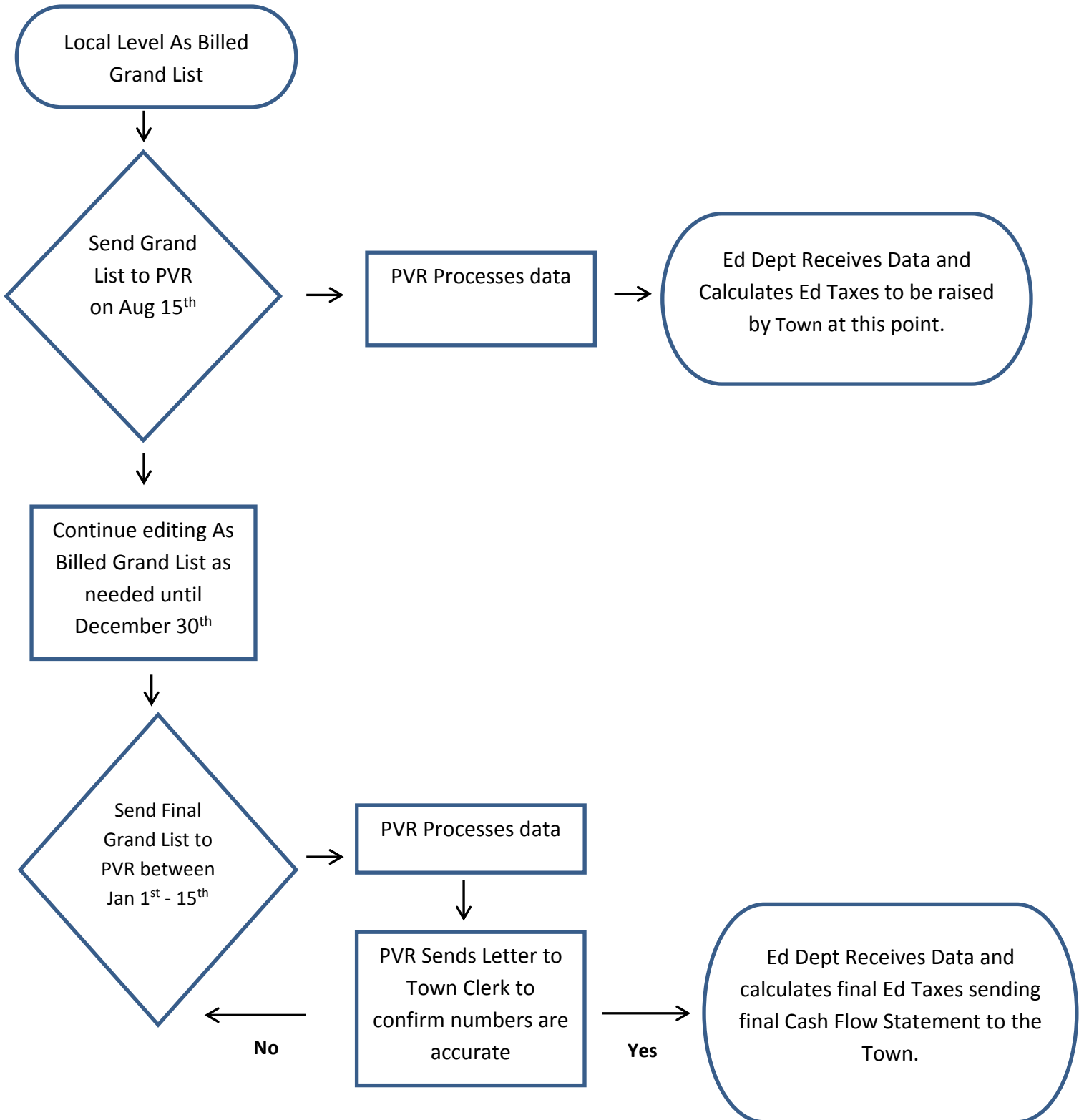


Listers – Treasurer – Tax Dept – Edu Dept

How the entire process works from the Local level Listers and Treasurers to the State level the Tax Department and Education Department. In a typical year Municipalities will make adjustments to their Grand List and send tax bills. These bills include Municipal Taxes and Education taxes. This document explains how this process works and who is getting your data and using the numbers that have been submitted by your Municipality.

