

Budget & Mill Levies for ND Townships

By Linda Svihovec, NDACo
December 7, 2021

Powers of Township Electors

- › NDCC 58-03-07(12)
 - To authorize the levy of township taxes for the repair and construction of roads and bridges and for other township charges and expenses within the limits prescribed in title 57.

- › NDCC 58-03-07(19)
 - To support an airport or to support or create an airport authority and to levy a tax for airport purposes within the limitations of section 2-06-15.

- › NDCC 58-03-07(22)
 - To establish special assessment districts in accordance with chapter 58-18.

Board of Supervisors Responsibilities for Budgets and Levies

› NDCC 58-06-01 Duties of Board of Township Supervisors

Annual Meeting 3rd Tuesday in March

March 15, 2022

9. To levy the annual taxes for the ensuing calendar years as voted at the annual township meeting

20. To submit a budget for the township at its annual meeting

Mills, Mill Levies, Valuation, Property Tax

What is a mill? What is a mill levy?

What is the difference between True & Full, Market, Assessed, and Taxable Value?

How is Taxable Value calculated for a political subdivision?

How are mill levies calculated?

How are mill levies used to calculate tax?

How do property values affect mill levies?

Mills & Mill Levies

What is a mill? Mill levy?



A "MILL" is defined as 1/1000 of \$1

MILL LEVY is the "tax rate" applied to the taxable valuation of a property



The amount of tax to be levied and collected is calculated by dividing the dollars needed to fund the budget by the taxable valuation of the political subdivision



$\text{Tax } \$\$ \text{ needed for Budget} \div \text{Taxable Value} = \text{MILL LEVY}$

$\text{MILL LEVY} \times \text{Individual Property Taxable Value} = \text{TAX BILL}$

Property Values: 3 ways properties are valued



Locally Assessed

- All real property that is subject to property tax.
- Value is set as of February 1 of each year.
- Used as the True & Full Value when calculating property taxes.
- Residential, Commercial, Agricultural



Centrally Assessed

- Assessed by the State Board of Equalization.
- Includes railroads, pipelines, airlines, and investor-owned public utilities.
- State Tax Department certifies approved values to county auditors.



Rural Electric Cooperatives, Telecommunication Companies

- Electric Generation, Distribution, and Transmission Taxes assessed differently than other real property.
- Guidelines are set by North Dakota Century Code NDCC 57-33.2.
- Administered by the ND State Tax Department.
- Distributed to counties by the State Treasurer.

Property Values - Definitions

What is the difference between True & Full, Market, Assessed, and Taxable Value?

True & Full Value vs Market Value

- **True & Full:** The amount determined by local assessor to be the correct value to be used for property tax calculations.
- **Market:** The price a property would bring if it were offered for sale in the open market.

Assessed Value

- **Assessed:** 50% of the True & Full Value

Taxable Value

- **Residential Property:** 4.5% of T&F Value (9% of Assessed Value)
- **Commercial/Agricultural/Centrally Assessed Property:** 5% of T&F Value (10% of Assessed Value)

Property Classification Types

- **Residential:** TV 4.5% of T&F Value
- **Commercial:** TV 5% of T&F Value
- **Agricultural:** TV 5% of T&F Value

Property Values

How is Taxable Value calculated for a political subdivision?

| <u>Property Class</u> | <u>True & Full Value</u> | 50% of True & Full <u>Assessed Value</u> | <u>ABC County Taxable Value</u> | |
|-----------------------|------------------------------|---|--|---------------------------------|
| Residential | \$45,000,000 | \$22,500,000 | \$2,025,000 | 4.5% of T&F (9% of Assessed) |
| Commercial | \$24,000,000 | \$12,000,000 | \$1,200,000 | 5% of T&F (10% of Assessed) |
| Agricultural | \$360,000,000 | \$180,000,000 | \$18,000,000 | |
| Centrally Assessed | \$ 5,500,000 | \$2,750,000 | \$275,000 | |
| Totals | \$434,500,000 | \$217,250,000 | Total Taxable Value \$ 21,500,000 | |

Budgets & Mill Levies

BASICS

- **BUDGET:** Taxing authorities (county, township, school, city, park, etc.) approve budgets annually for services residents want or have asked for.
- **VALUATION:** Buyers and sellers in the market create value. Assessors study the market transactions and establish a property value.
- **TAXATION:** Approved budgets are divided by the total taxable value and tax rates (mill levies) are set.

