### **Constitutional Tax Limit Reporting Requirements**

**Monitoring and Analysis** 

Division of Local Government and School Accountability

> Presented by Jay Phillips, Auditor 3 Carrie Santoro, Auditor 1



# **Objectives**

- Filing Deadlines
- Form Concepts
- Required Form Elements
- Online Filing Application
- Common Reporting Errors

### **Questions and Contact Information**



## **Filing Deadlines**

- Due at least 10 days prior to budget adoption
  - Pre-budget submission not final
- Certified copy of the adopted budget due within 30 days of adoption
  - 3 methods to submit budget



### **Constitutional Tax Limit Filing**

- Article VIII Section 10 limits the total amount to be raised by real estate taxes in the fiscal year
- 2% of 5-year average full valuation of taxable real property with counties limited to 1.5%
- Exclusions for certain debt and capital expenditures
- Includes submission of certified copy of adopted budget



### **Constitutional Tax Limit Elements**

**Elements Required From Local Government:** 

- Taxable Assessed Value for cities and villages
- Counties provide taxable full value
- Budget Adoption Date
- Tax Levy

Additional Elements Required to Calculate:

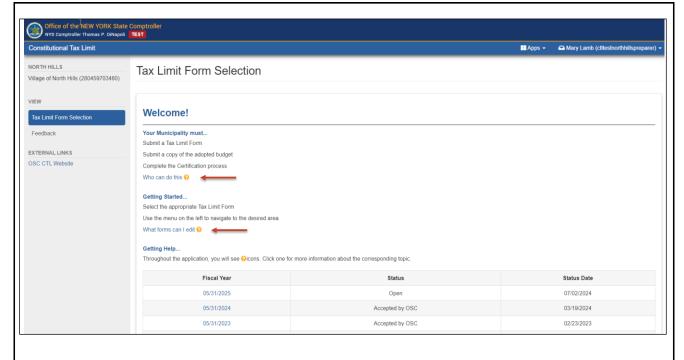
- Assessment Roll Date
- Equalization Rate and Date



Help Topics • Need an account ? Learn more about our Online Services. • I forgot my User ID • I forgot my Password	Announcements
	<ul> <li>Need an account ? Learn more about our Online Services.</li> <li>I forgot my User ID</li> </ul>

Dashboard				
Announcements	Online Services Applica	ations	Announcements	
User Profile	You are currently subscri	bed to the following applications:	0	No announcements to report.
	C Local Gover System (LG	nment Constitutional Tax Limit Filing CTL)		
	Municipality Information	n	User Information	
	Municipality Name	Cayuga County	Name	Amy McCabe
	Municipality Code	05010000000	User ID	CTLTESTCAYUGAAUTHORIZER
	Number of Users	5	Previous Last Access	Jun 28, 2024 09:53 AM
	Application(s)	Local Government Constitutional Tax Limit Filing System (LGCTL), Local Government Tax Data Verification Filing System (LGTDV)	Password Expiration Date	Jun 04, 2025 09:22 AM
		venication Filing System (LGTDV)	Created On	Jun 26, 2013 11:15 AM
		→ Manage Users		✤ Manage Profile
	vices Dashbo			





### **Tax Limit Form Selection**

Select the fiscal year of the form to complete



### Guidance

×

#### Your Municipality must...

Submit a Tax Limit Form Submit a copy of your adopted budget Complete the Certification process

#### . <u>Who can do this</u>?

#### Guidance

#### A Preparer can...

- Enter the required information in the Tax Limit form
- Enter Debt Exclusions and Schedule information

#### A Certifier can...

- Submit a Tax Limit form
- Submit a copy of the adopted budget
- Certify the submission

#### Getting Started...

Select the appropriate Tax Limit Form

Use the menu on the left to navigate to the desired area

×

What forms can Ledit

### Guidance

- Forms in the following statuses can be edited...
  - Not Started
  - Open
  - Pre-Budget Data Submitted
  - Resubmit

Forms in the following statuses **cannot** be edited...