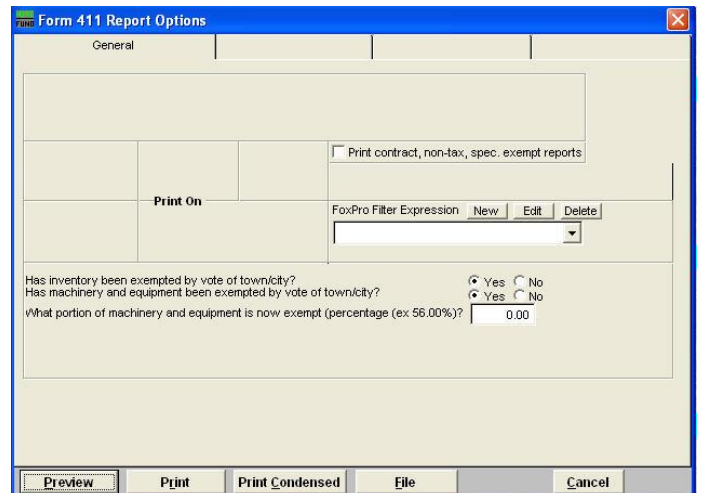
Here is the flow of data.



Listers – Treasurer – Tax Dept – Edu Dept

SENDING FILES

1. Select ('4' Form 411) on the report menu.
2. Choose the appropriate options for running this report. Then Print or Preview it on the screen.



3. Select 'Send via Internet when prompted



The files created and sent to PVR are also stored in your NEMRC Directory. They are as follows:

- **411EXP##.CSV** – List of Totals of Exemptions in your Grand List. IE: Veterans, Contract, Farm Stabilization, Current Use, and Special Exemptions.
- **411LST##.CSV** – List of all your parcels where Tax Status is Non Taxable and State Owned Land
- **411TFP##.CSV** – Shows all parcels within your TIF District regardless of Parcel Status or Tax Status.
- **411TFS##.CSV** – TIF Summary File, This shows the information displayed on the 'Installation' 'TIF Setup' tab
- **411TOT##.CSV** – Shows your 411 Totals for Listed values, and Grand List totals. Also shows TIF district showing the information displayed on the 'Installation' 'TIF Setup' tab
- **411_GL##.CSV** – All parcels on your Grand List report.

Listers – Treasurer – Tax Dept – Edu Dept

Final 411 report

01/05/2013
03:17 pm

2012 Anytown As Billed Grand List
Form 411 - (Town code: 132)
Main District

Page 1 of 2
IT Consultant 2

(Taxable properties only - State and Non-tax status properties are not listed below)