Township Budget Form

› *Separated into 3 sections:*

➤ Schedule A: Certificate of Levy

➤ Schedule B: Appropriation, Cash Reserve, Levy Calculation

➤ Schedule C: Annual Budget for each Fund

Township Budget (continued)

**Start with
Schedule C**

Schedule C is the first step in the Township budget process.

Prepare a separate Schedule C for each fund.

ANNUAL TOWNSHIP BUDGET For
the Year Ending December 31, 2023
_____ Township
_____ County, North Dakota

Schedule C

| _____ Fund | Actual 2021 | Estimated 2022 | Estimated 2023 | |
|--|----------------|-------------------|-------------------|----|
| RECEIPTS | | | | |
| General Fund Property Taxes | | | | 1 |
| Twp. Road Mileage | | | | 2 |
| State Aid Distribution | | | | 3 |
| Coal Dev. Impact Fund | | | | 4 |
| Telecommunications | | | | 5 |
| Interest Earned | | | | 6 |
| Dividends | | | | 7 |
| All Other Receipts | | | | 8 |
| Total Receipts | | | | 9 |
| DISBURSEMENTS | | | | |
| | 2021 | 2022 | 2023 | |
| Board Salaries | | | | 10 |
| Twp. Assn. Dues/Meals | | | | 11 |
| Election Board | | | | 12 |
| Legal Notices | | | | 13 |
| Blading & Graveling | | | | 14 |
| Road Repair & Culverts | | | | 15 |
| Snow Removal | | | | 16 |
| Weed Control | | | | 17 |
| Fire Protection | | | | 18 |
| Insurance Expense | | | | 19 |
| Road Construction | | | | 20 |
| Road Equip. Purchased | | | | 21 |
| Insurance Deduct by Co. | | | | 22 |
| Paid to Co. for Services | | | | 23 |
| Interest Paid on Debt | | | | 24 |
| All Other Expenditures | | | | 25 |
| Total Disbursements | | | | 26 |
| NET INCOME | | | | |
| | 2021 | 2022 | 2023 | |
| Receipts Over(Under) Disbursements | | | | 27 |
| Transfer to Special Road Fund (Note 3) | | | | 28 |
| BALANCES | | | | |
| | 2021 | 2022 | 2023 | |
| Balance January 1 | | | | 29 |
| Balance December 31 | | | | 30 |

Note 3: For Special Road Fund, see (NDCC 57-15-19.2 & 19.3) Max \$200,000.00. Can be used for future road construction, surfacing, graveling, and snow removal.

Township Budget (Schedule C)

RECEIPTS (top of Schedule C)

1. Enter the actual revenues collected in the prior year in first column

a. Amend line items as needed to match regular accounting reports

2. Enter the estimated revenues for the current year

b. Estimates are based on revenues already collected PLUS revenues left to be collected in current year

3. Enter projected revenue for the next year

- a. Projections should be realistic and conservative
- b. Review recent and current trends and changes in law for each revenue type
- c. Leave Property Tax income blank for next year
- d. Property Taxes are the difference between the projected Revenue & projected Expenses – used to balance the budget

2023 Budget Column Headings:
Actual 2021, Estimated 2022, Final 2023

NESS TOWNSHIP SCHEDULE C
Annual Budget For The Year Ending December 31, 2022 Page 1

GENERAL FUND

| | Actual Receipts 2020 | Estimated Receipts 2021 | Estimated Receipts 2022 | |
|------------------------|-------------------------|----------------------------|----------------------------|---|
| Property Taxes | 16,804 | 17,976 | XXXXXXXXXXXXXXXXXX | 1 |
| Township Road Mileage | 5,503 | 5500 | 5500 | 2 |
| State Aid Distribution | 3270 | 2270 | 2270 | 3 |
| Telecommunications | 57 | 57 | 57 | 4 |
| Interest Earned | 2 | 2 | 2 | 5 |
| Fema | - | - | - | 6 |
| Other | - | 70 | 70 | 7 |
| Miscellaneous Receipts | 148 | - | - | 8 |
| Total Receipts | \$ 24,799 | \$ 25,875 | \$ 7899 | 9 |

Receipts

7899

Township Budget (Schedule C cont.)

