# Rules of Elected Officials

## Division 40—State Auditor

### Chapter 3—Rules Applying to Political Subdivisions

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Chapter 3—Rules Applying to Political Subdivisions

15 CSR 40-3.010 Bond Registration

PURPOSE: This rule provides that in order to adequately review bond transcripts for compliance with various statutory requirements, two days are needed.

(1) A complete signed and sealed copy of all bonds to be certified by the Missouri state auditor must be submitted with the transcript of proceedings authorizing the issuance of the bonds at least five (5) working days before the certification date. This will provide the auditor sufficient time to review the legal compliance of the bond transaction.

(2) When the state auditor determines that good cause exists to waive the five (5)-working-day requirement, the bonds will be certified immediately after compliance with the laws has been found to exist.


15 CSR 40-3.020 Reasonable Notice for Bonds Sold at Public Sale

PURPOSE: This rule defines the reasonable notice provision of section 108.170.1., RSMo, applicable to the public sale of bonds issued by Missouri’s political subdivisions and assures that notice of the public sale of bonds is reasonably calculated to give potential bond purchasers an opportunity to bid at the public sale(s).

(1) In determining whether or not to register bonds sold at a public sale pursuant to section 108.170.1., RSMo, compliance shall be deemed by the state auditor if the sale meets the following conditions:

(A) Notice of the public sale of bonds contains the following:
1. The name of the issuer;
2. The issue date, maturity date, amount to mature on each maturity date, and interest payment date;
3. The time, date, and place where bids will be received;
4. The name, address, and telephone number of a person from whom additional information may be obtained; and
5. Any additional information desired by the issuer;

(B) Notice of the public sale of bonds is given—
1. By publication in at least one (1) newspaper of general circulation within the boundaries of the issuer of the bonds or, if no newspaper exists, in at least one (1) newspaper of general circulation within the county where the major portion of the issuer of the bond lies. The notice of public bond sale shall be published within a reasonable time prior to the date of public bond sale. Publication of the notice of public bond sale not more than twenty-five (25) days nor less than ten (10) days prior to the date of bond sale is prima facie reasonable; and
2. In addition, notice of public bond sale shall be given by one (1) of the following methods:
   A. By mailing copies of the notice of public bond sale within a reasonable time prior to the date of bond sale to a reasonable number of banks, investment banking firms, and other potential bond purchasers which are engaged in the purchase and sale of bonds issued by Missouri political subdivisions and to all other persons and firms requesting copies of the notice of public bond sale. Mailing the notice of the public bond sale at least ten (10) days prior to the date of bond sale is prima facie reasonable; or
   B. By publication in at least one (1) newspaper which is frequently subscribed to by banks, investment banking firms, and other potential bond purchasers which are engaged in the purchase and sale of bonds issued by Missouri political subdivisions.


15 CSR 40-3.030 Annual Financial Reports of Political Subdivisions

PURPOSE: This rule implements section 105.145, RSMo which provides for the state auditor to prescribe by rule the form of annual financial report to be filed by political subdivisions and the time within which the annual financial report shall be filed.

(1) An annual financial report shall be filed with the State Auditor’s Office by every political subdivision. The annual financial report shall be set forth on the financial report form available from the State Auditor’s Office and on its website, or may be in a form determined by the political subdivision which shall contain, at a minimum, the following:

(A) The balance at the beginning of the reporting period of each fund;
(B) A summary of the receipts during the reporting period of each fund;
(C) A summary of the disbursements during the reporting period of each fund;
(D) The balance at the end of the reporting period of each fund;
(E) A statement of the bonded indebtedness at the beginning and end of the reporting period;
(F) The property tax rate levied for each fund expressed in cents per one hundred dollars ($100) assessed valuation.

(2) In lieu of filing an annual financial report, a political subdivision may file an independent audit report prepared by a certified public accountant which, at a minimum, must contain the items listed in section (1) above.

