

Reconciling your Grand List From Tax Billing through the end of the year.

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Reconciling your grand list from the time you print tax bills through the end of the year can be done by using a few key reports. One major thing happens when you print tax bills. The grand list program creates a "Frozen" grand list file this file does not ever change. Therefore the program can produce reports that show you parcels that have changed from point A to B. NEMRC highly recommends that you print these reports as you make changes to your parcels so reconciling will be easier at the end of the year. This document reviews reports that are used predominately by Treasurers but can be used to help Listers reconcile the grand list too.

- The first report to use is the '5.Tax Book' report located on the 'Reports' menu. Any parcel change affecting taxes will be reflected in the tax book report. This is a great tool to find parcels that have been edited. Now compare the Original Tax Book report summary page to the Current Tax Book Summary page to see if parcels have changed.

Tax Book on 7/20/2008 The day tax bills were printed

MUNICIPAL		HOMESTEAD	NON-RESI
TAXABLE PARCELS 992			
ACRES 15,056.50			
LAND	91,481,404		
BUILDING	144,865,227		
REAL	236,355,000	126,036,918	110,318,082
Add			
(+) NON-APPROVED CONTRACTS		0	1,069,400
(+) NON-APPROVED FARM CONTRACTS		0	0
(+) INVENTORY	0		
(+) EQUIPMENT	256,900		256,900
Subtract			
(-) VETERAN	70,000	60,000	10,000
(-) FARM STAB	0	0	0
(-) CURRENT USE	19,184,400	8,085,800	11,098,600
(-) CONTRACTS	1,326,300	0	1,069,400
(-) SPECIAL EXEMP.		0	134,580
GRAND LIST	2,160,312.00	1,178,911.18	993,318.02
HOMESTEAD	208,598,671		
HOUSESITE	168,327,979		
LEASE	0.00		
NON-TAX COUNT	52		
NON-TAX VAL.	32,759,100		
LATE HS-122 PENALTY:			199.40
RATE NAME	TAX RATE	X GRAND LIST	= TOTAL RAISED
NON-RESIDENTIAL ED.	1.4539	982,624.02	1,428,636.95
HOMESTEAD ED.	1.5084	1,178,911.18	1,778,269.63
FOURTH TAX RATE	0.0072	2,160,312.00	15,554.23
TOWN TAX	0.5344	2,160,312.00	4,654,155.81
TOTAL TAX			4,377,131.02

Tax Book on 3/18/2009 Current status of 2008 As billed Grand List

MUNICIPAL		HOMESTEAD	NON-RESI
TAXABLE PARCELS 992			
ACRES 15,056.50			
LAND	91,481,204		
BUILDING	144,865,227		
REAL	236,354,800	134,089,618	102,265,182
Add			
(+) NON-APPROVED CONTRACTS		0	1,069,400
(+) NON-APPROVED FARM CONTRACTS		0	0
(+) INVENTORY	0		
(+) EQUIPMENT	256,900		256,900
Subtract			
(-) VETERAN	80,000	80,000	0
(-) FARM STAB	0	0	0
(-) CURRENT USE	20,068,200	8,631,500	11,436,700
(-) CONTRACTS	1,326,300	0	1,069,400
(-) SPECIAL EXEMP.		0	134,580
GRAND LIST	2,151,372.00	1,253,781.18	909,508.02
HOMESTEAD	208,598,671		
HOUSESITE	168,327,979		
LEASE	0.00		
NON-TAX COUNT	52		
NON-TAX VAL.	32,759,100		
LATE HS-122 PENALTY:			1,345.47
RATE NAME	TAX RATE	X GRAND LIST	= TOTAL RAISED
NON-RESIDENTIAL ED.	1.4539	898,814.02	1,306,785.56
HOMESTEAD ED.	1.5084	1,253,781.18	1,891,203.54
FOURTH TAX RATE	0.0072	2,151,372.00	4,628,884.64
TOWN TAX	0.5344	2,151,372.00	4,628,884.64
TOTAL TAX			4,364,517.71

Current Tax Book Total Tax \$ _____

- Original Tax Book Total Tax \$ _____

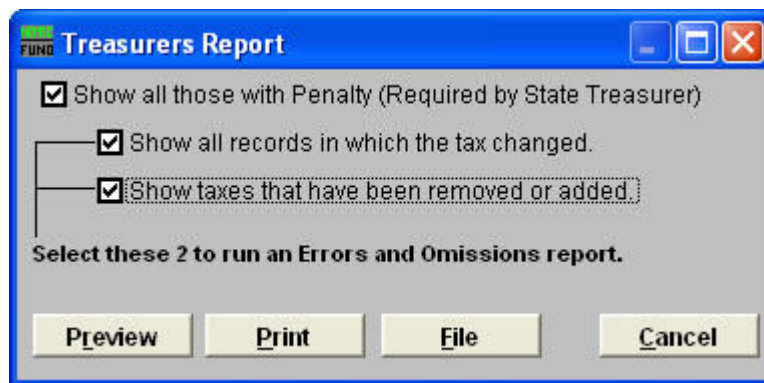
Total Difference \$ _____

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2. In the Grand List program on the **'Reports'** menu you can run a **'State Treasurer's Report'**. This report will show you all the parcels that had a change to their tax amounts or an HS 122 Late Filer Penalty applied. This report is very helpful when you are trying to reconcile your data at the end of the year. Run this report in conjunction with your 'Transfer to Tax Admin report' to make sure Tax admin and the Grand List stay in sync.