SAMPLE 2022 BUDGET

Disbursements

| | Actual Disbursements 2020 | Estimated Disbursements 2021 | Final Appropriation 2022 | |
|---|---------------------------------|------------------------------------|--------------------------------|----|
| Board Salaries | - | - | - | 10 |
| Dues and Meals | - | - | - | 11 |
| Election Board | - | - | - | 12 |
| Legal Notices | 7 | 7 | 7 | 13 |
| Blading and Graveling | 23,935 | 25,000 | 25,000 | 14 |
| Road Repair and Culverts | 960 | - | - | 15 |
| Snow Removal | - | - | - | 16 |
| Weed Control | - | - | - | 17 |
| Fire Protection | - | - | - | 18 |
| Insurance | 344 | 345 | 345 | 19 |
| Road Construction | - | - | - | 20 |
| | - | - | - | 21 |
| Amounts Paid to Cnty for Services Performed | - | - | - | 23 |
| All Other Disbursements | 366 | 30 | 30 | 24 |
| Total Disbursements | \$ 25,612 | \$ 25,382 | \$ 25,382 | 25 |
| Receipts over (under) Disbursements | 833 | \$ 492 | (17,489) | 26 |
| Balance January 1 | 12,372 | \$ 11,542 | 12,434 | 27 |
| Balance December 31 | \$ 11,542 | 12,034 | -5549 | 28 |

DISBURSEMENTS (bottom of Schedule C)

1. Enter the actual expenditures collected in the prior year in first column
 - a. Amend line items as needed to match regular accounting reports
2. Enter the estimated expenses for the current year
 - b. Estimates are total of expenses already incurred PLUS estimated expenses for current year
3. Enter anticipated expenses for the next year
 - a. Expenses should be realistic and based on adequate revenues to cover the expenses
 - b. Account for changes in service, contracts and prices.
 - c. Use recent trends and economic projections in your Township

2023 Budget Column Headings:
Actual 2021, Estimated 2022, Final 2023

Township Budget (Schedule B)

Annual Budget For The Year Ending December 31, 2022

SAMPLE 2022 BUDGET

Schedule B

| APPROPRIATION AND CASH RESERVE | General Fund | Fund | | Special Road Fund |
|---|--------------|------|--|-------------------|
| | | | | |
| 1. Final Appropriation, Sch. C - line 25 | \$ 25,382 | | | |
| 2. Cash Reserve (Note 1) | 12,000 | | | |
| 3. Total Appropriation and Cash Reserve (line 1 plus line 2) | \$ 37,382 | | | |
| RESOURCES AND AMOUNT LEVIED | | | | |
| 4. Cash and Investments Available -(Est.) December 31, 2021 | 12,034 | | | |
| 5. Estimated Revenues, Sch. C - line 9 | \$ 7,899 | | | |
| 6. Total Resources - line 4 plus line 5 | \$ 19,932 | | | |
| 7. Levy Required - line 3 less line 6 | \$ 17,449 | | | |
| 8. Allowance for Delinquent Taxes (not to exceed 5% of line 7) | 872 | | | |
| 9. Total Amount Levied - line 7 plus 8 Include this amount in Schedule A | \$ 18,321 | | | |

$$\begin{array}{r}
 \$37,382 \\
 - 19,932 \\
 \hline
 \$ 17,449 \\
 + 872 \\
 \hline
 \$ 18,321
 \end{array}$$

CASH RESERVE & LEVY CALCULATION (Below Schedule A)

Lines 1-3: Total disbursements plus Cash Reserve (75% of current appropriation)

a. Provides total amount needed to fund the budget

Lines 4-6: Estimated Cash & Investments on December 31 of current year plus Estimated Revenues

a. Provides total resources available to fund budget before property taxes

Lines 7: Levy (Amount of Property Tax) Required before 5% allowance for delinquent taxes

a. Total Expenses less Total Resources

Line 8: 5% Allowance for Delinquent Taxes

Line 9: Total Amount of Property Tax to levy

NOTE 1 - Not to exceed 75% of appropriations other than for debt retirement and appropriations financed from bond sources.

Use December 31, 2022 (Est.) from Schedule C on Line 4 for 2023 Budget.