- Certified
- Accepted by OSC



Assessing Status	Form Status: Not Started
Assessing Status:	
Non-Assessing	
Is this Assessing Status correct?	
⊖ Yes	
○ No	
Cancel Save and Close	
Cancel Save and Close	

	Apps 🗸 🖸 Mary Lamb (ctitestnorthhillsprepare
Fax Limit Form	
Taxable Assessed Value	Form Status: Open
Taxable Assessed Value     ORPTS Final Roll Date       04/01/2024	
Cancel Save and Close	Previous Next
Faxable Assessed Value	
rom last final assessment roll for the listed date	

STATE	OF NEW YORK		2 0	18 FINAL	ASSESSI	ENT RO		ALUATION DATE-J	PAGE 67 UL 01, 2017	
TOWN VILLA SWIS			THES	E ASSESSMENTS ARE S W I S UNIFORM PERCENT	TOTAL	3	OSES TAXABL	E STATUS DATE-M RPS1 CURRENT DATE	50/V04/L015	
0110	010001			VITAL STAT & MINUMA	01 11000 20			CONTRACT DITE		
				EXEMPTIO	N SUMM	RY ***				
CODE	DESCRIPTION	TOT		VILLAGE	00	INTY	TOWN	SCHOOL		
41803	AGED T N	1700	3				64,275			ſ
41804 41834 41854	ENH STAR		2 36 76	34,419				39,219 2188,631 2162,760		
41034	TOTAL		77	5169,798	5355	159	5419,434	9196,922		
				*** G R A N D	T 0 T 1 1 0					
ROLL		TOTAL	ASSESSED	ASSESSED	TAXABLE	TAXABLE	TAXABLE	TAXABLE	STAR	
SEC	DESCRIPTION	PARCELS	LAND	TOTAL	VILLAGE	COUNTY	TOWN	SCHOOL	TAXABLE	
1	TAXABLE	254	4052,500	16961,020	16525,122	16340,261	16275,986	16849,889	12498,498	
5	SPECIAL FRANCHISE			294,135	294,135	294,135	294,135	294,135	294,135	
6	UTILITIES & N.C.	2		113,014	113,014	113,014	113,014	113,014	113,014	ļ
7	CEILING RAILROADS			109,850	109,850	109,850	109,850	109,850	109,850	
8	WHOLLY EXEMPT	27	307,800	4734,400						
	SUB TOTAL	288	4360,300	22212,419	17042,121	16857,260	16792,985	17366,888	13015,497	
		288	4360,300	22212,419	17042,121	16857,260	16792,985	17366,888	13015,497.	



Office of the NEW YORK Stat NYS Comptroller Thomas P. DiNapol			
Constitutional Tax Limit		🗮 Apps 👻 🖙 Amy M	Cabe (CTLTESTCAYUGAAUTHORIZER) -
:AYUGA County of Cayuga (05010000000) iiscal Year Ending: 12/31/2024	Tax Limit Form		
IEW Tax Limit Form Selection Feedback XTERNAL LINKS	Taxable Full Value Taxable Full Value:		Form Status: Not Started
DSC CTL Website	Cancel Save and Close		Next



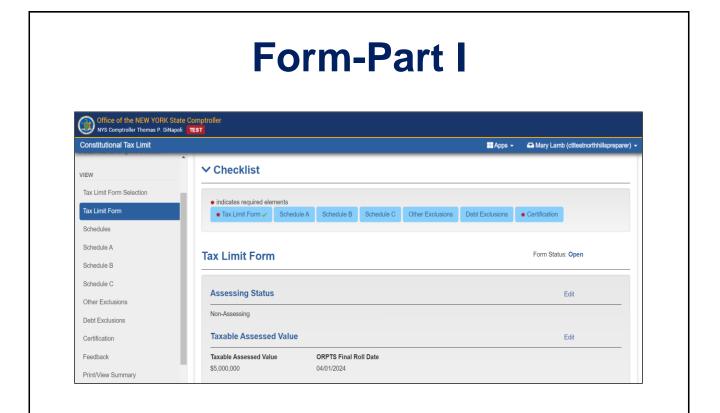
#### **Budget Adoption Date and Tax Levy** Office of the NEW YORK State Comptroller NYS Comptroller Thomas P. DiNapoli TEST Constitutional Tax Limit Apps 🗸 Mary Lamb (ctitestnorthhillspreparer) -NORTH HILLS Tax Limit Form Village of North Hills (280459703480) Fiscal Year Ending: 05/31/2025 **Tax Levy** Form Status: Open VIEW Tax Limit Form Selection Budget Adoption Date: mm / dd / yyyy Schedules Tax Levy: 0 Schedule A Schedule B Cancel Save and Close Previous Next Schedule C Other Exclusions