(3) Notwithstanding any other provision of this rule, a political subdivision whose cash receipts for the reporting period are ten thousand dollars ($10,000) or less may file an annual financial report in a form determined by the political subdivision which need only contain the following:

(A) The cash balance at the beginning of the reporting period of each fund;
(B) A summary of cash receipts during the reporting period of each fund;
(C) A summary of cash disbursements during the reporting period of each fund; and
(D) The cash balance at the end of the reporting period of each fund.
(4) The annual financial report shall be mailed to the State Auditor’s Office at PO Box 869, Jefferson City, MO 65102, or emailed to PolySubFS@auditor.mo.gov.

(5) An unaudited annual financial report shall be submitted within six (6) months after the end of the political subdivision’s fiscal year; an audit report prepared by a certified public accountant shall be submitted within six (6) months after the end of the political subdivision’s fiscal year; any such reports due between August 28, 2015, and November 30, 2015, may be filed on or before December 31, 2015.


15 CSR 40-3.040 Revision of Property Tax Rates by School Districts
(Rescinded August 6, 1992)


15 CSR 40-3.050 Revision of Property Tax Rates by Political Subdivisions Other Than School Districts
(Rescinded August 6, 1992)


15 CSR 40-3.060 Revision of 1986 Property Tax Rates by School Districts
(Rescinded August 6, 1992)


15 CSR 40-3.070 Revision of 1986 Property Tax Rates by Political Subdivisions Other Than School Districts
(Rescinded August 6, 1992)


15 CSR 40-3.080 Revision of 1987 Property Tax Rates by School Districts
(Rescinded August 6, 1992)


15 CSR 40-3.090 Revision of 1987 Property Tax Rates by Political Subdivisions Other Than School Districts
(Rescinded August 6, 1992)


15 CSR 40-3.100 Revision of Property Tax Rates by School Districts
(Rescinded February 28, 2001)


15 CSR 40-3.110 Revision of Property Tax Rates by Political Subdivisions Other Than School Districts
(Rescinded February 28, 2001)


15 CSR 40-3.120 Calculation and Revision of Property Tax Rates
(Rescinded November 30, 2016)


15 CSR 40-3.125 Calculation and Revision of Property Tax Rates by School Districts

PURPOSE: This rule clarifies the current procedure that applies to all school districts and is designed to implement section 137.073, RSMo, as it applies to calculating and revising property tax rates. Under the Missouri Constitution, Article X, Section 22, and section 137.073, RSMo, school districts must calculate their annual tax rate ceilings and submit them to the Missouri State Auditor’s Office.

(1) The following forms may be used by school districts as applicable to substantiate the tax rate ceilings before submission of the information via the Missouri State Auditor’s Office website portal, which is accessible by obtaining a username and password from the Missouri State Auditor’s Office. If a school district is unable to submit the information via the website, the school district may submit these forms via mail to, Missouri State Auditor’s Office, Attention: Tax Rate Section, PO Box 869, Jefferson City, MO 65102.

(2) Single Tax Rate—The following forms with instructions for single tax rate review have been adopted and approved for use by school districts (not wholly in St. Louis County):
   (A) Summary Page, included herein;
   (B) Form A, included herein;
   (C) Form B, included herein;
   (D) Form C, included herein;
   (E) Informational Data, included herein;
   (F) Form G, included herein; and
   (G) Form H, included herein.

(3) Multi Tax Rate—The following forms with instructions for multi tax rate review have been adopted and approved for use by school districts levying a separate rate on each subclass
Chapter 3—Rules Applying to Political Subdivisions

of property (wholly in St. Louis County):
(A) Summary Page, included herein;
(B) Form A, included herein;
(C) Form B, included herein;
(D) Form C, included herein;
(E) Informational Summary Page, included herein;
(F) Informational Form A, included herein;
(G) Informational Form B, included herein;
(H) Form G, included herein; and
(I) Form H, included herein.

(4) If revisions or amendments to any information on the tax rate forms need to be made after submission to the State Auditor’s Office, the revisions shall be made via the Missouri State Auditor’s Office website portal.
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).