To run this report you must enter the appropriate 'As Billed Grand List' and go to the **'Reports'** menu. Select **'M State Treasurers Report'** and the window below will appear. You may use the check boxes to view certain changes made to taxes after the bills were printed. In this example we want to view all changes.



3. Below is the last page of the **Treasurer's Report** which shows the Total change in taxes. It will also give you a break down of each parcel that had a change in taxes made. Compare the Total circled below to the calculation you made on the previous page. It should match.... Thus confirming that all of the parcels that have had a change made to them, which affected taxes are accounted for on this report.

305038 .	BRIGHAM ALDEN PEG	504-158-10436	08/31/2008	Homestead Declared
Education Tax	2,183.76	2,250.52	66.76	22.51
Municipal Tax	813.48	835.99	22.51	
305057 .	BRYANT TRUSTEE CAROL P	504-158-10140	07/01/2008	Homestead Declared
Education Tax	2,915.74	2,915.74	0.00	29.16
Municipal Tax	1,076.07	1,076.07	0.00	
305132 .1	GARFINKEL ROCHELLE	504-158-11109	08/10/2008	Homestead Declared
Education Tax	4,924.36	5,108.95	184.59	51.09
Municipal Tax	1,834.40	1,885.49	51.09	
Education Tax	161,843.28	152,156.32	-9,686.96	1,345.47
Municipal Tax	60,082.48	56,943.16	-3,139.32	
Late Late Penalty (Not in Tax)		212.97	212.97	
Total		209,312.48		12,613.31

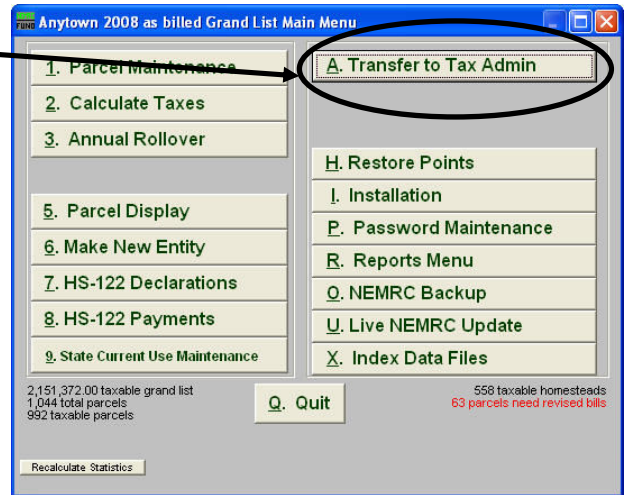
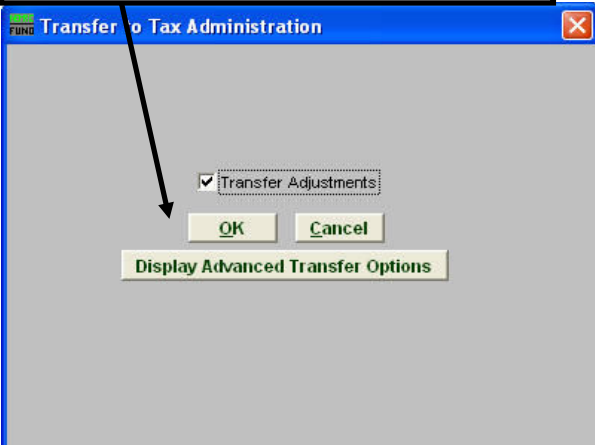
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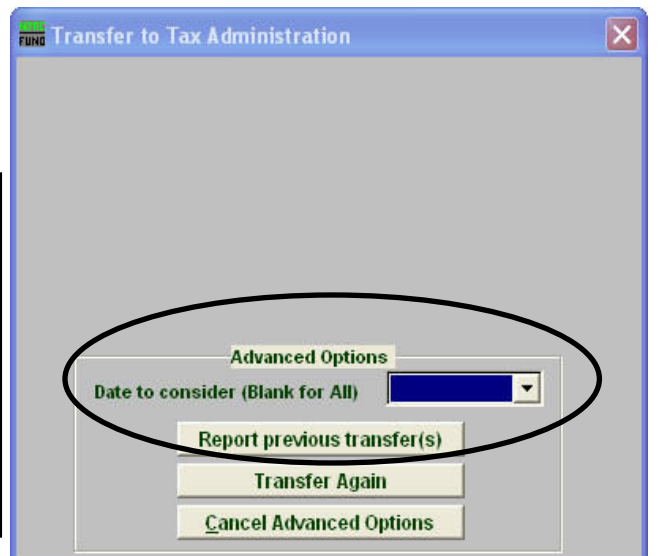
The next report that can be used is the Transfer to Tax Admin report. If your As Billed grand list and Treasurer's NEMRC Tax Administration program are run from the same computer or networked server then you can use this report to help identify parcels that have changed. This should only be done in an as billed grand list and you must be careful **NOT** to transfer data to the Treasurer's Tax Administration program.