Previous

Prior Year Surplus Sales Tax:	
Color Tay Crodit & Deduce County Laws on Tay and	
Sales Tax Credit to Reduce County Levy on Towns:	
Payments by Town to Reduce County Levy:	
Other Credits:	
Cancel Save and Close	Previous Next







### Form – Part II

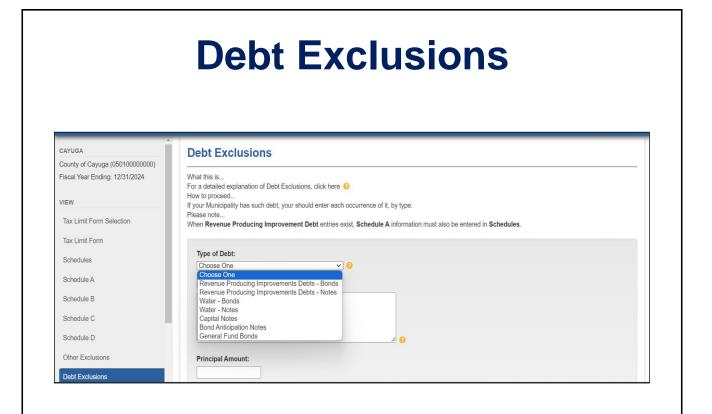
			-	Apps 🚽 🛛 🗠 Mary Lam	b (ctltestnorthhillspreparer)
Fiscal Year	Assessment Roll Date	Taxable Assessed Value	Equalization Rate Established Date	Equalization Rate 📀	Taxable Full Value 📀
2024	04/01/2023	\$4,759,096	02/13/2024	0.0015	\$3,172,730,667
2023	04/01/2022	\$4,757,718	02/21/2023	0.0015	\$3,171,812,000
2022	04/01/2021	\$4,703,805	03/01/2022	0.0018	\$2,613,225,000
2021	04/01/2020	\$4,366,598	04/08/2021	0.0017	\$2,568,587,059
2020	04/01/2019	\$5,660,829	03/24/2020	0.0021	\$2,695,632,857
	Fiscal Years not shown?				\$14,221,987,583
Five Year Av	erage Full Valuation 📀				\$2,844,397,517
Constitution	al Tax Limit 😯				\$56,887,950
Tax Levy					\$100,000
Total Exclus	ions 🔞				\$322,000
Tax Levy Sul	bject to Tax Limit 😮				\$0
Percentage of	of Tax Limit Exhausted 🙆				0.00%



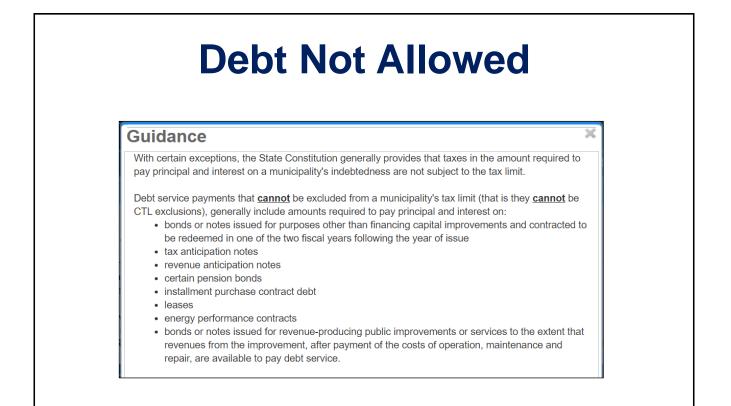
# **County Form**

Tax Levy Calculations	
Total Credits	\$0
Net Tax Levy	\$15,000,000
Real Estate and Chargebacks from Schedule D	\$10,150,000
Total Tax Levy	\$25,150,000