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 22)

C. **Amount of rate increase authorized by voters** if same purpose (Form B, Line 8)

OR

Increase to the total operating levy up to $2.75 per Amendment 2, if applicable

   Date the School Board decided to use Amendment 2 (if using)

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** greater of the 1984 rate or 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 Proposition C (sales tax) reduction** taken from tax rate ceiling (Line F), if applicable

   Circle the type of waiver your district has

   - Full
   - Partial
   - No

   Attach a copy of the DESE Prop C Reduction Worksheet if there is no waiver.

G2. **Less 20% required reduction 1st class charter county school district NOT submitting an estimated non-binding tax rate to the county(ies)** taken from tax rate ceiling (Line F)

H. **Less voluntary reduction by school district** 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 the 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)

   **Rate to be levied for debt service**, if applicable (Form C, Line 12)

AA. **Additional special purpose rate authorized by voters** after the prior year tax rates were set (Form B, Line 8 if a different purpose)

**Certification**

I, the undersigned, (Office) of (School District) 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.

**Proposed rate to be entered on tax books by the county clerk**

Based on the 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.

**DATE**

(County Clerk's Signature) (County) (Telephone)
## Chapter 3—Rules Applying to Political Subdivisions

15 CSR 40-3

### PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

**Form A**

For School Districts Levying a Single Rate on All Property

<table>
<thead>
<tr>
<th>Name of Political Subdivision</th>
<th>Political Subdivision Code</th>
<th>Purpose of Levy</th>
</tr>
</thead>
</table>

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 locally assessed valuation obtained from the county clerk, county assessor, or comparable office finalized by the local board of equalization.
   - 
     $\text{(a)} \quad \text{(Real Estate)} + \quad \text{(b)} \quad \text{(Personal Property)} = \quad \text{(Total)}$

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)
     - 
       $\text{(a)} \quad \text{(Real Estate)} + \quad \text{(b)} \quad \text{(Personal Property)} = \quad \text{(Total)}$
   - Line 1(b) - 3(b) - 5(b) + 6(b) + 7(b)
   - If Line 2b is negative, enter zero

3. **Assessed value of newly added territory**
   - obtained from the county clerk or county assessor
     - 
       $\text{(Real Estate)} \quad \text{(a)} + \quad \text{(Personal Property)} \quad \text{(b)} = \quad \text{(Total)}$

4. **Adjusted current year assessed valuation**
   - (Line 1 total - Line 2 total - Line 3 total)

5. **(20.__) Prior year assessed valuation**
   - Include prior year 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 1.
     - 
       $\text{(Real Estate)} \quad \text{(a)} + \quad \text{(Personal Property)} \quad \text{(b)} = \quad \text{(Total)}$

6. **Assessed value of newly separated territory**
   - obtained from the county clerk or county assessor
     - 
       $\text{(Real Estate)} \quad \text{(a)} + \quad \text{(Personal Property)} \quad \text{(b)} = \quad \text{(Total)}$

7. **Assessed value of property locally assessed in prior year, but state assessed in current year**
   - obtained from the county clerk or county assessor
     - 
       $\text{(Real Estate)} \quad \text{(a)} + \quad \text{(Personal Property)} \quad \text{(b)} = \quad \text{(Total)}$

8. **Adjusted prior year assessed valuation**
   - (Line 5 total - Line 6 total - Line 7 total)

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(Form Revised 12-2018)

**Form A, Page 1 of 2**
### PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

**Form A**  
For School Districts Levy a Single Rate on All Property

<table>
<thead>
<tr>
<th>Name of Political Subdivision</th>
<th>Political Subdivision Code</th>
<th>Purpose of Levy</th>
</tr>
</thead>
</table>

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 have been allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

1. **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)

2. **Increase in Consumer Price Index (CPI) certified by the State Tax Commission**

3. **Adjusted prior year assessed valuation** (Line 8)

4. **(20_.) Tax rate ceiling from prior year** (Summary Page, Line A)

5. **Maximum prior year assessed revenue from locally assessed property that existed in both years**  
   (Line 11 x Line 12 / 100)

6. **Maximum prior year revenue from state assessed property before reductions, provided by the Department of Elementary & Secondary Education (DESE)**

7. **Total adjusted prior year revenue** (Line 13 + Line 14)

8. **Permitted reassessment revenue growth**  
   The percentage entered on Line 16 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 16 purposes. Do not enter less than 0 or more than 5%.