Township Budget (Schedule A)

For the Year Ending December 31, 2022

SAMPLE 2022 BUDGET

Pierce County, North Dakota

Schedule A

CERTIFICATE OF LEVY

TO: Karin Fursather, County Auditor of Pierce County

You are hereby notified that on the 16th day of March, 2021, the governing body of NESS Township, levied a tax of \$ 18,321 upon all the taxable property in said township

for township purposes for the calendar year, ending December 31, 2022, which levy is itemized as follows:

| <u>Fund</u> | <u>Amount Levied</u> | <u>Maximum Authorized</u> |
|---------------------|----------------------|---------------------------|
| General ----- | \$ <u>18,321</u> | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| Total Amount Levied | <u>18,321</u> | _____ |

NOTE THAT THERE IS NO LONGER A PERCENTAGE INCREASE ALLOWED IN LAW

You will duly enter tax upon the County tax list for collection upon the taxable property of

NESS Township, Pierce County, North Dakota, for the ensuing year

Dated this 16th day of March, 2021

James B. Weisen
Township Clerk

CERTIFICATE OF LEVY

1. Certify amount of taxes in **DOLLARS, not in mills.**
2. File Certificate of Levy with Schedules B and C for all funds with County Auditor within ten days after board takes action.
 - a. NDCC 57-15-32
3. Notify County Auditor of any changes to your levy authority approved by voters

Use March 15, 2022 Annual Meeting date for 2023 Certificate of Levy.

Mill Levy (Rate) Calculation

| | |
|--|-------------------------|
| Dollars needed to fund budget (Appropriation + Cash Reserve) | \$ 37,382 |
| Revenue to support budget (not including property taxes) | (<u>19,932</u>) |
| Property Taxes needed for General Fund budget | \$ 17,449 |
| 5% Allowance for Delinquent Taxes | <u>872</u> |
| Property Taxes needed to fund General Fund budget | <u>\$ 18,321</u> |

| | |
|---|-----------------|
| Property Taxes needed for General Fund budget | \$ 18,321 |
| Divided by Taxable Valuation | ÷ 1,002,295 |
| Mill Rate (\$18,321 ÷ \$1,002,295) | .018 |
| Mill Levy = .018 X 1000 | 18 mills |

Mill Levy (Rate) Calculation

How is the mill levy used to calculate tax?

| | |
|---|--------------|
| True & Full Value of House (residential property) | \$ 300,000 |
| Assessed Value = 50% of True & Full Value (\$300,000 X 50%) | \$ 150,000 |
| Taxable Value = 4.5% of T&F Value (9% of Assessed Value) | \$ 13,500 |
| Mill Levy | X 18 mills |
| TAX DUE = Taxable Value X Mill Levy ÷ 1000 (\$13,500 X 18.00 ÷ 1000) | \$243 |

Budgets & Mill Levies

How does taxable value affect mill levies?

| | Example 1 | Example 2 | Example 3 |
|--|------------------|------------------|------------------|
| Total dollars needed for budget (Expenses & Reserve) | \$ 37,382 | \$ 37,382 | \$ 37,382 |
| Revenue to support budget (not property taxes) | (19,932) | (19,932) | (19,932) |
| Levy Required | \$ 17,449 | \$ 17,449 | \$ 17,449 |
| 5% Allowance for Delinquent Taxes | <u>872</u> | <u>872</u> | <u>872</u> |
| Property Taxes needed to fund budget | \$ 18,321 | \$ 18,321 | \$ 18,321 |

| | | | |
|---|-----------------|-----------------|-----------------|
| Property Taxes needed to fund budget | \$ 18,321 | \$ 18,321 | \$ 18,321 |
| Divided by Taxable Valuation | ÷ 1,002,295 | ÷ 1,200,000 | ÷ 1,500,000 |
| Mill Rate = (\$18,321 ÷ Taxable Value) | .018 | .015 | .012 |
| Mill Levy = Mill Rate X 1000 | 18 mills | 15 mills | 12 mills |

Budgets & Mill Levies

How do mill levies affect the tax due on property?