ecklist						
tes required elements Limit Form - Schedule A - Schedule B	Schedule C 🗸	Other Exclusion	ns 🔹 Debt Exclus	ions 🗸 🛛 🌲 Certificat		
		Other Exclusion				
			Apps 🗸 🖸 Mary Lan	nb (ctitestnorthhillspreparer)		
Revenue Producing Improvement Debts	Pr	incipal Intere	est Total	Action		
Bonds						
G 9710 Sewer Treatment Plant Upgrade	\$100,0	\$10,000	\$110,000	Edit Delete		
Notes						
Notes G 9730 Sewer BAN	\$10,00	0 \$2,000	\$12,000	Edit Delete		
	\$10,00 Principal	0 \$2,000	\$12,000 Total	Edit Delete		
G 9730 Sewer BAN						
G 9730 Sewer BAN Other Debt						
G 9730 Sewer BAN Other Debt Water - Bonds	Principal	Interest	Total	Action		
G 9730 Sewer BAN Other Debt Water - Bonds F 9710 Water System Upgrade	Principal	Interest	Total	Action		
G 9730 Sewer BAN Other Debt Water - Bonds F 9710 Water System Upgrade Bond Anticipation Notes	Principal \$75,000	Interest \$15,000	Total \$90,000	Action Edit Delete		



ates required elements k Limit Form  Characteristics	Schedule B Schedule C	Other Exclusions	Debt Exclusions 🗸	Certification
			📰 Apps 👻 🕰 Mary	Lamb (ctitestnorthhillspreparer
Schedules Schedule A				
No entries. Schedule B				
No entries. Schedule C				
No entries. Other Exclusions				

Г

				🖬 Apps 👻	Amary Lamb (ctitestnorthhillspreparer) -
This	at this is schedule calculates net revenue a / to proceed ur Municipality has revenue produc				lebt.
Ente	er the appropriate information belov	w and select <b>Save</b> . You can ente	r multiple occurrences by re	epeating this process.	
	ise note en <b>Schedule A</b> entries exist, <b>Rever</b>	nue Producing Improvement [	<b>bebt</b> must also be entered o	n the <b>Debt Exclusions</b> s	schedule.
	Excluded by Section: Choose One				
	Vature of Improvement:				
			æ 😧		
	Total Estimated Revenue:				
	Budgeted Costs for Operations:				
(					
ule	•				
lle	A				
	nue – Budgeted	Costs for Ons	= Amt Availa	ble for Pym	t of Principal and Inte



### **Schedule A Calculation**

Nature of Improvement	Total Estimated Revenue	Budgeted Costs for Operations	Amount Available for Payment of Principal Interest	and	Action
Other (Not Excluded)					
Sewer Treatment Plant Improvements	\$550,000	\$450,000	\$100	0,000	Edit Delete
		Total	\$100	0,000	
Summary					
Revenue Producing Improvemen	t Debt Total				\$122,000
Revenues Designated for Such D	ebt Service from Schedu	le A	-		\$100,000
Revenue Producing Improvemen	t Debt Net Exclusions		=		\$22,000
Other Debt Total			+		\$305,000
Sub Total			=		\$327,000
Revenues Designated by Law for	Debt Service from Scheo	lule B	-		\$0
Debt Service Net Exclusions			=		\$327,000
Object/Purpose with a Period of I	Probable Usefulness from	n Schedule C	+		\$0
Other Exclusions			+		\$0
Total Exclusions			=		\$327,000



Constitutional Tax Limit	🖬 Apps 👻 🕰 Mary Lamb (cititestnorthhillspreparer) 🕤
NORTH HILLS	Schedule B
Village of North Hills (280459703480)	What this is Any revenue that is required by law or contract to be used to pay debt service. 🤣
Fiscal Year Ending: 05/31/2025	How to proceed If your Municipality has any grants, aid or other revenue that must be used for debt payments, enter each instance separately and clearly identify the revenue and its location in the budget.
Tax Limit Form Selection	Enter the appropriate information below and select Save. You can enter multiple occurences by repeating this process.
Tax Limit Form	Budget Code
Tax Limit Form Selection	Revenue Description
Tax Limit Form	
Schedules	
Schedule A	
Schedule B	Amount
Schedule C	
Other Exclusions	Save Cancel

### Schedule B



# New York State Comptroller THOMAS P. DINAPOLI

### Schedule B Example

Budget Code	Revenue Description	Amount	Action
A 5031 Transfer from Debt Service	Unexpended bond proceeds from closed project	\$100,000	Edit Delete
	Total	\$100,000	
Summary			
Revenue Producing Improvement Debt Total			\$122,000
Revenues Designated for Such Debt Service fro	om Schedule A	-	\$100,000
Revenue Producing Improvement Debt Net Exc	lusions	=	\$22,000
Other Debt Total		+	\$305,000
Sub Total		=	\$327,000
Revenues Designated by Law for Debt Service	from Schedule B	-	\$100,000
Debt Service Net Exclusions		=	\$227,000
Dbject/Purpose with a Period of Probable Usef	ulness from Schedule C	+	\$0
Other Exclusions		+	\$0
lotal Exclusions		=	\$227,000