9. **Additional revenue permitted** (Line 15 x Line 16)

10. **Total revenue permitted in current year**  
    from property that existed in both years (Line 15 + Line 17)

11. **Estimated current year revenue from state assessed property** before reductions  
    The school district should use its best estimate. (i.e. same amount as Line 14, current year's Line 14 multiplied by the percentage increase in state assessed valuation per the State Tax Commission, or using the best educated guess) If this amount declines substantially from the amount on Line 14, please provide written documentation to explain the reasons for such difference.

12. **New construction and improvements** (Line 19 - Line 14, if negative enter 0)

13. **Adjusted estimated current year revenue from state assessed property** before reductions  
    (Line 19 - Line 19a)

14. **Total revenue permitted in current year** from existing locally assessed property  
    (Line 18 - Line 19b)

15. **Adjusted current year assessed valuation** (Line 4)

16. **Maximum tax rate permitted by Article X, Section 22, and Section 137.073, RSMo**  
    (Line 20 / Line 21 x 100)  
    Round a fraction to the nearest one/hundredth of a cent.  
    **Enter this rate on the Summary Page, Line E.**

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*To compute the total property tax revenues billed for the current year (including revenues from all new construction and improvements and reassessed property), multiply Line 1 by the rate on Line 22 and divide by 100. The property tax revenues billed would be used in estimating budgeted revenues.*

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(For Revised 12-2018)
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**

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.

6. **Amount of increase approved by voters**
   
   (An "increase/decrease of/by")

   **OR**

   Stated Rate Approved by Voters
   
   (An "increase/decrease to")

7. **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)

8. **Voter approved increased tax rate to adjust**

   (If an "increase of/by" ballot, Line 6a + Line 7, if an "increase to" ballot, Line 6b)

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**PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED**

**Form B**

For School Districts Levying a Single Rate on All Property

<table>
<thead>
<tr>
<th>Name of Political Subdivision</th>
<th>Political Subdivision Code</th>
<th>Purpose of Levy</th>
</tr>
</thead>
</table>

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

Calculation of New Voter Approved Tax Rate or Tax Rate Increase

(XX/XX/20XX)

(20XX)

(Form Revised 04-2021)
**PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED**

**Form C**

For School Districts Levying a Single Rate on All Property

<table>
<thead>
<tr>
<th>Name of Political Subdivision</th>
<th>Political Subdivision Code</th>
<th>Purpose of Levy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 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 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. **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/hundredth of a cent.

11. **Less voluntary reduction by school district**

12. **Actual rate to be levied for debt service purposes** *(Line 10 - Line 11)*
    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.

(Form Revised 12-2018)

**Form C**
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.

**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 22 below)

C. **Amount of increase authorized by voters for current year** (Informational Form B, Line 8 below)

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

E. **Maximum authorized levy** Greater of the 1984 rate or 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. **(2019) Tax rate ceiling from prior year** (Informational Summary Page, Line A from above)

13. **Maximum prior year adjusted revenue** from locally assessed property that existed in both years (Line 11 x Line 12 / 100)

14. **Maximum prior year adjusted revenue** from state assessed property before reductions, provided by DESE

15. **Total adjusted prior year revenue** (Line 13 + Line 14)

16. **Permitted reassessment revenue growth**

   - A negative figure on Line 9 is treated as a 0 for Line 16 purposes. Do not enter less than 0, nor more than 5%.

