



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

Form C

(20__)

For School Districts Calculating a Separate Rate on Each Subclass of Property

Name of Political Subdivision Political Subdivision Code Purpose of Levy

The final version of this form MUST be sent to the county clerk.

Debt Service Calculation for General Obligation Bonds Paid for with Property Taxes

The tax rate for debt service will be considered valid if, after making the payment(s) for which the tax was levied, the bonds remain outstanding, and the debt fund reserves do not exceed the following year's payments.

Since the property taxes are levied and collected on a calendar year basis (January - December), it is recommended that this levy be computed using calendar year data.

1. **Total current year assessed valuation** obtained from the county clerk or county assessor (Form A, Line 1 total) _____
2. **Amount required to pay debt service requirements during the next calendar year** (i.e. Assuming the current year is year 1, use January - December year 2 payments to complete the year 1 Form C) Include the principal and interest payments due on outstanding general obligation bond issues plus anticipated fees of any transfer agency or paying agent due during the next calendar year. _____
3. **Estimated costs of collection and anticipated delinquencies (i.e. collector fees and commissions and assessment fund withholdings)**
Experience in prior years is the best guide for estimating uncollectible taxes.
It is 2% to 10% of Line 2 above. _____
4. **Reasonable reserve up to one year's payment**
(i.e. Assuming the current year is year 1, use January - December year 3 payments to complete the year 1 Form C) It is important that the debt service fund have sufficient reserves to prevent any default on the bonds. Include payments for the year following the next calendar year, accounted for on Line 2. _____
5. **Total required for debt service (Line 2 + Line 3 + Line 4)** _____
6. **Anticipated balance at end of current calendar year**
Show the anticipated bank or fund balance at December 31st of this year (this will equal the current balance minus the amount of any principal or interest due before December 31st plus any estimated investment earnings due before December 31st). Do not add the anticipated collections of this tax into this amount. _____
7. **Property tax revenue required for debt service (Line 5 - Line 6)**
Line 6 is subtracted from Line 5 because the debt service fund is only allowed to have the payments required for the next calendar year (Line 2) and the reasonable reserve of the following year's payments (Line 4). Any current balance in the fund is already available to meet these requirements, so it is deducted from the total revenues required for debt service purposes. _____
8. **Estimated revenue from state assessed property for debt service for the next calendar year (January - December)** - must be estimated by the school district. In most instances a good estimate would be the same amount as the state assessed revenues actually placed in the debt service fund in the prior year. _____
9. **Revenue required from locally assessed property for debt service (Line 7 - Line 8)** _____
10. **Computation of debt service tax rate (Line 9 / Line 1 x 100)**
Round a fraction to the nearest one/one hundredth of a cent. _____
11. **Less voluntary reduction by political subdivision** _____
12. **Actual rate to be levied for debt service purposes * (Line 10 - Line 11)**
Enter this rate on the Summary Page, Line AA _____

* The tax rate levied may be lower than the rate computed as long as adequate funds are available to service the debt requirements.



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

Informational Summary Page

(20__)

For School Districts With a Separate Rate on Each Subclass of Property

Name of Political Subdivision

Political Subdivision Code

Purpose of Levy

This page shows the information that would have been on the line items for the Summary Page had no voluntary reduction(s) been taken in prior even numbered year(s). The information on this page should not be used in the current year unless the taxing authority wishes to reverse any voluntary reduction(s) taken in prior even numbered year(s) and follows the following steps in an even numbered year.

Step 1 The governing body should hold a public hearing and adopt a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate.

Step 2 Submit a copy of the resolution, policy statement, or ordinance to the State Auditor's Office for review

	Real Estate			Personal Property	Prior Method Single Rate
	Residential	Agriculture	Commercial		

A. **Prior year tax rate ceiling** as defined in Chapter 137, RSMo, revised if prior year data changed or a voluntary reduction was taken in a non-reassessment year
(Prior year Informational Summary Page, Line F)

B. **Current year rate computed** pursuant to Article X, Section 22, of the Missouri Constitution and Section 137.073, RSMo, if no voter approved increase
(Informational Form A, Line 37 & Line 23 prior method)

C. **Amount of rate increase authorized by voters for current year** if same purpose, adjusted to provide the revenue available if applied to the prior year assessed value and increased by the percentage of CPI
(Informational Form B, Line 18 & Line 21 prior method)

D. **Rate to compare to maximum authorized levy to determine tax rate ceiling**
(Line B if no election, otherwise Line C)

E. **Maximum authorized levy** the most recent voter approved rate

F. **Current year tax rate ceiling** maximum legal rate to comply with Missouri laws based on prior year tax rate ceiling (Lower of Line D or Line E)

PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED
Informational Form A
For School Districts Calculating a Separate Rate on Each Subclass of Property

(20__)

Name of Political Subdivision _____ Political Subdivision Code _____ Purpose of Levy _____
The final version of this form MUST be sent to the county clerk.
Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

This form shows the information that would have been on the line items for the Form A had no voluntary reductions(s) been taken in prior even numbered year(s). The information on this form should not be used in the current year unless the taxing authority wishes to reverse any voluntary reductions(s) taken in prior even numbered year(s) and follows the following steps in an even numbered year.
 Step 1 - The governing body should hold a public hearing and adopt a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate.
 Step 2 - Submit a copy of the resolution, policy, statement, or ordinance to the State Auditor's Office for review.

	(a)		(b)		(c)		(d)		Total	Prior Method Single Rate
	Residential	Agricultural	Real Estate	Commercial	Personal Property	Commercial	Personal Property			
1. (20__) Current year assessed valuation Include the current locally assessed valuation obtained from the county clerk, county assessor, or comparable office finalized by the local board of equalization.	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
2. Assessed valuation of new construction & improvements 2(a) (b) & (c) - May be obtained from the county clerk or county assessor, 2(d) = Line 1(d) - 3(d) - 6(d) + 7(d) + 8(d), if negative, enter 0	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
3. Assessed value of newly added territory obtained from the county clerk or county assessor	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
4. Assessed value of real property that changed subclass from the prior year and was added to a new subclass in the current year obtained from the county clerk or county assessor	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
5. Adjusted current year assessed valuation (Line 1 - Line 2 - Line 3 - Line 4)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
6. (20__) Prior year assessed valuation Include the prior year locally assessed valuation obtained from the county clerk, county assessor, or comparable office finalized by the local board of equalization. NOTE: If this is different than the amount on the prior year Informational Form A, Line 1 then revise the prior year tax rate form to recalculate the prior year tax rate ceiling. Enter the revised prior year tax rate ceiling on the current year's Informational Summary Page, Line A.	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
7. Assessed value in newly separated territory obtained from the county clerk or county assessor	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
8. Assessed value of property locally assessed in prior year, but state assessed in current year obtained from the county clerk or county assessor	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
9. Assessed value of real property that changed subclass from the prior year and was subtracted from the previously reported subclass obtained from the county clerk or county assessor	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
10. Adjusted prior year assessed valuation (Line 6 - Line 7 + Line 8 - Line 9)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED
Informational Form A
For School Districts Calculating a Separate Rate on Each Subclass of Property

(20__)

Name of Political Subdivision _____ Political Subdivision Code _____ Purpose of Levy _____
The final version of this form MUST be sent to the county clerk.
Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

This form shows the information that would have been on the line items for the Form A had no voluntary reductions(s) been taken in prior even numbered year(s). The information on this form should not be used in the current year unless the taxing authority wishes to reverse any voluntary reduction(s) taken in prior even numbered year(s) and follows the following steps in an even numbered year.
 Step 1 - The governing body should hold a public hearing and adopt a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate.
 Step 2 - Submit a copy of the resolution, policy, statement, or ordinance to the State Auditor's Office for review.