Schedule C	
What this is Exclusions for direct budgetar	y appropriations for qualified capital projects or equipment that are not financed through debt, grants or state or federal aid.
	exclusions, you should enter each type of exclusion separately, select the Section 11 paragraph that applies to that exclusion (using
	clearly identify the location of the appropriation in the budget.
	ton below and select wave. Tou can enter multiple occurrences by repeating the process.
Budget Code:	
Object or Purpose:	
	æ
Applicable Paragraph of Click here or use link above	Local Finance Law Section 11:
Amount:	



Budget Code	Applicable Paragraph Of Local Finance Law Sec.11.00	Object or Purpose	Amount	Action
3120.2	Passenger Vehicle Other Than School Bus	Purchase of police vehicle	\$75,000	Edit Delete
8340.2	Water Meters	Replace/upgrade water meters	\$20,000	Edit Delete
		Total	\$95,000	
Revenues D	esignated for Such Debt Service from Schedule A		-	\$100,000
	-			
Revenue Pro	oducing Improvement Debt Net Exclusions		=	\$22,000
Revenue Pro	oducing Improvement Debt Net Exclusions		+	\$22,000 \$305,000
Revenue Pro Other Debt 1 Sub Total	oducing Improvement Debt Net Exclusions īotal		= + =	\$22,000 \$305,000 \$327,000
Revenue Pro Other Debt T Sub Total Revenues D	oducing Improvement Debt Net Exclusions		= -	\$22,000 \$305,000 \$327,000 \$100,000
Revenue Pro Other Debt 1 Sub Total Revenues De	oducing Improvement Debt Net Exclusions īotal		= + =	\$22,000 \$305,000 \$327,000
Revenue Pro Other Debt T Sub Total Revenues D Debt Service	oducing Improvement Debt Net Exclusions		= -	\$22,000 \$305,000 \$327,000 \$100,000
Revenue Pro Other Debt T Sub Total Revenues D Debt Service	oducing Improvement Debt Net Exclusions Fotal esignated by Law for Debt Service from Schedule B Net Exclusions ose with a Period of Probable Usefulness from Schedule C		= · · · · · · · · · · · · · · · · · · ·	\$22,000 \$305,000 \$327,000 \$100,000 \$227,000



# **Common Reporting Errors**

- Revenue Producing Debt not reported separately
- Schedule A not completed properly
- Entries do not agree to budget
- Submitting tentative, proposed or incomplete budget
- Revenue required to pay debt not reported on Schedule B
- Schedule C entries not allowable exclusions or can't be verified to budget



Schedule D – Counties					
Section: Purpose:	Choose One	<b>v</b>			
Amount:			<u> </u>		
Save Cancel					
Save Cancel	Purpose	Amount	Action		
Save Cancel		Amount	Action		
		Amount \$150,000	Action Edit Delete		
Chargebacks Subject	t To County Tax Limit				
Chargebacks Subject Election Expenses	t To County Tax Limit				



Schedules					
Schedule A					
Nature of Improvem	ent	Total Estimated Revenue	Budgeted Costs for Operations	Amount Available for Payment of Princ Interest	ipal and
Other (Not Excluded)					
Sewer Treatment Pla Improvements	nt	\$550,0	00 \$450,000		\$100,000
			Total		\$100,000
Schedule B					
	Budget Code		Revenue D	escription	Amount
A 5031 Transfer from	Debt Service	Ur	expended bond proceeds from closed	project	\$100,000
				Total	\$100,000
Schedule C					
Budget Code	App	licable Paragraph Of Loc	al Finance Law Sec.11.00	Object or Purpose	Amount
A 3120.2	Passenger Veh	icle Other Than School Bu	iS	Purchase of police vehicle	\$75,000
F 8340.2	Water Meters			Replace/upgrade water meters	\$20,000
				Total	\$95,000
Other Exclusion	s				
No entries.					