17. **Additional reassessment revenue permitted** (Line 15 x Line 16)

18. **Total revenue permitted in current year** from property that existed in both years (Line 15 + Line 17)

19. **Estimated current year revenue from state assessed property** before reductions, estimated by school district

19a **New construction and improvements** (Line 19 - Line 14, if negative enter 0)

19b **Adjusted estimated current year revenue from state assessed property** before reductions (Line 19 - Line 19a)

20. **Revenue permitted from existing locally assessed property** (Line 18 - Line 19b)

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

22. **Maximum tax rate permitted by Article X, Section 22, and Section 137.073, RSMo, if no voluntary reduction was taken** (Line 20 / Line 21 x 100)

### Informational Form B

7. **Prior year tax rate ceiling to apply voter approved increase to**
   (Informational Summary Page, Line A if increase to an existing rate, otherwise 0)

8. **Voter approved increased tax rate to adjust**
   (If an “increase of/by” ballot, Form B, Line 6a + Line 7, if an “increase to” ballot, Form B, Line 6b)

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**Informational Data**

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.
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 Levying a Single Rate on All Property

<table>
<thead>
<tr>
<th>Name of School District</th>
<th>School District Code</th>
<th>Purpose of Levy</th>
</tr>
</thead>
</table>

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 School District

School District Code

Purpose of Levy

Telephone

Date

Signature

Print Name

Form G, Page 1 of 2
### Form G - Initial Calculation of Allowable Recoupment & Calculation of First Year Recoupment Taken

For Compliance with Section 137.073,3(2)(a) and (b) RSMo

For School Districts Levying a Single Rate on All Property

(20__)  

<table>
<thead>
<tr>
<th>Name of School District</th>
<th>School District Code</th>
<th>Purpose of Levy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

1. **Revised 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 locally assessed tax revenue**  
   (Line 1 x Line 2/100)  

4. **Revised locally assessed valuation**  
   (Form G, Line 1 total)  

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 from local assessment reduction**  
   (Line 3 - Line 6)  

8. **Estimated lost revenue from state assessed property due to revised rates or state assessment reductions**  
   This amount must be estimated by the District  

9. **Total lost revenue allowed to be recouped**  
   (Line 7 + Line 8)  

10. **Total lost revenue**  
    (Line 9 total)  

11. **Revenue desired to recoup in current year**  
    (Do not enter less that Line 9 for the oldest prior year (20__) nor more than Line 10)  

12. **Estimated amount of current collections from state assessed property for recoupment of loss**  
    This amount must be estimated by the District.  

13. **Amount to be recouped from locally assessed property**  
    (Line 11 - Line 12)  

14. **Total current year (20__) locally assessed valuation**  
    (Current (20__) Form A, Line 1)  

15. **Rate to be levied to partially or fully recoup the loss**  
    (Line 13/Line 14 x 100)  
    Enter this rate on the current year (20__) Summary Page, Line 1.  

Complete lines 16 and 17 if Line 11 is less than Line 10  
Form H will need to be completed to continue this recoupment in the 2nd or 3rd year.  

16. Portion of revenue on Line 9 for prior year (20__) reserved for second year of recoupment  

17. Portion of revenue on Line 9 for prior year (20__) reserved for third year of recoupment  

---

Form G, Page 2 of 2
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 School Districts Leving a Single Rate on All Property

<table>
<thead>
<tr>
<th>Name of School District</th>
<th>School District Code</th>
<th>Purpose of Levy</th>
</tr>
</thead>
</table>

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**

1. **Total revenue lost due to assessment reductions** (Form G, Line 10)

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 Line 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 Line 2f/100)
     - h. Revenue recouped from state assessed property

3. **Total revenue recouped in prior years**
   (Line 2c total + Line 2d total + Line 2g total + Line 2h 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. **Revenue that will be recouped from state assessed property in the current year**

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 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.