(a) _____ (b) _____ (c) _____ (d) _____
 Residential _____ Agricultural _____ Commercial _____ Personal _____
 Real Estate _____ Property _____
 Total _____
 Prior Method _____
 Single Rate _____

11. **Percentage increase in adjusted valuation** of existing property in the current year over the prior year's assessed valuation (Line 5 - Line 10 / Line 10 x 100)
12. **Increase in Consumer Price Index (CPI)** certified by the State Tax Commission
13. **Adjusted prior year assessed valuation** (Line 10)
14. **(20__) Prior year tax rate ceiling** (Informational Summary Page, Line A)
15. **Maximum prior year adjusted revenue permitted** from locally assessed property that existed in both years (Line 13 x Line 14 / 100)
16. **Maximum prior year revenue from state assessed property** before reductions, provided by the DESE & allocated to each subclass of real estate based on its % of assessed valuation
17. **Total adjusted prior year revenue** (Line 15 + Line 16)
18. **Permitted reassessment revenue growth**
Enter the lower of the actual growth (Line 11), the CPI (Line 12), or 5%. If Line 11 is negative, enter 0%. Do not enter less than 0%, nor more than 5%.
19. **Additional reassessment revenue permitted** (Line 17 x Line 18)
20. **Revenue permitted in the current year** from property that existed in both years (Line 17 + Line 19)
21. **Estimated current year revenue from state assessed property** before reductions
The school district should use its best estimate for Line 21 total, which is allocated to each subclass of real estate based on its % of assessed valuation. (i.e. same amount as Line 16 total, Line 16 total multiplied by the % increase in state assessed valuation per the State Tax Commission, or using the educated guess)

If Line 21 total declines substantially from the amount on Line 16 total, please provide written documentation to the State Auditor's Office to explain the reasons for such difference.

PRO FORM A - STATE AUDITOR'S REVIEW OF DATA SUBMITTED
Informational Form A
For School Districts Calculating a Separate Rate on Each Subclass of Property

(20__)

Name of Political Subdivision _____ Political Subdivision Code _____ Purpose of Levy _____

The final version of this form MUST be sent to the county clerk.

Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

This form shows the information that would have been on the line items for the Form A had no voluntary reductions(s) been taken in prior even numbered years(s). The information on this form should not be used in the current year unless the taxing authority wishes to reverse any voluntary reduction(s) taken in prior even numbered years(s) and follows the following steps in an even numbered year.
Step 1 - The governing body should hold a public hearing and adopt a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate
Step 2 - Submit a copy of the resolution, policy, statement, or ordinance to the State Auditor's Office for review.

	(a)			(b)			(c)			(d)		
	Residential	Agricultural	Commercial	Residential	Agricultural	Commercial	Personal Property	Total	Prior Method Single Rate			

22. Revenue permitted in the current year from existing locally assessed property (Line 20 - Line 21)
23. Adjusted current year assessed valuation (Line 5)
24. Tax rate permitted using prior method tax rate permitted prior to HB 1150 & SB960 (Line 22 / Line 23 x 100)
25. Limit personal property to the prior year ceiling (Lower of Line 24 personal property or Line 14 personal property)
26. Maximum authorized levy (Informational Summary Page, Line E)
27. Limit to the prior year maximum authorized levy (Lower of Line 24, Line 25 (for personal property only), or Line 26)
Enter the rate for prior method column on Line B of the Informational Summary Page.
- Calculate Revised Rate(s)
28. Tax revenue (Line 1 x Line 27 / 100)
29. Total assessed valuation (Line 1 total)
30. Blended rate (Line 28 total / Line 29 x 100)
31. Revenue difference due to the multi rate calculation (Line 28 total - Line 28 prior method)
32. Rate(s) to be revised NOTE: Revision cannot increase personal property rate (if Line 31 < or > 0 & Line 27 < Line 27 prior method, then Line 27, otherwise 0)
33. Current year adjusted assessed valuation of the rates being revised (if Line 32 > 0, then Line 5, otherwise 0)
34. Relative ratio of current year adjusted assessed valuation of the rates being revised (Line 33 / Line 33 total)
35. Revision to rate (if Line 32 > 0, then -Line 34 x Line 31 / Line 5 x 100 (limited to - Line 32), otherwise 0)
36. Revised rate (Line 27 + Line 35)
37. Revised rate rounded (if Line 36 < 1, then round to a 3 - digit rate, otherwise round to a 4-digit rate)



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED
Informational Form A

For School Districts Calculating a Separate Rate on Each Subclass of Property

(20__)

Name of Political Subdivision _____ Political Subdivision Code _____ Purpose of Levy _____
The final version of this form MUST be sent to the county clerk.
Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

This form shows the information that would have been on the line items for the Form A had no voluntary reductions(s) been taken in prior even numbered year(s). The information on this form should not be used in the current year unless the taxing authority wishes to reverse any voluntary reductions(s) taken in prior even numbered year(s) and follows the following steps in an even numbered year.
Step 1 - The governing body should hold a public hearing and adopt a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate.
Step 2 - Submit a copy of the resolution, policy, statement, or ordinance to the State Auditor's Office for review.

	(a)	(b)	(c)	(d)	Prior Method Single Rate
	Residential	Real Estate	Commercial	Personal Property	Total
		Agricultural			
Calculate Final Blended Rate					
38. Tax revenue (Line 1 x Line 37 / 100)					
39. Total assessed valuation (Line 1 total)					
40. Final blended rate (Line 38 total / Line 39 x 100)					
41. Tax rate(s) permitted calculated pursuant to Article X, Section 22, and Section 137.073, RSMo (Line 37) Enter Rate(s) on the Informational Summary Page, Line B					
For Informational Purposes Only - Impact of the Multi Rate System					
42. Revenue calculated using the multi rate method (Line 41 x Line 1) / 100					
43. Revenue calculated using the single rate method (Line 27 prior method x Line 1 / 100)					
44. Revenue differences using the different methods (Line 42 - Line 43)					
45. Percent change (Line 44 / Line 43)					
For Informational Purposes Only - Blended Rate Calculation					
46. Tax rate ceiling (Informational Summary Page, Line F)					
47. Allowable recoupment rate (Summary Page, Line I)					
48. DESE Screen 6 tax rate ceiling including recoupment (Line 46 + Line 47)					
49. Assessed valuation (Line 1)					
50. Revenue from DESE Screen 6 tax rate ceiling (Line 48 x Line 49 / 100)					
51. Blended tax rate ceiling to report on DESE Screen 6 (Line 50 total / Line 49 total x 100)					
52. Voluntary reduction (Summary Page, Line H)					
53. Unadjusted levy (Line 48 - Line 52)					
54. Assessed valuation (Line 1)					
55. Revenue from unadjusted levy (Line 53 x Line 54 / 100)					
56. Blended tax rate from the unadjusted levy to report on DESE Screen 6 (Line 55 / Line 54 x 100)					
57. Prop C reduction (Summary Page, Line G)					
58. Adjusted levy (Line 53 - Line 57)					
59. Assessed valuation (Line 1)					
60. Revenue from adjusted levy (Line 58 x Line 59 / 100)					
61. Blended tax rate from the adjusted levy to report on DESE Screen 6 (Line 60 / Line 59 x 100)					



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

Informational Form B

(20__)

For School Districts Calculating a Separate Rate on Each Subclass of Property

Name of Political Subdivision Political Subdivision Code Purpose of Levy

The final version of this form MUST be sent to the county clerk.