| | Example 1 | Example 2 | Example 3 |
|--|--------------|--------------|--------------|
| True & Full Value of House (residential property) | \$ 300,000 | \$ 300,000 | \$ 300,000 |
| Assessed Value = 50% of True & Full Value (\$300,000 X 50%) | \$ 150,000 | \$ 150,000 | \$ 150,000 |
| Taxable Value = 4.5% of T&F Value (9% of Assessed Value) \$300,000 X 4.5% | \$ 13,500 | \$ 13,500 | \$ 13,500 |
| Mill Levy | 18 mills | 15 mills | 12 mills |
| TAX DUE = TV X Mill Levy ÷ 1000 | \$243 | \$202 | \$162 |

Property Tax & Mill Levies

| Residential Property Valued at \$300,000 | | | |
|--|---------------|--------------------|-----------------|
| Taxable Value: \$300,000 X 4.5% = \$13,500 | | | |
| Political Subdivision | Taxable Value | Mill Levy | Tax Due |
| State Medical Center | 13,500 | 1.00 | \$ 13 |
| County General Fund | 13,500 | 35.00 | \$ 473 |
| County Road & Bridge | 13,500 | 10.00 | \$ 135 |
| County Extension | 13,500 | 4.00 | \$ 54 |
| County Historical Society | 13,500 | 1.00 | \$ 14 |
| County Weed Control | 13,500 | 3.50 | \$ 47 |
| Township (or City) | 13,500 | 18.00 | \$ 243 |
| School District | 13,500 | 90.00 | \$ 1,215 |
| Fire District | 13,500 | 5.00 | \$ 68 |
| TOTAL TAX DUE | | 197.5 mills | \$ 2,667 |