<table>
<thead>
<tr>
<th>Name of School District</th>
<th>Telephone</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>School District Code</td>
<td>Date</td>
<td>Print Name</td>
</tr>
<tr>
<td>Purpose of Levy</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Form H
### 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 41 & Line 27 prior method)

### C. Amount of rate increase authorized by voters
if same purpose

<table>
<thead>
<tr>
<th>Purpose of Levy</th>
<th>Real Estate</th>
<th>Personal Property</th>
<th>Prior Method</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Residential</td>
<td>Agriculture</td>
<td>Commercial</td>
</tr>
</tbody>
</table>

OR
Increase of the total operating levy up to $2.75 per Amendment 2, if applicable

Date the School Board decided to use Amendment 2:

### 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
greater of the 1984 rate or most recent voter approved rate

### F. Current year tax rate ceiling
maximum legal rate to comply with Missouri laws

### G. 1. Less required Proposition C (sales tax) reduction taken
from tax rate ceiling (Line F), if applicable. Circle the type of waiver your district has. Full Partial No

### G. 2. Less 20% required reduction 1st class charter county school district NOT submitting an estimated non-binding tax rate to the county(ies) taken from tax rate ceiling (Line F)

### H. Less voluntary reduction by school district 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 12)

**BB.** Additional special purposed rate authorized by voters after the prior year tax rates were set (Form B, Line 9 & Line 12 prior method 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.

---

**Summary Page**

---

**PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED**

**Summary Page**

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.**

---

**Real Estate**

<table>
<thead>
<tr>
<th>Purpose of Levy</th>
<th>Residential</th>
<th>Agriculture</th>
<th>Commercial</th>
</tr>
</thead>
</table>

---

**Summary Page**

---

**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 years(s). 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).**

---

**Proposed rate to be entered on tax books by 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.

---

**Summary Page**

---

**WARNING:** A voluntary reduction taken in an even numbered year will lower the tax rate ceiling for the following year.

---

**Certification of the political subdivision:**

---

**Signature**

**Print Name**

**Telephone**

---

**County Clerk's Signature**

**County**

**Telephone**

---

**Form Revised 04-2021**
## PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

### Form A

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

<table>
<thead>
<tr>
<th>(a) Residential</th>
<th>(b) Agricultural</th>
<th>(c) Commercial</th>
<th>(d) Personal Property</th>
<th>Total</th>
<th>Prior Method Single Rate</th>
</tr>
</thead>
</table>

**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**

\[ \text{(a)} \times \text{(b)} + \text{(c)} = \text{assessed valuation} \]

**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**

\[ \text{Line } 1 \times \text{Line } 2 \times \text{Line } 3 \times \text{Line } 4 \]

**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.

**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**

\[ \text{Line } 6 \times \text{Line } 7 \times \text{Line } 8 \times \text{Line } 9 \]

*(Form Revised 12-2018)*

Form A, Page 1 of 4
### PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

**Form A**

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

<table>
<thead>
<tr>
<th>Name of Political Subdivision</th>
<th>Political Subdivision Code</th>
<th>Purpose of Levy</th>
</tr>
</thead>
</table>

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 years. 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 have been had there been no prior voluntary reduction(s) taken in an even numbered year(s).

(a) \(\text{Percentage increase in adjusted valuation of existing property}

in the current year over the prior year's assessed valuation }

\(\text{(Line 5 - Line 10 / Line 10 \times 100)}\)

(b) \(\text{Increase in Consumer Price Index (CPI)}

\text{certified by the State Tax Commission} \)

(c) \(\text{Adjusted prior year assessed valuation (Line 10)}\)

(d) \(\text{(20) Prior year voluntarily reduced rate in non-reassessment year}

\text{(Summary Page, Line A)}\)

(e) \(\text{Maximum prior year adjusted revenue permitted}

\text{from locally assessed property that existed in both years}

\text{(Line 13 x Line 14 / 100)}\)

(f) \(\text{Maximum prior year revenue from state assessed property before}

\text{reductions, provided by DESE & allocated to each subclass of real estate}

\text{based on its % of assessed valuation} \)

(g) \(\text{Total adjusted prior year revenue}

\text{(Line 15 + Line 16)}\)

(h) \(\text{Permitted reassessment revenue growth}

\text{Enter the lower of the actual growth (Line 11), the CPI (Line 12), or 5%}.