Calculation of New Voter Approved Tax Rate or Tax Rate Increase

Since the prior year tax rate computation, some political subdivisions may have held elections where voters approved an increase to an existing tax or approved a new tax. Form B is designed to document the election.

1. **Date of election** _____

2. **Ballot language**
Attach a sample ballot or state the proposition posed to the voters exactly as it appeared on the ballot.

3. **Election results** _____
(Yes) (No)

4. **Expiration date**
Enter the last year the levy will be in effect, if applicable. _____

5. **New Proposition C waiver**
- Indicate whether the district obtained a **new** waiver to eliminate part or all of the required Proposition C reduction.
- Attach a sample ballot or state the proposition posed exactly as it appeared on the ballot. _____

- Also, indicate the election results on the Proposition C waiver. _____
(Yes) (No)

		Real Estate			
		Residential	Agricultural	Commercial	Personal Property
6. Amount of increase approved by voters (An "increase/decrease of/by")	OR	_____			
	a.	_____			

Stated rate approved by voters
(An "increase/decrease to") b. _____



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

Informational Form B

(20__)

For School Districts Calculating a Separate Rate on Each Subclass of Property

Name of Political Subdivision _____ Political Subdivision Code _____ Purpose of Levy _____

The final version of this form MUST be sent to the county clerk.

Calculation of New Voter Approved Tax Rate or Tax Rate Increase

This form shows the information that would have been on the line items for the Form B had no voluntary reduction(s) been taken in prior even numbered year(s). The information on this page should not be used in the current year unless the taxing authority wishes to reverse any voluntary reduction(s) taken in prior even numbered year(s) and follows the following steps in an even numbered year.

- Step 1 - The governing body should hold a public hearing and adopt a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate.
- Step 2 - Submit a copy of the resolution, policy statement, or ordinance to the State Auditor's Office for review

Real Estate

Residential Agricultural Commercial Personal Property Total

7. Prior year tax rate ceiling to apply voter approved increase to

(Informational Summary Page, Line A if increase of/by/to an existing rate, otherwise 0)

8. Voter approved increased rate

(If Line 6a > 0, then Line 6a + Line 7b, otherwise, Line 6b).

9. Voter approved increase rate rounded (If Line 8 < 1, then round to a 3-digit rate, otherwise round to a 4-digit rate)

10. Adjusted prior year assessed valuation
(Informational Form A, Line 10)

11. Maximum prior year adjusted revenue from locally assessed property that existed in both years
(Line 9 x Line 10 / 100)

12. Consumer Price Index (CPI)
certified by the State Tax Commission

13. Permitted revenue growth for CPI
(Line 11 x Line 12)

14. Total revenue allowed from the additional voter approved increase from locally assessed property that existed in both years (Line 11 + Line 13)

15. Adjusted current year assessed valuation
(Informational Form A, Line 5)

16. Adjusted voter approved increased rate
This rate will allow the same revenue as applying the voter approved rate (Line 9) to the prior year assessed value (Line 10) increased by the CPI (Line 12).
(Line 14 / Line 15 x 100)

17. Adjusted voter approved increased rate rounded (If Line 16 < 1, then round to a 3-digit rate, otherwise round to a 4-digit rate)

18. Amount of rate increase authorized by voters for the current year
Section 137.073.2, RSMo, allows taxing authorities that passed a voter approved increase after August 27, 2008, to levy a rate that is the greater of the increase approved by voters (Line 9) or the adjusted voter approved increase (Line 17) in order to generate substantially the same revenue that would have been generated by applying the voter approved increase to the total assessed valuation at the time of the voter approval, increased by the consumer price index (Line 12).

Enter this rate computed on the Informational Summary Page, Line C if increasing an existing levy, otherwise, on the Summary Page, Line BB if this is a new rate or a temporary rate increase.
(If Line 9 > Line 17, then Line 9, otherwise Line 17)

Prior Method Single Rate Calculation for Voter Approved Increase

19. Total revenue allowed (If no increase of/by/to, then Informational Form A, Line 20, otherwise Informational Form B Line 18 x Line 15 / 100)

20. Adjusted current year assessed valuation (Informational Form A, Line 5 total)

21. Prior method single increased rate (Line 19 total / Line 20 total x 100)

Form G - Initial Calculation of Allowed Recoupment & Calculation of First Year Recoupment Taken

For Compliance With Section 137.073.3(2)(a) and (b) RSMo
For School Districts With a Separate Rate on Each Subclass of Property

(20__)

Name of School District	School District Code	Purpose of Levy
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If assessments are reduced after tax rates are set and the reductions are due to decisions of the State Tax Commission or a judicial court or are due to clerical corrections, the existing tax rate ceiling may be revised to compensate for the changes described above. A political subdivision may document these changes by filing revised copies of each of the tax rate forms for each year that is affected. These changes should be clearly marked on the revised forms and a written explanation of the revised should be attached.

Before completion of this form, revisions are required to the prior year(s) tax rate forms to determine the revised assessed valuation and revised tax rate ceiling. Revised forms must be filed with the State Auditor before or at the time the recoupment form is filed.

After making revisions, a political subdivision may be permitted to levy an additional tax for up to three years to recoup the revenues it was entitled to receive for the prior year(s) affected by the revisions. The steps below determine if a recoupment is permissible and document to what extent the political subdivision desires to recoup in the current year.

Start with the oldest prior year (if applicable) and work forward to the present.

Please provide a written explanation in the space below (or by attaching an explanation) as to why the political subdivision would be eligible for the recoupment process

Certification

I, the undersigned hereby do certify that the data set forth below is true and accurate to the best of my knowledge and belief.

Name of School District

Telephone

Signature

School District Code

Date

Print Name

Purpose of Levy

Form G - Initial Calculation of Allowed Recoupment & Calculation of First Year Recoupment Taken
For Compliance With Section 137.073.3(2)(a) and (b) RSMo
For School Districts With a Separate Rate on Each Subclass of Property

(20__)

Name of School District	School District Code	Purpose of Levy
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Real Estate

Residential	Agricultural	Commercial	Personal Property	Total
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Year 20 - Complete lines 1 through 7 for the third prior year (if applicable). Make a copy of this section for calculating a recoupment of the fourth or older prior year(s).

1 Revised locally assessed valuation after the changes to 20__ tax rates have been made (Revised Form A, Line 1)				
2 Revised tax rate ceiling after the revision to the assessed valuation was made (Revised Summary Page, Line F)				
3 Revised permissible locally assessed tax revenue (Line 1 x Line 2/100)				
4 Revised locally assessed valuation (Line 1)				
5 Original tax rate ceiling (Certified) (Original Summary Page, Line F)				
6 Total locally assessed tax revenue actually produced (Line 4 x Line 5/100)				
7 Total lost revenue (Line 3 - Line 6)				

Year 20 - Complete lines 8 through 14 for the second prior year (if applicable).

