

**DEPARTMENT OF REVENUE & REGULATION
PROCEDURES FOR CHECKING COUNTY BUDGETS
2005**

1. Stamp in budget as to date received
2. Check to ensure have complete budget and signed resolution page
3. Manually add budget to see if totaled correctly.
4. Total all fund appropriations and check the contingency fund limitation (5% of total budget is limit – SDCL 7-21-6.1)
5. Check to see if fund total matches “total appropriation” and that number is the same on last page of budget and the means of finance page
6. Re-calculate means of finance page to ensure current property tax levy calculated properly. (Also see example)
 - (a) Total Appropriations divided by 0.95 = Sub Total
(Sub Total multiplied by 0.05 = “less 5% 7-21-18”)
 - (b) Sub Total minus “less 5% 7-21-18” = Total Appropriations
 - (c) “Cash Applied” plus “Other taxes” plus revenues 320 thru 380 = monies applied to budget.
 - (d) Sub Total (a) minus monies applied to budget (c) plus “less current uncollected” plus “less 25% to cities” equals current property tax levy
7. Check to ensure current property tax levy within tax limitation (growth & CPI - - plus any applicable opt out or CPI carry-over)
8. Calculate dollar per thousand levy to ensure calculated properly and within statute limitations.

SPECIAL INSTRUCTIONS - The county highway fund is handled in the budget mostly as a one line item. On the budget itself, it is all together, but when you specify the tax request on the resolution page, you need to specify if it is Secondary Road, Snow, County Highway and Bridge Reserve, general, and how much from each fund. The fund is combined, but the **LEVIES ARE NOT**. Remember - - you can only levy Secondary Road on the unorganized portion of the county which is not within a road district.

**DEPARTMENT OF REVENUE & REGULATION
PROCEDURES FOR CHECKING LEVIES
2005**

When the levies come into the Department the following procedure is followed:

1. Stamp in levies as to date received
2. Check to ensure have all pertinent levy sheets
3. For all districts except schools - -
 - (A) Check valuations on levy sheets against valuations submitted on growth forms - - (must be the same or have valid explanation from county as to why there is a difference)
 - (B) Note Growth & CPI for tax district
 - (C) Note taxes payable from previous recap
 - (D) Check to ensure current property tax request is within tax limitation (growth & CPI & applicable opt outs)
 - (E) Calculate dollar per thousand levy for proper calculation
 - (F) Calculate any opt outs dollar per thousand for proper calculation
 - (G) Check for proper documentation to ensure opt out is valid
 - (H) Ensure any opt outs being levied are levied separate
 - (I) Ensure tax per thousand within statute limitations.
4. For schools districts only
 - (A) Check valuations on levy sheets against valuations submitted on growth forms and against the value sent to school districts on the "School Valuation Worksheet" – they must be the same or have valid explanation from county as to why there is a difference)
 - (B) Calculate dollar per thousand levy for proper calculation on general fund, special ed, capitol outlay, pension and any other funds.
 - (C) Ensure tax per thousand within statute limitations.
 - (D) Calculate dollar per thousand levy for TIF / Abatement / Discretionary additional levy for proper calculation
 - (E) Calculate any opt out dollar per thousand for proper calculation
 - (F) Check for proper documentation to ensure opt out is valid
 - (G) Ensure any opt outs being levied are levied separate

**DEPARTMENT OF REVENUE
PROCEDURES FOR CHECKING RECAP
2005**

#1 - - Does your computer generate a recap that looks like the form from the Department?

If not - - then do the recap manually - - must be typed. Most softwares do not do the entire recap correctly. Check each page of the recap - - if your software prints out a page like a page of the recap, with ALL the information on it, then you can submit that page by the computer printout - - if not - - you need do it manually.

Take valuations and levies from tax records - - what levies were applied – what valuation was used – what tax was generated.

Once the recap is completed – manually or by computer - - CHECK IT AS FOLLOWS:

Page 1 Valuations must total to valuations used for levy purposes - - or have explanation of why they don't

Categories (ag, oo, z, etc.) must have the same valuations as were used for levy purposes

Page 2 County levies – valuations and levy must match PT 75 A & 75 B –

Page 3 Cities – show school district number(s) – only show total valuation for each city - valuations and levy must match PT 73

Subdistrict - valuation and levy must match PT 73

Rural Fire – valuation and levy must match PT 73

**Other Districts – list any and all other districts for which you calculated a levy
Valuation and levy must match PT 73**

Special Assessments – list all special assessments – state each one specifically and the amount to be collected for it.

Page 4 Townships – these are ONLY organized townships – list total value of township, school district(s) and levy – must match PT 73 – do not break down value by school district – just show total township values.

Page 5 School Districts – must show all separate categories of values and levies by each school district – only show values within county - must match “PT73- School Only”

MANUALLY - - On pages 2 thru 5 multiply each valuation by the levy and check the amount of tax generated. It should be relatively close - - there will be some difference due to rounding, but it should be very little difference.

If there is a significant amount of difference, check to see if levies were applied correctly.

Totals from pages 3 thru 5 are carried forward to page 2 - - total page 2 - - it should equal page 1 - - this would mean your tax list is in balance.

If it doesn't - - your tax list has problems that need to be checked.

CHECKS

Total valuation of school districts (page 5) = total valuation of county shown @ (A) on page 1

Total valuation of cities (page 3) plus townships (page 4) plus value on secondary road line (on page 2) plus any road districts = total valuation of county – shown @ (A) on page 1

If EVERYTHING checks out and balances, you can use the recap as the document charging the treasurer with the collection of taxes as per SDCL 10-17-9

#####

**DEPARTMENT OF REVENUE & REGULATION
PROCEDURES FOR CHECKING GROWTH FORMS
AUDITOR'S OFFICE**

2005

- 1. Receive growth forms from assessor's office.**
- 2. Real property values should total to what was certified by the Department of Revenue**
- 3. Complete the lines containing the utility valuation for all taxing jurisdictions. These should total to what was certified by the Department of Revenue.**
- 4. Make sure you are showing a section which reflects county total, by line and column.**

ANY difference in value needs to be explained.

ANY difference in value must have a legal reason to be different.

Combined total valuations for all schools - - should equal county total

Combined total valuations for incorporated cities, organized townships, unorganized townships and road districts should equal county total.

REMEMBER - - you are the keeper of the county - - you are the one responsible for making sure all statutes are followed for a number of things, including taxation of property.