Effective Tax Rate =
Tax ÷ T&F Value

\$2,667 ÷ \$300,000 =
ETR 0.89%

County Taxes
 \$ 723
 32% of bill

Township Taxes
 \$ 243
 11% of bill

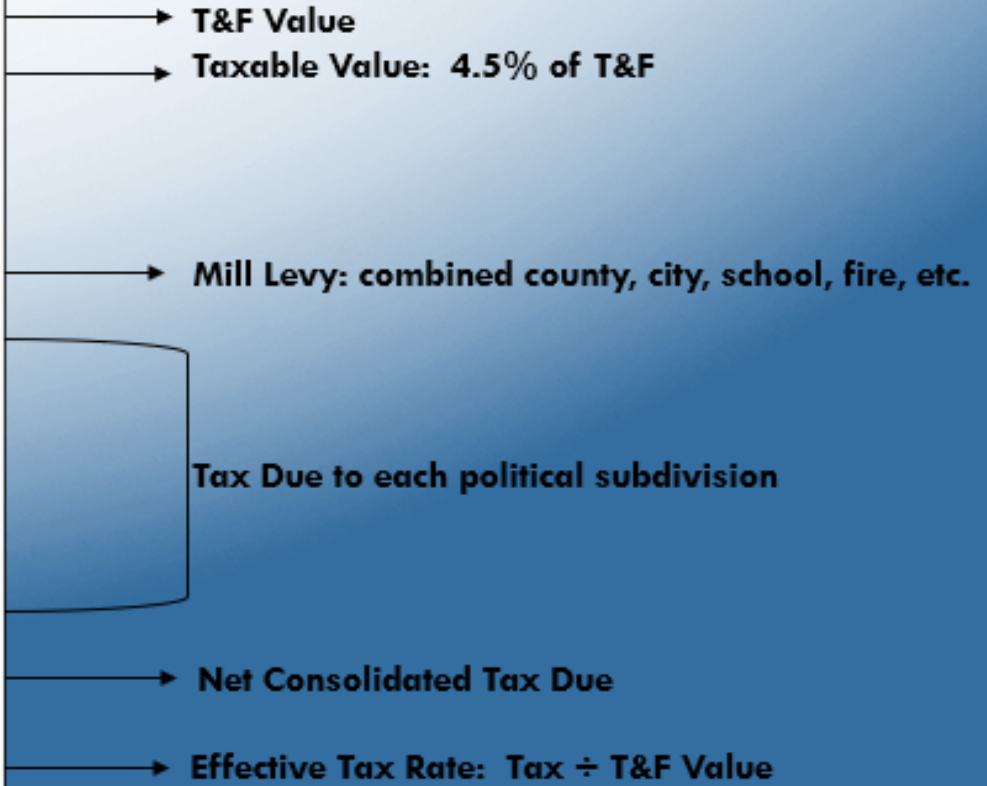
School Taxes
 \$ 1,215
 54% of bill

Fire Dist. Taxes
 \$ 68
 3% of bill

Tax Statement

| Legislative tax relief (3-year comparison): | 2019 | 2020 | 2021 |
|--|-----------------|-----------------|-----------------|
| Legislative tax relief | 1,363.27 | 1,367.21 | 1,364.06 |
| Tax distribution (3-year comparison): | 2019 | 2020 | 2021 |
| True and full value | 218,300 | 218,300 | 218,300 |
| Taxable value | 9,824 | 9,824 | 9,824 |
| Less: Homestead credit | 0 | 0 | 0 |
| Disabled Veterans credit | 0 | 0 | 0 |
| Net taxable value | 9,824 | 9,824 | 9,824 |
| Total mill levy | 232.900 | 227.680 | 236.590 |
| Taxes <u>By</u> District (in dollars): | | | |
| County | 560.07 | 558.79 | 578.44 |
| City/Township | 360.16 | 311.03 | 346.78 |
| Park | 337.06 | 336.28 | 336.18 |
| School (after state reduction) | 1,020.90 | 1,020.81 | 1,053.04 |
| Other 1 | 9.82 | 9.82 | 9.82 |
| Other 2 | 0.00 | 0.00 | 0.00 |
| Consolidated tax | 2,288.01 | 2,236.73 | 2,324.26 |
| Net effective tax rate | 1.05% | 1.02% | 1.06% |

**3-year comparisons:
Legislative Tax Relief, Value, Mill Levy, Tax, ETR**



Levies available for Townships

- › General Fund 18 mills; 36 mills with majority vote
- › County Road System 5 mills if approved by electors at annual meeting, 5 yrs max
- › Judgements 5 mills; 10 mills if liability insurance policy in force
- › Spec. Assessments on Twp Prop. No max
- › Interest & Principal Payments No max
- › Municipal or Regional Airport
- › Airport 4 mills
- › Fire Protection 1 mill
- › Rural Farm Drains Maintenance Levy shall not exceed \$2.00/acre
- › Payment of Twp Debt to County No max
- › Natural Disasters or Emergencies No max

Township Treasurer

› **NDCC 58-08-05 Annual Statement**

- Treasurer shall prepare annual statement of receipts and disbursements for preceding calendar year
- Must contain amount, date, source and fund for each receipt
- Must contain amount, date, payee, purpose and fund for each disbursement
- Must include the beginning and ending balances of moneys held by the township
- Annual statement is reviewed at annual meeting
- Filed with township clerk – unless combined, then filed with chairman
- Duplicate statement must be filed with county auditor

NORTH DAKOTA

ANNUAL STATEMENT OF TOWNSHIP TREASURER

**TREASURER'S ANNUAL STATEMENT OF THE
TOWNSHIP OF**

FOR THE YEAR ENDING December 31, 2021

Annual Statement
Date is December 31
of most recent
preceding year

STATE OF NORTH DAKOTA
County of _____
Township of _____

I hereby certify that the within statement is a true account of all moneys received by me into the Township Treasury of said Township from the County Treasurer, and from all other officers and persons; and also of all moneys paid out by me as Treasurer of said Township for the year ending December 31, 2021, and that the sum of \$_____ is remaining in my hands as Treasurer.

Given under my hand this 15th day of March, 2022.

_____, Treasurer of said Township of _____.

The within account examined, audited, and approved this _____ day of _____, 20____.

_____ }

_____ } **Board of Audit**

**ANNUAL
STATEMENT**

PAGE 1



ANNUAL STATEMENT

PAGES 2-3

Calculate the total for each column (to be used on final page of report)

RECEIPTS/REVENUES

| | | | | | | | | |
|---|--------------|------------|---|--|-------------------------------------|-----------------------------------|----------------------------------|-----------------------------------|
| Section I | | | NORTH DAKOTA TOWNSHIP RECEIPTS | | A. Name of Treasurer | | | |
| Annual statement of moneys received by the Treasurer into the Township Treasury from the County Treasurer, and all other officers and persons. | | | | | B. Name of Township | | | |
| | | | | | C. Name of County | | | |
| | | | | | D. Year Ending 12/31/2021 | | | |
| Date (a) | | | Received from - Specify name (b) | | AMOUNT | | | |
| Year | Month | Day | | | Fund | General property taxes (c) | Township road mileage (d) | State aid distribution (e) |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Revenue Columns on Annual Statement Form