8 Revised locally assessed valuation after the changes to 20__ tax rates have been made (Revised Form A, Line 1)				
9 Revised tax rate ceiling after the revision to the assessed valuation was made (Revised Summary Page, Line F)				
10 Revised permissible locally assessed tax revenue (Line 8 x Line 9/100)				
11 Revised locally assessed valuation (Line 8)				
12 Original tax rate ceiling (Certified) (Original Summary Page, Line F)				
13 Total locally assessed tax revenue actually produced (Line 11 x Line 12/100)				
14 Total lost revenue (Line 10 - Line 13)				

Form G - Initial Calculation of Allowed Recoupment & Calculation of First Year Recoupment Taken
For Compliance With Section 137.073.3(2)(a) and (b) RSMo
For School Districts With a Separate Rate on Each Subclass of Property

(20__)

Name of School District	School District Code	Purpose of Levy				
		Real Estate				
		Residential	Agricultural	Commercial	Personal Property	Total
Year 20 - Complete lines 15 through 21 for the prior year (if applicable).						
15 Revised locally assessed valuation after the changes to 20__ tax rates have been made (Revised Form A, Line 1)						
16 Revised tax rate ceiling after the revision to the assessed valuation was made (Revised Summary Page, Line F)						
17 Revised permissible locally assessed tax revenue (Line 15 x Line 16/100)						
18 Revised locally assessed valuation (Line 15)						
19 Original tax rate ceiling (Certified) (Original Tax Rate Summary Page, Line F)						
20 Total locally assessed revenue actually produced (Line 18 x Line 19/100)						
21 Total lost revenue (Line 17 - Line 20)						
Determination of Recoupment Rate(s)						
22 Total revenue loss (Line 7 + Line 14 + Line 21)						
23 Total current year locally assessed property						
24 Revised current year locally assessed property (if Line 22 < 0, otherwise Line 23)						
25 Relative ratio of Line 24 (Line 24/Line 24 total)						
26 Allocate the difference (Line 22 Negative(s) x Line 25)						
27 Estimated lost revenue from state assessed property due to revised rates or state assessment reductions This amount must be estimated by the school district.						
28 Total lost revenue allowed to be recouped (If Line 22 + Line 26 < 0, 0, otherwise Line 22 + Line 26 + Line 27)						
29 Revenue desired to recoup in current year (Do not enter more than Line 28)						
30 Rate(s) to be levied to partially or fully recoup the loss (Line 29/Line 23 x 100)						
Complete lines 31 if Line 29 is less than Line 28						
Form H will need to be completed to continue this recoupment in the 2nd or 3rd year						
31 Portion of revenue on Line 28 remaining for second or third year of recoupment (Line 28 - Line 29)						

Form H - Calculation of Second and/or Third Year of Recoupment Taken
For Compliance with Section 137.073.3(2)(a) and (b) RSMo (20__)
For School Districts with a Separate Rate on Each Subclass of Property

Name of School District _____ School District Code _____ Purpose of Levy _____

Assessment reductions ordered after tax rates are set may result in a loss of revenue. In certain instances, a separate recoupment rate may be levied in a subsequent year to replace the revenue lost (see Form G). A political subdivision may choose not to fully recoup the revenue lost in one year. A three-year period following the year in which the loss occurred is allowed by statute for recouping the lost revenues. Form H is used to document the revenue remaining to be recouped and the allowable recoupment rate when there is a carry over.

Computation of Recoupment Rate

	Residential	Agricultural	Commercial	Personal	Total
1. Total revenue lost due to assessment reductions (Prior year 20__ Form G, Line 28)					
2. Revenue recouped in prior year(s) 20__ year					
a. Assessed valuation (locally assessed only)					
b. Recoupment rate (Certified)					
c. Revenue recouped (Line 2a x 2b/100)					
d. Revenue recouped from state assessed property 20__ year					
e. Assessed valuation (locally assessed only)					
f. Recoupment rate (Certified)					
g. Revenue recouped (Line 2e x 2f/100)					
h. Revenue recouped from state assessed property					
3. Total revenue recouped in prior year(s) (Line 2c + Line 2d + Line 2g + Line 2h)					
4. Revenue remaining to be recouped (Line 1 - Line 3)					
5. Revenue desired to be recouped in the current year The law provides for recoupment no further back than the third prior year. Any lost revenue from the third prior year not recouped will be waived. (Must be ≤ Line 4)					
6. Estimated amount of current collections from state assessed property for recoupment loss This amount <u>must</u> be estimated by the school district.					
7. Revenue to be recouped from locally assessed property in the current year (Line 5 - Line 6)					
8. Total current year assessed valuation obtained from the county clerk or assessor (Form A, Line 1)					
9. Rate(s) to be levied to partially or fully recoup the lost revenue (Line 7/Line 8 x 100) Enter these rates on the current year Summary Page, Line 1.					

Certification

I, the undersigned hereby do certify that the data set forth below is true and accurate to the best of my knowledge and belief.

Name of School District _____ Telephone _____ Signature _____
 School District Code _____ Date _____ Print Name _____
 Purpose of Levy _____

AUTHORITY: sections 29.100[, RSMo 2000,*] and [section] 137.073.6, RSMo [Supp. 2013] 2016. Original rule filed March 24, 2016, effective Nov. 30, 2016. Amended: Filed Jan. 31, 2018.*

PUBLIC COST: This proposed amendment will not cost state agencies or political subdivisions more than five hundred dollars (\$500) in the aggregate.

PRIVATE COST: This proposed amendment will not cost private entities more than five hundred dollars (\$500) in the aggregate.

NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed amendment with the Missouri State Auditor's Office, Attention: Paul Harper, PO Box 869, Jefferson City, MO 65102 or email to rules@auditor.mo.gov. within thirty (30) days after publication of this notice in the Missouri Register. No public hearing is scheduled.

Title 15—ELECTED OFFICIALS
Division 40—State Auditor
Chapter 3—Rules Applying to Political Subdivisions

PROPOSED AMENDMENT

15 CSR 40-3.135 Calculation and Revision of Property Tax Rates by Political Subdivisions Other Than School Districts. The State Auditor's office is amending subsections (2)(A), (B), (C), (D), (E), (F), and (G); subsections (3)(A), (B), (C), (D), (E), (F), (G), (H), and (I), and replacing and renaming forms in section (2) Tax Rate Summary, Tax Rate Form A, Tax Rate Form B, Tax Rate Form C, Informational Tax Rate Data, Tax Rate Form G, Tax Rate Form H and in section (3) Tax Rate Summary, Tax Rate Form A, Tax Rate Form B, and Tax Rate C, Informational Tax Rate Data Summary, Informational Tax Rate Data Form A, Informational Tax Rate Form Data B, Tax Rate Form G, and Tax Rate Form H.

PURPOSE: This amendment updates the forms and calculations used by political subdivisions other than school districts to calculate and revise their property tax rate under section 137.073, RSMo. Under the Missouri Constitution, Article X, Section 22, and section 137.073, RSMo, political subdivisions other than school districts must calculate their annual tax rate ceilings and submit them to the Missouri State Auditor's Office.

(2) Single Tax Rate—The following forms with instructions for single tax rate review have been adopted and approved for use by political subdivisions:

(A) [Tax Rate] Summary[—For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property] Page, included herein;

(B) [Tax Rate] Form A[—For Political Subdivisions Other Than Schools Levying a Single Rate on All Property], included herein;

(C) [Tax Rate] Form B[—For Political Subdivisions Other Than Schools Levying a Single Rate on All Property], included herein;

(D) [Tax Rate] Form C[—For Political Subdivisions Other Than Schools Levying a Single Rate on All Property], included herein;

(E) Informational [Tax Rate] Data[—For Political Subdivisions Other Than Schools Levying a Single Rate on All Property], included herein;

(F) [Tax Rate] Form G[—For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property], included herein; and

(G) [Tax Rate] Form H[—For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property],

included herein.