\text{If Line 11 is negative, enter 0%. Do not enter less than 5%, nor more than 5%}. \)

(i) \(\text{Additional reassessment revenue permitted}

\text{(Line 17 x Line 18)}\)

(j) \(\text{Revenue permitted in the current year from}

\text{property that existed in both years (Line 17 + Line 19)}\)

(k) \(\text{Estimated current year revenue from state assessed property}

\text{before reductions}

\text{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 best 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}. \)

(201a) \(\text{New construction and improvements}

\text{(Line 21 - Line 16, if negative enter 0)}\)

(201b) \(\text{Adjusted estimated current year revenue from state assessed property}

\text{before reductions (Line 21 - Line 21a)}\)

### Form A, Page 2 of 4
PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

Form A
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.

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 reductions taken in previous even numbered years. If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate the tax rate, it must 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 have been allowed had there been no previous voluntary reductions taken in an even numbered year.

<table>
<thead>
<tr>
<th>(a) Real Estate</th>
<th>(b)</th>
<th>(c)</th>
<th>(d)</th>
<th>Prior Method</th>
<th>Single Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>Agricultural</td>
<td>Commercial</td>
<td>Personal Property</td>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

22. Revenue permitted from existing locally assessed property (Line 20 - Line 21b)

23. Adjusted current year assessed valuation (Line 5)

24. Tax rate permitted using prior method tax rate permitted prior to 191150.01 (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 (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 15)

Enter the rate for the prior method column on Line B of the 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 < 0 x Line 27 x 114 prior method; then Line 27 otherwise)

33. Current year adjusted assessed valuation of the rates being revised (If Line 32 > 0, then Line 31, 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 31 x Line 33 / Line 5 x 100; limited to - Line 27, otherwise 0)

36. Revised rate (Line 27 + Line 35)

37. Revised rate rounded (If Line 36 > 1, then round to a 1-digit rate, otherwise round to a 2-digit rate).

(Form Revised 12-2018)
### PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

#### Form A

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

<table>
<thead>
<tr>
<th>Purpose of Levy</th>
<th>(a) Residential</th>
<th>(b) Agricultural</th>
<th>(c) Commercial</th>
<th>(d) Personal Prop.</th>
<th>Total</th>
<th>Prior Method Single Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Chapter 3—Rules Applying to Political Subdivisions

15 CSR 40-3

<table>
<thead>
<tr>
<th>Calculate Final Blended Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>38. Tax revenue (Line 1 x Line 37 / 100)</td>
</tr>
<tr>
<td>39. Total assessed valuation (Line 1 total)</td>
</tr>
<tr>
<td>40. Final blended rate (Line 38 total / Line 39 x 100)</td>
</tr>
</tbody>
</table>

**For Informational Purposes Only - Impact of the Multi Rate System**

<table>
<thead>
<tr>
<th>For Informational Purposes Only - Blended Rate Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>46. Tax rate ceiling (Summary Page, Line 1)</td>
</tr>
<tr>
<td>47. Allowable recoupment rate (Summary Page, Line 1)</td>
</tr>
<tr>
<td>48. DESE Screen 6 tax rate ceiling including recoupment (Line 46 + Line 47)</td>
</tr>
<tr>
<td>49. Assessed valuation (Line 1)</td>
</tr>
<tr>
<td>50. Revenue from DESE Screen 6 tax rate ceiling (Line 48 x Line 49 / 100)</td>
</tr>
</tbody>
</table>

**Proposed Reduction**

| 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) |   |

**Adjusted Levy**

| 58. Adjusted levy (Line 53 - Line 57) |     |
| 59. Assessed valuation (Line 1) |    |

**Revenue from adjusted levy**

| 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) |   |

---

(Form Revised 12-2015)