Tax Roll Reconciliation Cash Basis Accounting Instructions

General

- Use these instructions to assist you if you are using cash basis accounting to complete page 1 of the Wisconsin Department of Revenue 2016 Financial Report Form C or CT
- To aid in completing this form, you will need your:
  - 2015 payable 2016 February Municipal Settlement Report (MTS)
  - 2015 Statement of Taxes (SOT)

Part A – Taxes, Credits and Settlements Received

- **002-40000 and 004-40000 –** enter the amount from line 10, column E (10E), from page 1 of the MTS report. Under "Total Collections," DOR will auto-fill the amount reported on your MTS. The sum of your entries on these two lines should equal the "Total Collections."
- **005-40000 –** enter the amount the county sent your town (town's portion). If you enter an amount on this line, it will be automatically subtracted from line 010-40000.
- **008-40000 –** enter dog license collections for the year
- **010-40000 –** the amount on line 005-40000 of this form will be automatically subtracted from the sum of lines 15C, 16C, 17E, 18E, 19E, 20E, 22E, 23E, 24E, 32H, 36H and 37H, from the MTS report. This amount will auto-fill.
- **018-40000 –** enter the amount from line 13B, from page 1 of the MTS report
- **020-40000 –** total will auto-fill

Part B – Tax Settlements Paid to Others

- **022-50000 –**the sum of lines 28G, 29G, 30G, 33G, 34G, 35G, 45K, 45L, 46K, 47K, 48K, 48L, 49K, 50K, and 50L, from page 2 of the MTS report. This amount will auto-fill.
- **025-50000 –** enter county's share of dog license collections for the year
- **028-50000 –**the amount from line 38, column G, from page 2 of the MTS report. This amount will auto-fill.
- **030-50000 –**the amount from line 39, column G, from page 2 of the MTS report. This amount will auto-fill.
- **032-50000 –**the amount from line 31, column G, from page 2 of the MTS report. This amount will auto-fill.
- **035-50000 –**the amount from section H, column 2 and/or 3 of the SOT. The Town is the Agent. This amount will auto-fill.
- **040-50000 –** total will auto-fill

Part C – Taxes Retained by Town

- **044-41120 –**the tax increment amount from section D, line 2, of the SOT. This amount will auto-fill. Transfer this amount to line 100-41120, on page 2 of this form.
- **046-41130 –**the amount from line 45, column J, from page 2 of the MTS report. This amount will auto-fill. Transfer this amount to line 100-41130, on page 2 of this form.
- **048-41150 –**the sum of lines 46, 47, 48, 49, 50, column J, from page 2 of the MTS report. This amount will auto-fill from your MTS. You must add any remaining Managed Forest Land (MFL) and Private Forest Crop (PFC) amounts paid to your municipality during August Settlement. Transfer this amount to line 100-41150, on page 2 of this form.
- **052-41800 –** enter interest and penalties from delinquent taxes. Transfer this amount to line 10041800, on page 2 of this form.
- **054-42000 –** enter special assessments. Transfer this amount to line 102-42000, on page 2 of this form.
- **055-44200 –** amount auto-fills. Transfer this amount to line 105-44200, on page 3 of this form.
- **056-48130 –** enter interest on special assessment and charges. Transfer this amount to line 11348130, on page 6 of this form.
- **058-46000 –**special charges the town keeps from section H, column 1, on page 4 of the SOT. This amount will auto-fill. This amount should be accounted for on page 4 of this form.
- **059-40000 –** total auto-fills

Part D – Local Share of Property Taxes

- **060-40000 –** amount auto-fills
- **064-40000 –**the amount from section D, line 4, of the SOT. This amount will auto-fill. Transfer this amount to expenditures.
- **066-40000 –**the amount from section D, line 5, section D of the SOT. This amount will auto-fill. Transfer this amount to expenditures.
- **068-41110 –** total auto-fills. This is the amount of the municipal levy.
  - If **greater** than zero, this is transferred to line 100-41110, on page 2 of this form
  - If **less** than zero, this is transferred to line 134-59800, on page 10 of this form
- **Note:** If the municipality has omitted taxes and/or a 70.43 Correction, <u>add or subtract</u> that amount from the Municipal Levy