(3) Multi Tax Rate—The following forms with instructions for multi tax rate review are available from the Missouri State Auditor's Office and have been adopted and approved for use by political subdivisions:

(A) [Tax Rate] Summary[—For Political Subdivisions Other Than School Districts With a Separate Rate on Each SubClass of Property] Page, included herein;

(B) [Tax Rate] Form A[—For Political Subdivisions Other Than School Districts With a Separate Rate on Each SubClass of Property], included herein;

(C) [Tax Rate] Form B[—For Political Subdivisions Other Than School Districts With a Separate Rate on Each SubClass of Property], included herein;

(D) [Tax Rate] Form C[—For Political Subdivisions Other Than School Districts With a Separate Rate on Each SubClass of Property], included herein;

(E) Informational [Tax Rate Data] Summary[—For Political Subdivisions Other Than School Districts With a Separate Rate on Each SubClass of Property] Page, included herein;

(F) Informational [Tax Rate Data] Form A[—For Political Subdivisions Other Than School Districts With a Separate Rate on Each SubClass of Property], included herein;

(G) Informational [Tax Rate Data] Form B[—For Political Subdivisions Other Than School Districts With a Separate Rate on Each SubClass of Property], included herein;

(H) [Tax Rate] Form G[—For Political Subdivisions Other Than School Districts With a Separate Rate on Each SubClass of Property], included herein; and

(I) [Tax Rate] Form H[—For Political Subdivisions Other Than School Districts With a Separate Rate on Each SubClass of Property], included herein.



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

Summary Page

(20__)

For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property

Name of Political Subdivision Political Subdivision Code Purpose of Levy

The final version of this form MUST be sent to the county clerk.

The information to complete the Summary Page is available from prior year forms, computed on the attached forms, or computed on this page. Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information in the Informational Data, at the end of these forms, provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s)

For Political Subdivision Use in Calculating its Tax Rate

- A. Prior year tax rate ceiling as defined in Chapter 137, RSMo. revised if the prior year data changed or a voluntary reduction was taken in a non-reassessment year (Prior year Summary Page, Line F minus Line H in odd numbered year or prior year Summary Page, Line F in even numbered year)
B. Current year rate computed pursuant to Article X, Section 22, of the Missouri Constitution and Section 137.073, RSMo, if no voter approved increase (Form A, Line 18)
C. Amount of rate increase authorized by voters for current year if same purpose, adjusted to provide the revenue available if applied to the prior year assessed value and increased by the percentage of CPI (Form B, Line 15)
D. Rate to compare to maximum authorized levy to determine tax rate ceiling (Line B if no election, otherwise Line C)
E. Maximum authorized levy the most recent voter approved rate
F. Current year tax rate ceiling maximum legal rate to comply with Missouri laws Political subdivisions tax rate (Lower of Line D or E)
G1. Less required sales tax reduction taken from tax rate ceiling (Line F), if applicable
G2. Less 20% required reduction 1st class charter county political subdivision NOT submitting an estimated non-binding tax rate to the county(ies) taken from tax rate ceiling (Line F)
H. Less voluntary reduction by political subdivision taken from the tax rate ceiling (Line F) WARNING: A voluntary reduction taken in an even numbered year will lower the tax rate ceiling for the following year.
I. Plus allowable recoupment rate added to tax rate ceiling (Line F) if applicable, attach Form G or H.
J. Tax rate to be levied (Line F - Line G1 - Line G2 - Line H + Line I)
AA. Rate to be levied for debt service, if applicable (Form C, Line 10)
BB. Additional special purpose rate authorized by voters after the prior year tax rates were set, adjusted to provide the revenue available if applied to the prior year assessed value and increased by the percentage of CPI (Form B, Line 15 if a different purpose)

Certification

I, the undersigned, (Office) of (Political Subdivision) levying a rate in (County(ies)) do hereby certify that the data set forth above and on the accompanying forms is true and accurate to the best of my knowledge and belief.

Please complete Line G through BB, sign this form, and return to the county clerk(s) for final certification.

Form with fields for Date, Signature, Print Name, and Telephone.

Proposed rate to be entered on tax books by county clerk

based on certification from the political subdivision: Lines J AA BB

Section 137.073.7 RSMo, states that no tax rate shall be extended on the tax rolls by the county clerk unless the political subdivision has complied with the foregoing provisions of this section.

Form with fields for Date, County Clerk's Signature, County, and Telephone.



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

Form A

(20__)

For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property

Name of Political Subdivision _____ Political Subdivision Code _____ Purpose of Levy _____

The final version of this form MUST be sent to the county clerk.

Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

1. (20__) Current year assessed valuation

Include the current state and locally assessed valuation obtained from the county clerk, county assessor, or comparable office finalized by the local board of equalization.

(a) _____ + (b) _____ = _____
(Real Estate) (Personal Property) (Total)

2. Assessed valuation of new construction & improvements

2(a) - Obtained from the county clerk or county assessor

2(b) - increase in personal property, use the formula listed under Line 2(b)

(a) _____ + (b) _____ = _____
(Real Estate) Line 1(b) - 3(b) - 5(b) + 6(b) + 7(b)
If Line 2b is negative, enter zero (Total)

3. Assessed value of newly added territory

obtained from the county clerk or county assessor

(a) _____ + (b) _____ = _____
(Real Estate) (Personal Property) (Total)

4. Adjusted current year assessed valuation

(Line 1 total - Line 2 total - Line 3 total)

5. (20__) Prior year assessed valuation

Include prior year state and locally assessed valuation obtained from the county clerk, county assessor, or comparable office finalized by the local board of equalization.

NOTE: If this is different than the amount on the prior year Form A, Line 1, then revise the prior year tax rate form to recalculate the prior year tax rate ceiling. Enter the revised prior year tax rate ceiling on this year's Summary Page, Line A.

(a) _____ + (b) _____ = _____
(Real Estate) (Personal Property) (Total)

6. Assessed value of newly separated territory

obtained from the county clerk or county assessor

(a) _____ + (b) _____ = _____
(Real Estate) (Personal Property) (Total)

7. Assessed value of property locally assessed in prior year, but state assessed in current year

obtained from the county clerk or county assessor

(a) _____ + (b) _____ = _____
(Real Estate) (Personal Property) (Total)

8. Adjusted prior year assessed valuation

(Line 5 total - Line 6 total - Line 7 total)



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

Form A

(20__)

For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property

Name of Political Subdivision

Political Subdivision Code

Purpose of Levy

The final version of this form MUST be sent to the county clerk.

Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information in the Informational Data, at the end of these forms, provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

For Political
Subdivision Use in
Calculating its Tax
Rate

- 9. **Percentage increase in adjusted valuation** of existing property in the current year over the prior year's assessed valuation
(Line 4 - Line 8 / Line 8 x 100)
- 10. **Increase in Consumer Price Index (CPI)**
certified by the State Tax Commission
- 11. **Adjusted prior year assessed valuation**
(Line 8)
- 12. **(20__) Tax rate ceiling from prior year**
(Summary Page, Line A)
- 13. **Maximum prior year adjusted revenue**
from property that existed in both years (Line 11 x Line 12 / 100)
- 14. **Permitted reassessment revenue growth**
The percentage entered on Line 14 should be the lower of the actual growth (Line 9), the CPI (Line 10) or 5%.
A negative figure on Line 9 is treated as a 0 for Line 14 purposes. Do not enter less than 0 or more than 5%.
- 15. **Additional revenue permitted**
(Line 13 x Line 14)
- 16. **Total revenue permitted in current year ***
from property that existed in both years (Line 13 + Line 15)
- 17. **Adjusted current year assessed valuation** (Line 4)
- 18. **Maximum tax rate permitted by Article X, Section 22, and Section 137.073, RSMo**
(Line 16 / Line 17 x 100)
Round a fraction to the nearest one/one hundredth of a cent.
Enter this rate on the Summary Page, Line B

* To compute the total property tax revenues billed for the current year (including revenues from all new construction and improvements and annexed property), multiply Line 1 by the rate on Line 18 and divide by 100. The property tax revenues billed would be used in estimating budgeted revenues.