1. From the As Billed Grand List select 'A Transfer to Tax Admin

2. On the next window click on the 'Display Advanced Transfer



3. Now you have a drop down box that will list all of the transfers that have been processed and sent to the Treasurers Tax Administration program. Select one file from the list.
4. Then Click on the 'Report previous transfer'. **DO NOT** click on the 'Transfer Again' button otherwise you will send that file to the Treasurers Tax Administration program for a 2nd time.



5. To the right is an example of the report that will print. In this example there are 3 parcels that had a change made to their taxes.

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Anytown 2008 as billed Grand List
Previous Transfers Report
For 10/29/2008 and tax year 2008 - natural order

Parcel ID	Billed 1	Billed 2	Billed 3	Due 1	Due 2	Due 3	Total Due	Credits	
PARCELS CHANGED ON: 10/29/2008									
020141.14	106.93	106.93	106.92	320.78	106.93	106.93	106.92	320.78	0.00
030225.	-28.13	-28.13	-28.15	-84.41	-28.13	-28.13	-28.15	-84.41	0.00
100043.	18.25	18.25	18.26	54.76	18.25	18.25	18.26	54.76	0.00
10/29/2008 Payment 1 Billed: 291.13									
10/29/2008 Payment 2 Billed: 97.05									
10/29/2008 Payment 3 Billed: 97.03									
10/29/2008 Billed: 291.13									
10/29/2008 Payment 1 Due: 97.05									
10/29/2008 Payment 2 Due: 97.05									
10/29/2008 Payment 3 Due: 97.03									
10/29/2008 Due: 291.13									
10/29/2008 Credits: 0.00									
TOTAL Payment 1 Billed: 97.05									
TOTAL Payment 2 Billed: 97.05									
TOTAL Payment 3 Billed: 97.03									
TOTAL Billed: 291.13									
TOTAL Payment 1 Due: 97.05									
TOTAL Payment 2 Due: 97.05									
TOTAL Payment 3 Due: 97.03									
TOTAL Due: 291.13									
TOTAL Credits: 0.00									

Please note. The values represented are values that need to be adjusted based on changes to bills. the actual adjustment in Tax Administration may vary based on the status of the tax record at the time it was received.

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Another report that you can use to assist in reconciling your grand list requires some assistance from the Treasurer. This report is called the 'Status' report and it is run through the Tax Administration program. This report and the As Billed Grand List Tax Book report should always match. If they do not then Treasurer must research why they do not match and correct the issue. For example the Listers might have corrected a parcel due to an Error and Omission. Therefore the taxes on a parcel changed and the Treasurer needs to transfer that adjustment in taxes over to the Tax Admin program.

Note the number that is circled below. That is the amount that should be collected for taxes. It should match the Current Tax book report on page 1 of this document. The Treasurer has a other reports that can be used to reconcile differences as well. Like the Activity report, and Detailed Transaction report.

Pmt	Principal	Interest	Penalty	Other	Credits	Disc.	Total

Tax Year Summary for 2008							

A							
C Misc	0.00	0.00	0.00	0.00	0.00	0.00	0.00
C 1	1454,839.30	6955.57	0.00	0.00	0.00	0.00	1461,794.87
U 2	1454,839.30	5152.62	0.00	0.00	0.00	0.00	1459,991.92
M 3	1454,839.11	0.00	0.00	0.00	0.00	0.00	1454,839.11

Total	4,364,517.71	12108.19	0.00	0.00	0.00	0.00	4376,625.90

P Misc	0.00	0.00	0.00	0.00	1392.01	0.00	1,392.01
A 1	1406,421.49	2297.39	0.00	0.00	0.00	0.00	1408,718.88
I 2	1390,404.35	2140.65	0.00	0.00	0.00	0.00	1392,545.00
D 3	1335,253.02	0.00	0.00	0.00	0.00	0.00	1335,253.02

Total	4132,078.86	4438.04	0.00	0.00	1392.01	0.00	4137,908.91

D Misc	0.00	0.00	0.00	0.00	1392.01	0.00	-1,392.01
U 1	48,417.81	4658.18	0.00	0.00	0.00	0.00	53,075.99
E 2	64,434.95	3011.97	0.00	0.00	0.00	0.00	67,446.92
3	119,586.09	0.00	0.00	0.00	0.00	0.00	119,586.09

Total	232,438.85	7670.15	0.00	0.00	1392.01	0.00	238,716.99