REAL ESTATE Category/Code	Parcel Count	Municipal Listed Value	Homestead Ed Listed Value	Non-Resi Ed. Listed Value	Total Education Listed Value
Residential I R1	462	82,051,000	44,191,100	37,859,900	82,051,000
Residential II R2	227	80,084,900	37,646,900	42,438,000	80,084,900
Mobile Homes-U MHU	57	410,700	160,000	250,700	410,700
Mobile Homes-L MHL	58	5,034,200	2,926,800	2,107,400	5,034,200
Seasonal I S1	17	2,520,400	87,200	2,433,200	2,520,400
Seasonal II S2	16	2,480,000	0	2,480,000	2,480,000
Commercial C	42	14,111,500	1,684,600	12,426,900	14,111,500
Commercial Apts CA	2	427,500	0	427,500	427,500
Industrial I	1	1,640,000	0	1,640,000	1,640,000
Utilities-E UE	5	39,296,800	0	39,296,800	39,296,800
Utilities-O UO	0	0	0	0	0
Farm F	1	266,700	266,700	0	266,700
Other O	79	21,670,400	694,800	20,975,600	21,670,400
Woodland W	95	12,882,900	292,500	12,590,400	12,882,900
Miscellaneous M	96	8,404,900	470,500	7,934,400	8,404,900
TOTAL LISTED REAL	1,158	271,281,900	88,421,100	182,860,800	271,281,900
P. P. Cable	3	285,000		285,000	285,000
P. P. Equipment	48	1,246,494			
P. P. Inventory	0	0			
TOTAL LISTED P. P.	51	1,531,494		285,000	285,000
TOTAL LISTED VALUE		272,813,394	88,421,100	183,145,800	271,566,900
EXEMPTIONS					
Veterans 10K	10/10	100,000	90,000	10,000	100,000
Veterans >10K		296,700			
Total Veterans		396,700	90,000	10,000	100,000
P. P. Contracts	0	0			
Contract Apprv VEPC	0/0	0	0	0	0
Grandfathered	0/0	0	0	0	0
Non-Apprv(voted)	1/1	858,000			
Owner Pays Ed Tax	0/0	0			
Total Contracts	1/1	858,000	0	0	0
FarmStab Apprv VEPC	0/0	0	0	0	0
Farm Grandfathered	0/0	0	0	0	0
Non-Apprv(voted)	0/0	0			
Owner Pays Ed Tax	0/0	0			
Total FarmStabContr	0/0	0	0	0	0
Current Use	78/78	11,112,550	2,821,700	8,290,850	11,112,550
Special Exemptions	1		0	13,550	13,550
Partial Statutory	0/0	0	0	0	0
Sub-total Exemptions		12,367,250	2,911,700	8,314,400	11,226,100
Total Exemptions		12,367,250	2,911,700	8,314,400	11,226,100
TOTAL MUNICIPAL GRAND LIST		2,604,461.44			
TOTAL EDUCATION GRAND LIST			855,094.00	1,748,314.00	2,603,408.00
NON-TAX	33 NON-TAX PARCELS		ARE NOT INCLUDED ON THE 411		

Listers – Treasurer – Tax Dept – Edu Dept

PVR Processes Data – Below is a copy of the letter that is sent from PVR to your Municipality. Once received by the Clerk it should be shared with the appropriate personnel. Confirm the “Homestead” and “Non Residential” Education property values seen on this sheet matches your 411 report. Page 3 of this document. These are the numbers that will be submitted to the Education Department. They will use these numbers to calculate your Municipalities total education taxes. If it is not correct contact PVR promptly and resend the correct file to them.

IT IS IMPORTANT TO DO THIS BEFORE YOUR DATA IS SENT TO THE EDUCATION DEPARTMENT FOR PROCESSING.



State of Vermont
Department of Taxes
133 State Street
Montpelier, VT 05633-1401

Agency of Administration

Phone: (802) 828-5860
Fax: (802) 828-2824

MEMORANDUM

TO: Town/City Clerks
FROM: Director
Property Valuation and Review
SUBJECT: Final Reconciliation of April 1, 2012 Grand List
DATE: February 06, 2013

Town and city clerks are required to file an electronic grand list and Form 411 with PVR to insure that all homestead declarations received prior to October 15, 2012 and any other grand list changes prior to December 31st, are reflected as official values to be used for determining the final education tax amounts due. 32 V.S.A. §5404(b) and §4261. According to our records, your official education property values are as follows:

ANYTOWN, VT	
Homestead Education Property Value:	\$ 855,094.00
Non-Residential Education Property Value:*	\$ 1,748,314.00
Total Education Property Value:	\$ 2,603,408.00

* Non-residential property value includes any value for Cable P.P.

These values will be used by the Vermont Agency of Education to calculate final tax amounts, school aid payments and payments to the Education Fund for fiscal year 2013. If you have questions regarding final reconciliation, please call 828-5860 within 14 days of receipt of this letter.

Copy: Chair, Board of Listers / Assessor



Education Department Cash Flow Statement

Municipality

Yellow
Page 1

FY2013 Act 68 Cash Flow for Municipality, FINAL Data
Based on FINAL Education Grand Lists, 09-Apr-13

District: ANYTOWN
s.u.: Southwest S.U.

