

**OFFICE OF POLICY AND MANAGEMENT - 2013 MUNICIPAL PROPERTY TAX LEVY LIMIT WORKSHEET**

Questions? Call the Office of Policy and Management - 287-2873. Or visit "http://www.maine.gov/economist/economics/ld1"

Municipality: \_\_\_\_\_ Contact Person\*: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\* The Contact Person should be able to answer clarifying questions about the reported information.

The following two pages show how to calculate your municipality's property tax levy limit. Completing these pages is not mandatory, but doing so will help ensure that your municipality complies with Maine law on the rate of property tax increases. Information on new property, appropriations, and deductions should be collected from the assessor and the valuation book before completing these pages.

Calendar Year Municipalities - For communities with "calendar year" budgets, the use of the term 2012 refers to the budget year that ended at the end of 2012 or early 2013. The use of the term 2013 refers to the budget year that will end at the end of 2013 or in early 2014.

Fiscal Year Municipalities - For communities with "fiscal year" budgets, the use of the term 2012 refers to the July 1, 2012 to June 30, 2013 budget year. The use of the term 2013 refers to the July 1, 2013 to June 30, 2014 budget year.

**LAST YEAR'S (2012) MUNICIPAL PROPERTY TAX LEVY LIMIT**

This is the portion of 2012 property tax revenue used for municipal services.

- If last year the municipality committed LESS THAN or EQUAL TO the limit, enter last year's **limit** on Line 1 below.
- If last year the municipality voted to EXCEED the limit ONCE (just last year), enter last year's **limit** on Line 1 below.

1. **LAST YEAR'S MUNICIPAL PROPERTY TAX LEVY LIMIT** \$ \_\_\_\_\_

**OR**

- If last year the municipality voted to INCREASE the limit PERMANENTLY, complete Steps A-D below. The information needed for this calculation is on the *Municipal Tax Assessment Warrant*, filed in the Valuation Book.

- A. Last year's Municipal Appropriations (Line 2, 2012 *Municipal Tax Assessment Warrant*) \$ \_\_\_\_\_
- B. Last year's Total Deductions (Line 11, 2012 *Municipal Tax Assessment Warrant*) \$ \_\_\_\_\_
- C. If necessary, enter any revenue included in Total Deductions that paid for non-municipal appropriations, such as schools. (If all deductions paid for municipal appropriations, enter "0".) \$ \_\_\_\_\_
- D. Add Lines A and C, and subtract Line B. Enter result on Line 1 above.

**CALCULATE GROWTH LIMITATION FACTOR**

- Each municipality's Growth Limitation Factor is based on local property growth and statewide income growth.

- 2. Total New Taxable Value of lots (splits), buildings, building improvements, and personal property first taxed on April 1, 2012 (or most recent year available) \$ \_\_\_\_\_
- 3. Total Taxable Value of Municipality on April 1, 2012 (or most recent year available) \$ \_\_\_\_\_
- 4. Property Growth Factor (Line 2 divided by Line 3) \_\_\_\_\_
- 5. Income Growth Factor (provided by Office of Policy and Management) **0.0105**
- 6. Growth Limitation Factor (Line 4 plus Line 5) \_\_\_\_\_
- 7. Add 1 to the Growth Limitation Factor calculated in Line 6. \_\_\_\_\_  
(For example, if Line 6 is 0.0362, then enter 1.0362 on Line 7.)

**CALCULATE 2011-2012 CHANGE IN REVENUE SHARING (previously "NET NEW STATE FUNDS")**

- Determine if revenue sharing increased or decreased. All towns should use calendar-year revenue.

- 8. Calendar-Year 2011 Municipal Revenue Sharing \$ \_\_\_\_\_
- 9. Calendar-Year 2012 Municipal Revenue Sharing \$ \_\_\_\_\_
- 10. If Line 8 is greater than Line 9, then calculate Line 8 minus Line 9. Enter result at right; skip Line 11 \$ \_\_\_\_\_
- 11. If Line 9 is greater than Line 8, then complete 11A & 11B below.
  - A. Multiply Line 8 by Line 7. \$ \_\_\_\_\_
  - B. Calculate Line 9 minus Line 11A. Enter result at right. \$ \_\_\_\_\_
 (If result is negative, enter "0".)

**CALCULATE THIS YEAR'S (2013) MUNICIPAL PROPERTY TAX LEVY LIMIT**

- This year's Property Tax Levy Limit is last year's limit increased by the Growth Factor and adjusted for revenue sharing.

- 12 Apply Growth Limitation Factor to last year's limit. (Line 1 multiplied by Line 7) \$ \_\_\_\_\_

**13 THIS YEAR'S MUNICIPAL PROPERTY TAX LEVY LIMIT**

If Line 9 is greater than Line 8 (revenue sharing increased), you MUST subtract Line 11B from Line 12. This is required.  
 OR If Line 9 is less than Line 8 (revenue sharing decreased), you MAY add Line 10 to Line 12. This is optional.

- Enter result at right. \$ \_\_\_\_\_

**CALCULATE THIS YEAR'S (2013) MUNICIPAL PROPERTY TAX LEVY**

- The information needed for this calculation is on the 2013 *Municipal Tax Assessment Warrant*, filed in the Valuation Book. Use estimates if necessary.

- A. This year's Municipal Appropriations (Line 2, 2013 *Municipal Tax Assessment Warrant*) \$ \_\_\_\_\_
- B. This year's Total Deductions (Line 11, 2013 *Municipal Tax Assessment Warrant*) \$ \_\_\_\_\_
- C. If necessary, enter any revenue included in Total Deductions that paid for non-municipal appropriations, such as schools. (If all deductions paid for municipal appropriations, enter "0".) \$ \_\_\_\_\_
- 14 **THIS YEAR'S MUNICIPAL PROPERTY TAX LEVY** (Add Lines A and C, and subtract Line B) \$ \_\_\_\_\_

- 15 **COMPARE** this year's MUNICIPAL PROPERTY TAX LEVY to the LIMIT (Line 13 minus Line 14) \$ \_\_\_\_\_  
 (If the result is **negative**, then this year's municipal property tax levy is greater than the limit and a vote must be taken.)

- 16 Did the municipality vote to EXCEED the limit ONCE (just this year)?  NO  YES  
 (Voting to exceed the limit means the municipality will calculate next year's limit based on line 13.)

If "yes", please describe why: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- 17 Did the municipality vote to INCREASE the limit PERMANENTLY (for current and future years)?  NO  YES  
 (Voting to increase the limit means the municipality will calculate next year's limit based on line 14.)

If "yes", please describe why: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_