Page 2: General Property Taxes; Township road mileage; State aid distribution; Coal development impact

Page 3: Telecommunications; Interest earned; Dividends; All other receipts

ANNUAL STATEMENT

PAGES 4-7

Calculate the total for each column
(to be used on final page of report)

DISBURSEMENTS/EXPENSES

| | | | | | | | | |
|-------------------|--------------|------------|--|----------------------------|-------------------------------------|--|---------------------------|--------------------------|
| Section II | | | NORTH DAKOTA TOWNSHIP EXPENDITURES | | A. Name of Treasurer | | | |
| | | | Annual statement of moneys paid out by the Treasurer. | | B. Name of Township | | | |
| | | | | | C. Name of County | | | |
| | | | | | D. Year Ending 12/31/2021 | | | |
| | | | | | AMOUNT | | | |
| Date (a) | | | Paid to - Specify name (b) | F u n d | Board salaries (c) | Township association dues - meals (d) | Election board (e) | Legal notices (f) |
| Year | Month | Day | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Expenses Columns on Annual Statement Form

- Page 4: Board salaries; Township Assoc. meals/dues; Election board; Legal notices
- Page 5: Blading & graveling; Road repair & culverts; Snow removal; Weed control
- Page 6: Fire protection; Insurance; Road construction; Road equipment purchased
- Page 7: Insurance deducted by county; Paid to County for services; Interest paid on debt; All other expenditures

SUMMARY DOCUMENT

ANNUAL STATEMENT

PAGE 8

Pull column totals from Pages 2-7

| FORM F-66(ND-3A) (11-23-2012) | | | Township Mailing Address | | |
|---|------------|------------------------|---|------------------------------|------------------------|
| STATE OF NORTH DAKOTA SUMMARY DOCUMENT ANNUAL TOWNSHIP FINANCIAL REPORT | | | | | |
| Name of Township | | | | | |
| Date: | From: | To: | Fund: | All Funds | |
| | 01/01/2021 | 12/31/2021 | | | |
| Section I | INCOME | Amount (Omit cents) | Section II | DISBURSEMENTS - Continued | Amount (Omit cents) |
| Beginning balance - | | | Subtotal - Enter from first column | | |
| Checking & Saving accounts | | | Snow removal | | E44 |
| General property tax collections received from the county | | T01 | Weed control | | E59 |
| Township road mileage - Total four payments received this year | | C46 | Fire protection | | E24 |
| State aid distribution | | C30 | Insurance | | E89 |
| Coal development impact fund | | C89 | Road construction | | F44 |
| Telecommunications | | C89 | Road equipment purchased | | G44 |
| Interest earned | | U20 | Insurance (deducted by county) | | E89 |
| Dividends | | U20 | Amounts paid to county for services performed | | M89 |
| Total other Receipts | | U99 | All other expenditures (Includes 'Interest Paid on Debt') | | E89 |
| TOTAL INCOME | | | TOTAL DISBURSEMENTS | | |
| Board salaries | | E29 | Total funds on hand (checking and savings) at the end of the year | | W61 |
| Township association - Dues and meals | | E89 | Section III DEBT | | |
| Election board | | E89 | Long-term debt outstanding at beginning of this fiscal year | | 19U |
| Legal notices | | E25 | Long-term debt issued during this fiscal year | | 29U |
| Blading & graveling | | E44 | Long-term debt retired during | | 39U |
| Road repair and culverts | | E44 | | | |

Section 1: Beginning Balance & Income
 Section 2: Disbursements & Ending Balance
 Section 3: Outstanding Debt

- File Report:**
- File Annual Report with Clerk, unless combined, then file with Chairman
 - File Duplicate report with County Auditor



Budget/Finance Forms and Software

- Annual Township Budget & Certificate of Levy
 - Includes Schedules A and B
- Annual Statement of Township Treasurer
- Software: Annual Township Ledger Reports (ATLR)
 - Software that runs within Microsoft Excel for Windows
 - Available through your county auditor and NDTOA

QUESTIONS??



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