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

Form B

(20__)

For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property

Name of Political Subdivision

Political Subdivision Code

Purpose of Levy

The final version of this form MUST be sent to the county clerk.

Calculation of New Voter Approved Tax Rate or Tax Rate Increase

Since the prior year tax rate computation, some political subdivisions may have held elections where the voters approved an increase to an existing tax or approved a new tax. Form B is designed to document the election.

1. Date of election

2. Ballot language

Attach a sample ballot or state the proposition posed to the voters exactly as it appeared on the ballot.

3. Election results

(Yes)

(No)

4. Expiration date

Enter the last year the levy will be in effect, if applicable.

5. Amount of increase approved by voters

(An "increase/decrease of/by")

OR

(a) _____

Stated rate approved by voters

(An "increase/decrease to")

(b) _____



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

Form B

(20__)

For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property

Name of Political Subdivision

Political Subdivision Code

Purpose of Levy

The final version of this form MUST be sent to the county clerk.

Calculation of New Voter Approved Tax Rate or Tax Rate Increase

Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information in the Informational Data, at the end of these forms, provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

For Political Subdivision Use in Calculating its Tax Rate

6. Prior year tax rate ceiling or voluntarily reduced rate to apply voter approved increase to (Summary Page, Line A if increase to an existing rate, otherwise 0)

7. Voter approved increased tax rate to adjust (If an "increase of/by" ballot, Line 5a + Line 6, if an "increase to" ballot, Line 5b)

8. Adjusted prior year assessed valuation (Form A, Line 8)

9. Maximum prior year adjusted revenue from property that existed in both years (Line 7 x Line 8 /100)

10. Consumer Price Index (CPI) certified by the State Tax Commission

11. Permitted revenue growth for CPI (Line 9 x Line 10)

12. Total revenue allowed from the additional voter approved increase from property that existed in both years (Line 9 + Line 11)

13. Adjusted current year assessed valuation (Form A, Line 4)

14. Adjusted voter approved increased tax rate This rate will allow the same revenue as applying the voter approved rate (Line 7) to the prior year assessed valuation (Line 8) increased by the CPI (Line 10). (Line 12 / Line 13 x 100)

15. Amount of rate increase authorized by voters for the current year Section 137.073.2, RSMo, allows taxing authorities that passed a voter approved increase after August 27, 2008, to levy a rate that is the greater of the increase approved by voters (Line 7) or the adjusted voter approved increase (Line 14) in order to generate substantially the same revenue that would have been generated by applying the voter approved increase to the total assessed valuation at the time of the voter approval, increased by the consumer price index (Line 10). Enter this rate computed on the Summary Page, Line C if increasing an existing levy, otherwise, on the Summary Page, Line BB if this is new or a temporary rate increase. (If Line 7 > Line 14, then Line 7, otherwise Line 14)



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

Form C

(20__)

For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property

Name of Political Subdivision Political Subdivision Code Purpose of Levy

The final version of this form MUST be sent to the county clerk.

Debt Service Calculation for General Obligation Bonds Paid for with Property Taxes

The tax rate for debt service will be considered valid if, after making the payment(s) for which the tax was levied, the bonds remain outstanding, and the debt fund reserves do not exceed the following year's payments.

Since the property taxes are levied and collected on a calendar year basis (January - December), it is recommended that this levy be computed using calendar year data.

1. **Total current year assessed valuation** obtained from the county clerk or county assessor (Form A, Line 1 total) _____
2. **Amount required to pay debt service requirements during the next calendar year** (i.e. Assuming the current year is year 1, use January - December year 2 payments to complete the year 1 Form C) Include the principal and interest payments due on outstanding general obligation bond issues plus anticipated fees of any transfer agent or paying agent due during the next calendar year. _____
3. **Estimated costs of collection and anticipated delinquencies (i.e. collector fees & commissions & assessment fund withholdings)**
Experience in prior years is the best guide for estimating uncollectible taxes.
It is usually 2% to 10% of Line 2 above. _____
4. **Reasonable reserve up to one year's payment**
(i.e. Assuming the current year is year 1, use January - December year 3 payments to complete the year 1 Form C) It is important that the debt service fund have sufficient reserves to prevent any default on the bonds.
Include payments for the year following the next calendar year, accounted for on Line 2. _____
5. **Total required for debt service (Line 2 + Line 3 + Line 4)** _____
6. **Anticipated balance at end of current calendar year**
Show the anticipated bank or fund balance at December 31st of this year (this will equal the current balance minus the amount of any principal or interest due before December 31st plus any estimated investment earning due before December 31st). Do not add the anticipated collections of this tax into this amount. _____
7. **Property tax revenue required for debt service (Line 5 - Line 6)**
Line 6 is subtracted from Line 5 because the debt service fund is only allowed to have the payments required for the next calendar year (Line 2) and the reasonable reserve of the following year's payment (Line 4). Any current balance in the fund is already available to meet these requirements so it is deducted from the total revenues required for debt service purposes. _____
8. **Computation of debt service tax rate (Line 7 / Line 1 x 100)**
Round a fraction to the nearest one/one hundredth of a cent. _____
9. **Less voluntary reduction by political subdivision** _____
10. **Actual rate to be levied for debt service purposes * (Line 8 - Line 9)**
Enter this rate on Line AA of the Summary Page. _____

* The tax rate levied may be lower than the rate computed as long as adequate funds are available to service the debt requirements.



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

Informational Data

(20__)

For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property

Name of Political Subdivision

Political Subdivision Code

Purpose of Levy

This page shows the information that would have been on the line items for the Summary Page, Form A, and/or Form B had no voluntary reduction(s) been taken in prior even numbered year(s). The information on this page should not be used in the current year unless the taxing authority wishes to reverse any voluntary reduction(s) taken in prior even numbered year(s) and follows the following steps in an even numbered year.

Based on Prior
Year Tax Rate
Ceiling as if No
Voluntary
Reductions
were Taken

- Step 1 The governing body should hold a public hearing and adopt a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate
- Step 2 Submit a copy of the resolution, policy statement, or ordinance to the State Auditor's Office for review.