### Schedule Summary



New York State Comptroller THOMAS P. DINAPOLI

Debt Exclusions					
Revenue Producing Improvement Debts		Principal	Interes	1	Total
Bonds					
G 9710 Sewer Treatment Plant Upgrade		\$100,000	\$10,000	\$11	0,000
Notes					
G 9730 Sewer BAN		\$10,000	\$2,000	\$12	,000,
Other Debt		Principal	Interest		Total
Water - Bonds					
F 9710 Water System Upgrade	\$75,000		\$15,000	\$90,000	)
Bond Anticipation Notes					
A 9730 General Fund BAN	\$0		\$15,000	\$15,000	)
General Fund Bonds					
A 9710 General Obligation Bond	\$150,00	0	\$50,000	\$200,00	0
Summary					
Revenue Producing Improvement Debt Total					\$122,000
Revenues Designated for Such Debt Service from Schedule A					\$100,000
Revenue Producing Improvement Debt Net Exclusions				-	\$22,000
Other Debt Total				+	\$305,000
Sub Total				-	\$327,000
Revenues Designated by Law for Debt Service from Schedule	в				\$100,000
Debt Service Net Exclusions					\$227,000
Object/Purpose with a Period of Probable Usefulness from Sci	hedule C			+	\$95,000
Other Exclusions				+	\$0
Total Exclusions					\$322,000

### **Total Exclusions**



## New York State Comptroller THOMAS P. DINAPOLI

	Fo	rm	Cor	nplet	ed	
Office of the NEW YORK Stat NYS Comptroller Thomas P. DiNapol						
Constitutional Tax Limit				•	Apps 👻 🖙 Mary Lan	b (ctitestnorthhillspreparer)
NORTH HILLS Village of North Hills	Fiscal Year	Assessment Roll Date	Taxable Assessed Value	Equalization Rate Established Date	Equalization Rate 📀	Taxable Full Value 💡
(280459703480)	2024	04/01/2023	\$4,759,096	02/13/2024	0.0015	\$3,172,730,667
Fiscal Year Ending: 05/31/2025	2023	04/01/2022	\$4,757,718	02/21/2023	0.0015	\$3,171,812,000
VIEW	2022	04/01/2021	\$4,703,805	03/01/2022	0.0018	\$2,613,225,000
Tax Limit Form Selection	2021	04/01/2020	\$4,366,598	04/08/2021	0.0017	\$2,568,587,059
Tax Limit Form	2020	04/01/2019	\$5,660,829	03/24/2020	0.0021	\$2,695,632,857
VIEVV						
Tax Limit Form Selection	Five Year To	tal Full Valuation				\$14,221,987,583
Tax Limit Form	Five Year Av	erage Full Valuation 잉				\$2,844,397,517
Schedules	Constitution	al Tax Limit 📀				\$56,887,950
Schedule A	Tax Levy					\$100,000
	Total Exclus	ions 📀				\$322,000
Schedule B	Tax Loury Put	hisst to Tay Limit O				03



Schedule C

Debt Exc

Other Exclusions

### New York State Comptroller THOMAS P. DINAPOLI

Tax Levy Subject to Tax Limit 🔞

Constitutional Tax Margin 😣

Percentage of Tax Limit Exhausted 😯

\$0

0.00%

\$56,887,950

✓ Checklist							
<ul> <li>indicates required e</li> <li>Tax Limit Form ✓</li> </ul>	lements ♣ Schedule A ✓	Schedule B 🗸	Schedule C 🗸	Other Exclusions	★ Debt Exclusions ✓	* Certification	
Certification F	Process				Form :	Status: <b>Open</b>	
Certifying your Tax Limit for This wizard will lead you t When you have complete	hrough the Constitutio			ormation shown below	ι.		
How to proceed Select <b>Next</b> to begin.							Next

Certifier			
Not Completed.			Go to step 1
Pre-Budget Data			
Not completed.			
Budget Status			
Not completed.			
Budget Preparat	ion		
Not completed.			
Adopted Budget	:		
Not specified.			
	Status Change	User	Email
	-		
4/2024 10:27:29 AM	Open	Amy McCabe (CTLTESTCAYUGAAUTHORIZER)	amccabe@osc.ny.gov