LEA ID: T043
County: Windham

FY2013 Education Spending Summary

	Local	Green Mountain UHSD	
1. Total Education Spending grant owed to the School Districts	1,541,968	4,583,048	-
2. Percent of equalized pupils from Anytown at school district(s)	100%	29.07%	0.00%
3. Education spending Cavendish is responsible for	1,541,968	1,332,292.00	-

Reference	Municipal Treasury	School District Treasury	State Treasury	
4. Homestead Education Tax				
4. Homestead Education Grand List	855,094.00			4.
5. Homestead tax rate (base rate is \$0.89, adjusted by district spending and CLA)	1.3951			5.
6. Homestead education liability	1,192,942.00			6.
7. Total credit for tax bills	333,791.81			7.
8. Municipal portion of credit	16,155.40			8.
9. Education portion of credit	317,636.41			9.
10. Subtotal	875,305.59			10.
11. Late Fee Retained	-	75.00		11.
12. Amount raised on homestead properties	875,230.59			12.
13. 0.225 of 1.0% of homestead liability retained by municipality		1,969.44		13.
14. Net homestead education taxes available for School districts & Education Fund	873,261.15			14.
15. Local amount of homestead tax liability for education spending plus categorical grants	50.09%	437,416.51		15.
16. Green Mountain UHSD amount of homestead tax liability for education spending plus categorical grants	49.91%	435,844.64		16.
17. Homestead education tax liability to the state treasury			-	17.
18. Subtotals	875,305.59	2,044.44	873,261.15	18.
19. Non-Residential Education Tax				19.
20. Non-Residential education grand list	1,748,314.00			20.
21. Non-Residential tax rate (base rate is \$1.38, adjusted by the CLA)	1.3755			21.
22. Non-residential education liability	2,404,806.00			22.
23. Amount Raised on Non-Residential properties	2,404,806.00			23.
24. 0.225 of 1.0% of non-residential liability retained by municipality		5,411.00		24.
25. Net Non-Residential education taxes available for School districts & Education Fund	2,399,395.00			25.
26. Local amount of non-residential tax liability for education spending plus categorical grants	50.09%	1,104,551.49		26.
27. Green Mountain UHSD amount of non-residential tax liability for education spending plus categorical grants	49.91%	896,447.36		27.
28. Non-residential education liability to the State Treasury			398,396.15	28.
29. Subtotals	2,404,806.00	5,411.00	2,000,998.85	29.
30. Totals	3,280,111.59	7,455.44	2,874,260.00	30.
31. Homestead payments based on line 19, non-residential payments on line 31			398,396.15	31.
32. Subtotals			398,396.15	32.

FY2013 Municipality Payment Schedule TO the State Treasury
(Homestead payments are based on line 19, non-residential payments on line 31)

	September 10, 2012	December 1, 2012	December 10, 2012	April 30, 2013	June 1, 2013
Homestead taxes		0.00			0.00
Non-residential taxes		206,723.00			191,673.15

A. Payments to the School District by the Town Treasurer
16 V.S.A. §§ 426(a)(b); 32 V.S.A. § 6066a(a)

	School District Subtotals
34. Homestead taxes to the Local school district	437,416.51
35. Non-residential taxes to the Local school district	1,104,551.49
36. Homestead Taxes to Green Mountain UHSD	435,844.64
37. Non-residential Taxes to Green Mountain UHSD	896,447.36
38.	-
39.	-
40. Act 144 local construction property tax sent to the school district by Anytown	-
41. Total education tax dollars sent to the school district(s) by Anytown	2,874,260.00

If you have any questions about these data, please contact Sean Cousino at 828-0474.
If he cannot be reached, contact Brad James at 828-0471.

Listers – Treasurer – Tax Dept – Edu Dept

Education Department Cash Flow Statement Continued

Key to the Numbers on the Cash Flow Statement

1 – 3. **These are your Education Spending numbers**

4. **Homestead Education Grand List** – This comes from your 411 report look at the Homestead Grand List column. Refer to page 3 of this document.

5. **Homestead tax rate** – Your Towns Homestead Education Tax rate that was used for producing tax bills. Refer to your Tax book summary page, using option '**5 Tax Book**' on the '**Reports Menu**'. See page 7 of this document.

6. **Homestead Education Liability** – This is your Homestead taxes + Non approved Contracts and Veterans exemptions with homestead declarations declared. AKA(Local Agreement Taxes). Refer to your tax book on page 7 and find the Local Agreement tax. Then you need to find out how much of that tax should be applied to Homestead Edu Tax rate. Look at page 2 of the 411 report on the bottom of page 7. Find all Homestead Non Approved Contracts/Exemptions & Homestead Veterans Exemptions beyond 10k. Add them together and multiply times .01 then by your Homestead Ed Rate.