Informational Summary Page

- A. **Prior year tax rate ceiling** (Prior year Informational Summary Page, Line F) _____
- B. **Current year rate computed** (Informational Form A, Line 18 below) _____
- C. **Amount of increase authorized by voters for current year** (Informational Form B, Line 15 below) _____
- D. **Rate to compare to maximum authorized levy**
(Line B if no election, otherwise Line C) _____
- E. **Maximum authorized levy most recent voter approved rate** _____
- F. **Tax rate ceiling if no voluntary reductions were taken in a prior even numbered year**
(Lower of Line D or E) _____

Informational Form A

- 9. **Percentage increase in adjusted valuation** (Form A, Line 4 - Line 8 / Line 8 x 100) _____
- 10. **Increase in Consumer Price Index (CPI)** certified by the State Tax Commission _____
- 11. **Adjusted prior year assessed valuation** (Form A, Line 8) _____
- 12. **(20__) Tax rate ceiling from prior year** (Informational Summary Page, Line A from above) _____
- 13. **Maximum prior year adjusted revenue** from property that existed in both years (Line 11 x Line 12 / 100) _____
- 14. **Permitted reassessment revenue growth**
The percentage entered on Line 14 should be the lower of the actual growth (Line 9), the CPI (Line 10), or 5%.
A negative figure on Line 9 is treated as a 0 for Line 14 purposes. Do not enter less than 0, nor more than 5%. _____
- 15. **Additional reassessment revenue permitted** (Line 13 x Line 14) _____
- 16. **Total revenue permitted in current year** from property that existed in both years (Line 13 + Line 15) _____
- 17. **Adjusted current year assessed valuation** (Form A, Line 4) _____
- 18. **Maximum tax rate permitted by Article X, Section 22, and Section 137.073, RSMo**, if no voluntary reduction was taken (Line 16 / Line 17 x 100) _____

Informational Form B

- 6. **Prior year tax rate ceiling to apply voter approved increase to**
(Informational Summary Page, Line A if increase to an existing rate, otherwise 0) _____
- 7. **Voter approved increased tax rate to adjust**
(If an "increase of/by" ballot, Form B, Line 5a + Line 6, if an "increase to" ballot, Form B, Line 5b) _____
- 8. **Adjusted prior year assessed valuation** (Form A, Line 8) _____
- 9. **Maximum prior year adjusted revenue** from property that existed in both years (Line 7 x Line 8 / 100) _____
- 10. **Consumer Price Index (CPI)** certified by the State Tax Commission _____
- 11. **Permitted revenue growth for CPI** (Line 9 x Line 10) _____
- 12. **Total revenue allowed from the additional voter approved increase**
from property that existed in both years (Line 9 + Line 11) _____
- 13. **Adjusted current year assessed valuation** (Form A, Line 4) _____
- 14. **Adjusted voter approved increased tax rate** (Line 12 / Line 13 x 100) _____
- 15. **Amount of rate increase authorized by voters for the current year**
(If Line 7 > Line 14, then Line 7, otherwise, Line 14) _____

**Form G - Initial Calculation of Allowed Recoupment & Calculation of First Year Recoupment Taken
For Compliance With Section 137.073.3(2)(a) and (b) RSMo
For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property**

(20__)

Name of Political Subdivision	Political Subdivision Code	Purpose of Levy
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If assessments are reduced after tax rates are set and the reductions are due to decisions of the State Tax Commission or a judicial court or are due to clerical corrections, the existing tax rate ceiling may be revised to compensate for the changes described above. A political subdivision may document these changes by filing revised copies of each of the tax rate forms for each year that is affected. These changes should be clearly marked on the revised forms and a written explanation of the revised should be attached.

Before completion of this form, revisions are required to the prior year(s) tax rate forms to determine the revised assessed valuation and revised tax rate ceiling. Revised forms must be filed with the State Auditor before or at the time the recoupment form is filed.

After making revisions, a political subdivision may be permitted to levy an additional tax for up to three years to recoup the revenues it was entitled to receive for the prior year(s) affected by the revisions. The steps below determine if a recoupment is permissible and document to what extent the political subdivision desires to recoup in the current year.

Start with the oldest prior year (if applicable) and work forward to the present.

Please provide a written explanation in the space below (or by attaching an explanation) as to why the political subdivision would be eligible for the recoupment process.

CERTIFICATION

I, the undersigned hereby do certify that the data set forth on the accompanying forms is true and accurate to the best of my knowledge and belief.

Name of Political Subdivision

Telephone

Signature

Political Subdivision Code

Date

Print Name

Purpose of Levy

Form G - Initial Calculation of Allowed Recoupment & Calculation of First Year Recoupment Taken
For Compliance With Section 137.073.3(2)(a) and (b) RSMo (20__)
For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property

Name of Political Subdivision	Political Subdivision Code	Purpose of Levy
-------------------------------	----------------------------	-----------------

Note: List additional prior year(s) in separate columns, if needed.

	Prior Year (20__)	Second Prior Year (20__)	Third Prior Year (20__)
1. Revised state & locally assessed valuation after the changes to prior year(s) (Revised Form A, Line 1 total)	_____	_____	_____
2. Revised tax rate ceiling after the revision to the assessed valuation was made (Revised Summary Page, Line F)	_____	_____	_____
3. Revised permissible state & locally assessed tax revenue (Line 1 x Line 2/100)	_____	_____	_____
4. Revised state & locally assessed valuation (Form G, Line 1 total)	_____	_____	_____
5. Original tax rate ceiling (Certified) (Original Summary Page, Line F)	_____	_____	_____
6. Total state & locally assessed tax revenue actually produced (Line 4 x Line 5/100)	_____	_____	_____
7. Total lost revenue allowed to be recouped (Line 3 - Line 6)	_____	_____	_____
8. Total lost revenue (Line 7 total)	_____	_____	_____
9. Revenue desired to recoup in current year (Do not enter less than Line 7 for the oldest prior year (20__) nor more than Line 8)	_____	_____	_____
10. Total current year (20__) state & locally assessed valuation (Current (20__) Form A, Line 1)	_____	_____	_____
11. Rate to be levied to partially or fully recoup the loss (Line 9/Line 10 x 100) Enter this rate on the current year (20__) Summary Page, Line 1.	_____	_____	_____

Complete Lines 12 and 13 if Line 9 is less than Line 8
Form H will need to be completed to continue this recoupment in the 2nd or 3rd year

12. Portion of revenue on Line 7 for prior year 20__ reserved for second year of recoupment	_____
13. Portion of revenue on Line 7 for prior year 20__ reserved for third year of recoupment	_____

Form H - Calculation of Second and/or Third Year of Recoupment Taken
For Compliance with Section 137.073.3(2)(a) and (b) RSMo
For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property

(20__)

Name of Political Subdivision	Political Subdivision Code	Purpose of Levy
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Assessment reductions ordered after tax rates are set may result in a loss of revenue. In certain instances, a separate recoupment rate may be levied in a subsequent year to replace the revenue lost (see Form G). A political subdivision may choose not to fully recoup the revenue lost in one year. A three-year period following the year in which the loss occurred is allowed by statute for recouping the lost revenues. Form H is used to document the revenue remaining to be recouped and the allowable recoupment rate when there is a carry over.

Computation of Recoupment Rate

	Total
1. Total revenue lost due to assessment reductions (Form G, Line 10)	_____
2. Revenue recouped in prior year(s)	
20__ year	
a. Assessed valuation	_____
b. Recoupment rate (Certified)	_____
c. Revenue recouped (Line 2a x Line 2b/100)	_____
20__ year	
d. Assessed valuation	_____
e. Recoupment rate (Certified)	_____
f. Revenue recouped (Line 2d x Line 2e/100)	_____
3. Total revenue recouped in prior year(s) (Line 2c total + Line 2f total)	_____
4. Revenue remaining to be recouped (Line 1 - Line 3)	_____
5. Revenue desired to be recouped in the current year The law provides for recoupment no further back than the third prior year. Any lost revenue from the third prior year not recouped will be waived. (Must be ≤ Line 4)	_____
6. Total current year assessed valuation obtained from the county clerk or assessor (Form A, Line 1)	_____
7. Rate(s) to be levied to partially or fully recoup the lost revenue (Line 5/Line 6 x 100) Enter this rate on current year Summary Page, Line 1.	_____

Certification

I, the undersigned hereby do certify that the data set forth below is true and accurate to the best of my knowledge and belief.