Certifier Information	Form Status: Open
Step 1 of 6 Please provide the following information.	
Certifier First Name:	
Certifier Last Name:	
Certifier Title:	
Phone Number:	
Email Address:	
Cancel Save and Close	Previous Next
Pre-Budget Submission	Form Status: Open
Step 2 of 6 By checking the box and selecting <b>Next</b> , you are submitting your preliminary Tax	Limit data.
□ I hereby submit to OSC, this Constitutional Tax Limit data for the Village of	North Hills for the fiscal year ending 05/31/2025, pending budget adoption.
Cancel Save and Close	Previous Next

Budget Status	Form Status: Pre-Budget Data Submitted
Step 3 of 6 Please provide the following information.	
Has your Municipality adopted its budget?	
⊖ Yes	
No	
Cancel Save and Close	Previous

7/25/2024	

Lamb	Go to step 1
nunicipality has not officially adopted its budget.	Go to step 3
Iget Preparation	
completed.	
opted Budget	
pecified.	

Adopted Budget	Form Status: Pre-Budget Data Submitted
Step 4 of 6 You are required to submit a certified copy of your adopted budget within 30 days of adoption.	
Are you prepared to provide a certified copy of your Municipality's budget to OSC?	
<ul><li>○ Yes</li><li>○ No</li></ul>	
Cancel Save and Close	Previous

7/	25	/20	)24
''	231	20	~~

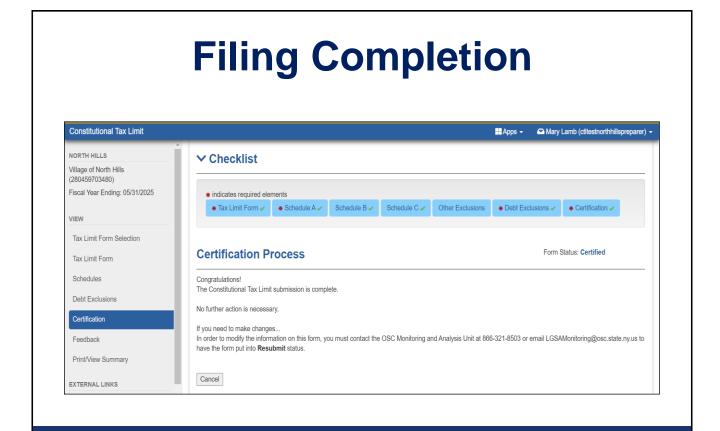
O I will mail o	or email a copy of the adopted budget to t	the Comptroller's Office.	
○ I will provi	de a URL where a copy of the adopted bu	udget can be accessed.	
I will uploa	d an electronic copy of the adopted bud	iget.	
Step 1 - Sele	st		
Choose File	2022-23 budget.pdf		
Step 2 - Save			
Save			
Step 3 - Repe	at		
Repeat steps	1 & 2 if necessary, otherwise click Nex	xt:	
	Submission Step	_	



r

m True I Junit Frances of	ments	Schedule B /	Schedule C 🖌	Other Exclusions	- Date Frank Marrie	a Contilication
• Tax Limit Form 🛩	Schedule A	Schedule B 🖉	Schedule C 🖉	Other Exclusions	Debt Exclusions	Certification
Tax Limit Certi	fication					Status: udget Data Submitted
					Fie-b	uuget pata pupinitieu
By checking the box and se is accurate, to the best of y		e indicating that, as	the Chief Financial	Officer or the CFOs a	uthorized designee, the Ta	ix Limit data hereby submitte
	our rerormouger.					
I certify that the cor	w of the adopted h	idget provided to	OSC is a true and	correct copy of the h	udget and is certified by	r
OMyself as the Chief Fi	5. T	1000		concercopy of the s	auger and is certained by	
OAnother Municipal Off	ficer as shown by a o	ertification attached	to the budget.			







### **Questions and Contact Information**

- LGSA Help Desk Enrollment and password issues
  - 1-866-321-8503, option 1
  - Localgov@osc.ny.gov

### Monitoring and Analysis Unit – Reporting questions

- 1-866-321-8503, option 3
- LGSAMonitoring@osc.ny.gov
- Mailing Address

Office of the State Comptroller Local Government and School Accountability Monitoring and Analysis Unit 12-8-C 110 State Street Albany, NY 12236-0001



New York State Comptroller THOMAS P. DINAPOLI