7. – 9. **Total credit for tax bills** – This is the total of all the state payments being applied to the tax bills. Refer to your '8. Homestead Payment Reports' found on the Main Menu of your As billed grand list. See illustration on page 8 of this document. This example shows that this town has 2 state payment download files. You must add the totals together from these reports to match #7 on the Cash Flow Statement.

10. **Subtotal** – Line 6 minus Line 9 (1,192,942.00 – 317,636.41) = 875,305.59.

11. **N/A** – in this example

12. **Late Fee Retained** – This is the amount of money the Municipality gets to keep because someone filed their Homestead Payment late. The Municipality keeps 15.00 for each late filed HI 144. Refer to your '8 Homestead Payment Reports'. See Page 8 of this document.

13. **Amount raised on Homestead Properties** – Line 12 subtracted from line 10. Simply subtracting (875,305.59 - 75.00)=873,201.15 of the State Payment that the Municipality gets to keep.

14. **0.225 of 1% of homestead liability retained by municipality** – ((Line 12 + Line 13) x 0.225) x .01 (75.00+873,201.15) x 0.225 = 196,943.76 x .01 = 1,969.44

15. **Net homestead education taxes available for school districts & Education fund** – (Line 13 - Line 14) (873,201.15 - 1,969.44) = 873,261.15

16 – 17. **Apply percentage listed in these lines to line 15** – (Line 15 x Line 16) (873,261.15 x 50.09%) = 437,416.51 and (Line 15 x Line 17) (873,261.15 x 49.91%) = 435,844.64

18 – 19. **N/A** – in this example

20. **Subtotals** – The first column is from Line 10 which is the total Homestead Ed tax to be raised by the Municipality. The second column is Line 12 plus line 14 (75.00 + 1,969.44) = 2,044.44. The money the Municipality will keep. The third column is simply the first column minus the second column (875,305.59 – 2,044.44) = 873,261.15.

Non Residential Education Tax - Same definitions as above only using the Non Residential values

21. **Non Residential Education Grand List** – This comes from your 411 report look at the Non Residential Grand List column. Refer to page 3 of this document.

22. **Non Residential Education tax rate** - Your Towns Non Residential Education Tax rate that was used for producing tax bills. Refer to your Tax book summary page, using option '**5 Tax Book**' on the '**Reports Menu**'. See page 7 of this document.

23. **Non Residential Education Liability** – This is your Non Residential taxes + Non approved Contracts and Veterans exemptions that **DO NOT** have **homestead** declarations declared. AKA(Local Agreement Taxes). Refer to your tax book. Follow the same instructions above in item 6 for calculating Homestead tax for the Local agreement only use the Non Residential Contracts/Exempts, and Non Residential Veterans exemptions beyond 10k.

24 – 27. Refer to same fields for Homestead section as they are calculated the same way.

Listers – Treasurer – Tax Dept – Edu Dept

28 -31. These 3 totals in the 3rd and 4th columns will equal the calculated 50.09% and 49.91%