Name of Political Subdivision	Telephone	Signature
Political Subdivision Code	Date	Print Name
Purpose of Levy		



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

Summary Page

(20__)

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

Name of Political Subdivision _____ Political Subdivision Code _____ Purpose of Levy _____

The final version of this form MUST be sent to the county clerk.

The information to complete the Summary Page is available from prior year forms, computed on the attached forms, or computed on this page. Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information on the Informational Summary Page, at the end of these forms, provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

	Real Estate			Personal Property	Prior Method Single Rate
	Residential	Agriculture	Commercial		

- A. **Prior year tax rate ceiling** as defined in Chapter 137, RSMo, revised if prior year data changed or a voluntary reduction was taken in a non-reassessment year. (Prior year Summary Page, Line F minus Line H in odd numbered year or prior year Summary Page, Line F in even numbered year)
- B. **Current year rate computed** pursuant to Article X, Section 22, of the Missouri Constitution and Section 137.073, RSMo, if no voter approved increase (Form A, Line 37 & Line 23 prior method)
- C. **Amount of rate increase authorized by voters for current year** if same purpose adjusted to provide the revenue available if applied to the prior year assessed value and increased by the percentage of CPI (Form B, Line 17 & Line 20 prior method)
- D. **Rate to compare to maximum authorized levy to determine tax rate ceiling** (Line B if no election, otherwise Line C)
- E. **Maximum authorized levy** the most recent voter approved rate
- F. **Current year tax rate ceiling** maximum legal rate to comply with Missouri laws Political subdivision's tax rate (Lower of Line D or Line E)
- G. 1. **Less required sales tax reduction** taken from tax rate ceiling (Line F), if applicable
- G. 2. **Less 20% required reduction 1st class charter county political subdivision NOT submitting an estimated non-binding tax rate to the county(ies)** taken from tax rate ceiling (Line F)
- H. **Less voluntary reduction by political subdivision** taken from tax rate ceiling (Line F)
WARNING: A voluntary reduction taken in an even numbered year will lower the tax rate ceiling for the following year.
- I. **Plus allowable recoupment rate** added to tax rate ceiling (Line F) If applicable, attach Form G or H.
- J. **Tax rate to be levied** (Line F - Line G1 - Line G2 - Line H + Line I)
- AA. **Rate to be levied for debt service**, if applicable (Form C, Line 10)
- BB. **Additional special purposed rate authorized by voters** after the prior year tax rates were set (Form B, Line 17 if a different purpose) Adjusted to provide the revenue available if applied to the prior year assessed value and increased by the percentage of CPI

Certification

I, the undersigned, _____ (Office) of _____ (Political Subdivision) levying a rate in _____ (County(ies)) do hereby certify that the data set forth above and on the accompanying forms is true and accurate to the best of my knowledge and belief.

Please complete Line G through BB, sign this form, and return to the county clerk(s) for final certification.

(Date) _____ (Signature) _____ (Print Name) _____ (Telephone) _____

Proposed rate to be entered on tax books by the county clerk based on the certification from the political subdivision:

Section 137.073.7 RSMo, states that no tax rate shall be extended on the tax rolls by the county clerk unless the political subdivision has complied with the foregoing provisions of the section.

Lines: J _____
AA _____
BB _____

(Date) _____ (County Clerk's Signature) _____ (County) _____ (Telephone) _____



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

Form A

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

(20__)

Name of Political Subdivision _____ Political Subdivision Code _____ Purpose of Levy _____

The final version of this form MUST be sent to the county clerk.

Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information on the Informational Summary Page at the end of these forms, provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

	(a)	(b)	(c)	(d)	Total	Prior Method Single Rate
	Residential	Agricultural	Commercial	Personal Property		

1. **(20__) Current year assessed valuation**
Include the current locally and state assessed valuation obtained from the county clerk, county assessor, or comparable office finalized by the local board of equalization.
2. **Assessed valuation of new construction & improvements**
2(a) (b) & (c) - obtained from the county clerk or county assessor,
2(d) = Line 1(d) - 3(d) - 6(d) + 7(d) + 8(d),
if negative, enter 0
3. **Assessed value of newly added territory**
obtained from the county clerk or county assessor
4. **Assessed value of real property that changed subclass from the prior year and was added to a new subclass in the current year**
obtained from the county clerk or county assessor
5. **Adjusted current year assessed valuation**
(Line 1 - Line 2 - Line 3 - Line 4)
6. **(20__) Prior year assessed valuation**
Include the prior year locally and state assessed valuation obtained from the county clerk, county assessor, or comparable office finalized by the local board of equalization.
NOTE: If this is different than the amount on the prior year Form A, Line 1 then revise the prior year tax rate form to recalculate the prior year tax rate ceiling. Enter the revised prior year tax rate ceiling on the current year's Summary Page, Line A.
7. **Assessed value in newly separated territory**
obtained from the county clerk or county assessor
8. **Assessed value of property locally assessed in prior year, but state assessed in current year**
obtained from the county clerk or county assessor
9. **Assessed value of real property that changed subclass from the prior year and was subtracted from the previously reported subclass**
obtained from the county clerk or county assessor
10. **Adjusted prior year assessed valuation**
(Line 6 - Line 7 - Line 8 - Line 9)

PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

Form A

(20__)

For Political Subdivisions Other Than School Districts With a Separate Rate on Each Subclass of Property

Name of Political Subdivision	Political Subdivision Code	Purpose of Levy	Real Estate			Total	Prior Method Single Rate
			(a) Residential	(b) Agricultural	(c) Commercial		
<p>11. Percentage increase in adjusted valuation of existing property in the current year over the prior year's assessed valuation (Line 5 - Line 10) / Line 10 x 100</p>							
<p>12. Increase in Consumer Price Index (CPI) certified by the State Tax Commission</p>							
<p>13. Adjusted prior year assessed valuation (Line 10)</p>							
<p>14. Prior year voluntarily reduced rate in non-reassessment year (Summary Page, Line A)</p>							
<p>15. Maximum prior year adjusted revenue permitted from property that existed in both years (Line 13 x Line 14 / 100)</p>							
<p>16. Permitted reassessment revenue growth Enter the lower of the actual growth (Line 11), the CPI (Line 12), or 5%. If Line 11 is negative, enter 0%. Do not enter less than 0%, nor more than 5%.</p>							
<p>17. Additional reassessment revenue permitted (Line 15 x Line 16)</p>							
<p>18. Revenue permitted in the current year from property that existed in both years (Line 15 + Line 17)</p>							
<p>19. Adjusted current year assessed valuation (Line 5)</p>							
<p>20. Tax rate permitted using prior method tax rate permitted prior to HB 1150 & SB960 (Line 18 / Line 19 x 100)</p>							
<p>21. Limit personal property to the prior year ceiling (Lower of Line 20 personal property or Line 14 personal property)</p>							
<p>22. Maximum authorized levy (Summary Page, Line E)</p>							
<p>23. Limit to the prior year maximum authorized levy (Lower of Line 20, Line 21 for personal property only, or Line 22)</p>							
<p>Enter the rate for the prior method column on Line B of the Summary Page</p>							

Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information on the Informational Summary Page, at the end of these forms, provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).