32. Subtotals of this section

33. Subtotals of line 20 + Line 32

34 – 37. These numbers come from Lines 16, 28, 17, and 29

38 – 40. N/A in this example

41. Total education tax dollars sent to the school district(s) by Anytown – Subtotal of lines 34 – 40

Tax Book Summary 03/28/2015 11: 54 am	2012 Anytown As Billed Grand List Tax Book Report *** GRAND TOTALS ***	Page 1 of 1 IT Consultant 2																																																																																																																																																								
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<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">RATE NAME</td> <td style="width: 15%; text-align: center;">TAX RATE</td> <td style="width: 15%; text-align: center;">X GRAND LI ST</td> <td style="width: 37%; text-align: center;">= TOTAL RAISED</td> </tr> <tr> <td colspan="4" style="border-top: 1px dashed black;"></td> </tr> <tr> <td>NON- RESI DENTI AL ED.</td> <td style="text-align: center;">1. 3755</td> <td style="text-align: right;">1, 739, 467. 00</td> <td style="text-align: right;">2, 392, 637. 05</td> </tr> <tr> <td>HOMESTEAD ED.</td> <td style="text-align: center;">1. 3951</td> <td style="text-align: right;">852, 394. 00</td> <td style="text-align: right;">1, 189, 174. 91</td> </tr> <tr> <td>VET EXP/LOCAL ED AGR</td> <td style="text-align: center;">0. 0064</td> <td style="text-align: right;">2, 604, 461. 44</td> <td style="text-align: right;">16, 668. 66</td> </tr> <tr> <td>FI RE DI STRI CT 2</td> <td style="text-align: center;">0. 0442</td> <td style="text-align: right;">1, 180, 056. 39</td> <td style="text-align: right;">52, 158. 66</td> </tr> <tr> <td>FI RE DI STRI CT 1</td> <td style="text-align: center;">0. 0665</td> <td style="text-align: right;">1, 424, 405. 05</td> <td style="text-align: right;">94, 723. 13</td> </tr> <tr> <td>TOWN</td> <td style="text-align: center;">0. 3606</td> <td style="text-align: right;">2, 604, 461. 44</td> <td style="text-align: right;">939, 150. 75</td> </tr> </table>				RATE NAME	TAX RATE	X GRAND LI ST	= TOTAL RAISED					NON- RESI DENTI AL ED.	1. 3755	1, 739, 467. 00	2, 392, 637. 05	HOMESTEAD ED.	1. 3951	852, 394. 00	1, 189, 174. 91	VET EXP/LOCAL ED AGR	0. 0064	2, 604, 461. 44	16, 668. 66	FI RE DI STRI CT 2	0. 0442	1, 180, 056. 39	52, 158. 66	FI RE DI STRI CT 1	0. 0665	1, 424, 405. 05	94, 723. 13	TOWN	0. 3606	2, 604, 461. 44	939, 150. 75																																																																																																																							
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01/05/2013

2012 Anytown As Billed Grand List
 Form 411 - (Town code: 132)
 Main District

Page 2 of 2
 IT Consultant 2

(Taxable properties only - State and Non-tax status properties are not listed below)

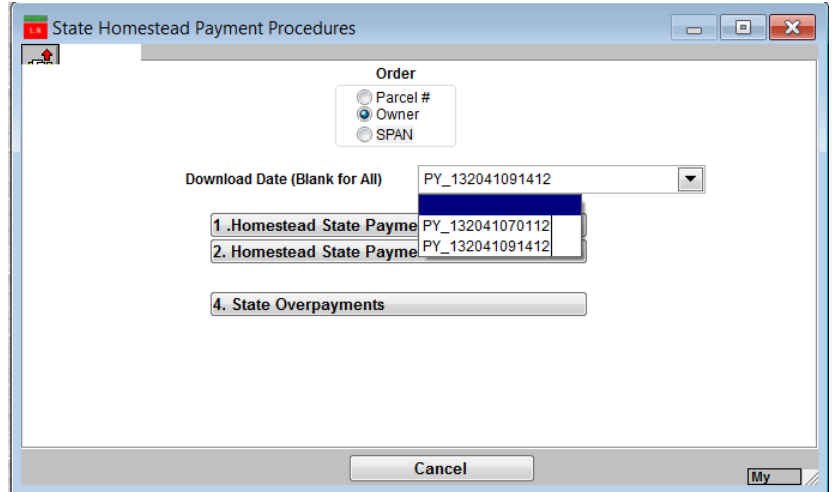
REAL ESTATE	Parcel	Municipal	Homestead Ed	Non-Resi Ed.	Total Education
Category/Code	Count	Listed Value	Listed Value	Listed Value	Listed Value

411 Report Page 2

Status on Personal Property 1) Has inventory been exempted by vote of town/city? Yes <u>XX</u> No <u> </u> 2) Has machinery and equipment been exempted by vote of your town/city? Yes <u>XX</u> No <u> </u> 3) If yes for #2, what portion is now exempt? (include percentage) <u> </u> 0.00 <u> </u> 4) If no for #2, please indicate below how your town/city is assessing business personal property (Place "X" by option used) a) at fair market value <u> </u> b) at depreciated value <u> </u>	Summary of Adjustments to Taxable Values (Local Agreements Etc.) Approved (VEPC) Contracts/Exemptions 0 Grandfathered Contracts/Exemptions 0 Non-Approved (Voted) Contracts/Exemptions 858,000 Homestead Non-Approved (Voted) Contracts/Exemptions 0 Non-Resi Non-Approved (Voted) Contracts/Exemptions 858,000 Municipal Contracts (Owner Pays Ed Tax) 0 Special Exemptions 13,550 Current Use (Use Value Appraisal Program) 11,112,550 Veteran Exemptions 100,000 Homestead Veteran Exemptions beyond 10K 270,000 Non-Resi Veteran Exemptions beyond 10K 26,700 Partial Statutory Exemptions 0
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Listers – Treasurer – Tax Dept – Edu Dept

Homestead Payment Reports – In this example you can see there are 2 files listed in the drop down window. You must use the totals from both of these reports in order to match item # 7 on the Cash Flow Statement. Some Municipalities may have more files. If so then you must use the totals from each file and add the totals together.



01/05/2013 12:51 pm 2012 Anytown As Billed Grand List Homestead State Payment Report File: PY_132041070112 Page 6 of 6 IT Consultant 2

Parcel ID	Name/Address	Date	Payment Town	Span	Pmt
1R01-007-	WILSON JARED 352 CHAPMAN RD	07/01	5184.00	0.00	132-041-10825
1R06-010-	WINDT ROBERT L & VERNARD J P O BOX 55	07/01	1965.00	0.00	132-041-11139
2V21-088-	WOODSELL CRAIG A P O BOX 4	07/01	591.00	0.00	132-041-11146
1V10-054-	WRIGHT KIMBERLY 126 PARKER AVE	07/01	404.00	0.00	132-041-11156
2R07-015-	WUTTKE CHRISTOPHER G 384 ATKINSON RD	07/01	2080.00	0.00	132-041-10526
1R06-014-	WYMAN GEORGE & ELLA 1271 TWENTY MILE STREAM RD	07/01	1856.00	0.00	132-041-11159
2R14-012-	WYMAN PATRICIA A 2330 CAVENDISH GULF RD	07/01	405.00	0.00	132-041-11160
2R04-016-	ZAMPINI DINO TRUSTEE P O BOX 763	07/01	1003.00	0.00	132-041-10705
2R07-038-	ZIMMER JAMES M & CATHY J 774 BROOK RD	07/01	505.00	0.00	132-041-10280

Total Payments on 07/01(259) totaling 311618.00

Total Records: 259
 Total Payments: 311618.00
 Total Town Payments: 0.00
 Total State Deposit: 311618.00

01/05/2013 12:52 pm 2012 Anytown As Billed Grand List Homestead State Payment Report File: PY_132041091412 Page 1 of 1 IT Consultant 2

Parcel ID	Name/Address	Date	Payment Town	Span	Pmt
1V20-056-	GOODMAN CRAIG & JESSICA 17 PRATT HILL	09/14	1042.81	15.00	132-041-10081
2R07-054-	LINDBERG STUART N & MICHELLE J P O BOX 7	09/14	568.00	0.00	132-041-10583
2R08-046-	MASTROIANNI YOLANDE 2362 TARBELL HILL RD	09/14	1519.00	0.00	132-041-10629
1V20-052-	MCNAMARA ROGER P O BOX 44	09/14	536.00	15.00	132-041-10647
2R11-036-	MESSINA AMY P O BOX 44	09/14	2930.00	0.00	132-041-10664
2R08-045-	NACLERIO THOMAS 2404 TARBELL HILL RD	09/14	2819.00	0.00	132-041-10694
1R06-080-	SEE SUZANNE, LIFE ESTATE 817 SOUTH READING RD	09/14	7358.00	0.00	132-041-10884
1V20-129-	SPAULDING DAVID 25 GREVEN RD	09/14	3655.00	15.00	132-041-10946
1V20-253-	TUCKER GENE R P O BOX 203	09/14	477.00	15.00	132-041-11042
2R07-114-	VAN SCHAIK WILLEM CAROLYN LIFE LEASE 620 TARBELL HILL RD	09/14	1194.00	15.00	132-041-11078

Total Payments on 09/14(10) totaling 22098.81

Total Records: 10
 Total Payments: 22098.81
 Total Town Payments: 75.00
 Total State Deposit: 22173.81