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**Missouri Department of Elementary and
Secondary Education**
School Finance

An Overview for County Clerks

December 2018





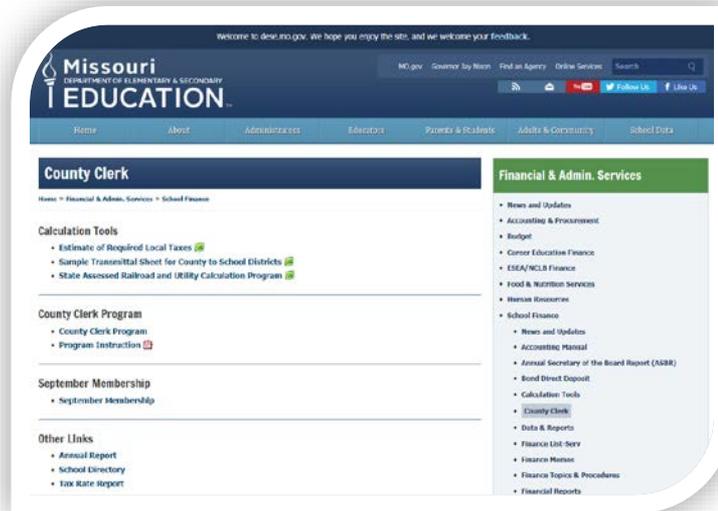
County Clerk Web Page

County Clerk Web Page

School Finance has all the useful links for county clerks on one County Clerk webpage.

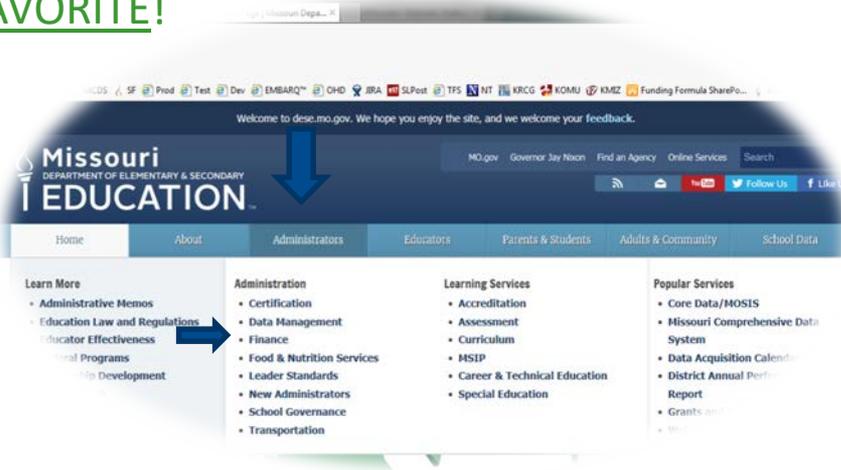
[BOOKMARK/SAVE AS A FAVORITE!](#)

<http://dese.mo.gov/financial-admin-services/school-finance/county-clerk>



County Clerk Web Page

- The page can also be found by going directly to the link given on the previous slide or by navigating to the DESE homepage at <http://dese.mo.gov>.
- Put your cursor over “Administration” and on the drop down menu select “Finance”.
- Then select “County Clerk” on the right hand navigational tree. [BOOKMARK/SAVE AS A FAVORITE!](#)



County Clerk Web Page

The County Clerk web page has all the information or links to information a county clerk should need from DESE.

Calculation Tools

- ❑ Estimate of Required Local Taxes
- ❑ Sample Transmittal Sheet for County to School Districts
- ❑ State Assessed Railroad and Utility Calculation Program

County Clerk Program

- ❑ County Clerk Program
- ❑ Program Instruction

September Membership

- ❑ September Membership

Other Links

- ❑ Annual Report
- ❑ School Directory
- ❑ Tax Rate Report

County Clerk Web Page

Calculation Tools

- Estimate of Required Local Taxes – This is a document school districts MUST send to the county clerks each year with their State Auditor’s Office (SAO) Tax Rate Calculation Forms.
 - This is the ONLY way a county will know if a school district is breaking out their levy into the various funds:
 - General Fund
 - Teachers Fund
 - Capital Projects Fund
 - Debt Service Fund (SAO does break this out on the school districts certification letter.)

County Clerk Web Page

Calculation Tools

- [Sample Transmittal Sheet for County to School Districts](#) – Sample of a transmittal sheet that shows counties everything a school district needs to know when the county sends them money.
- Things to remember when sending money to school districts:
 - ❑ Try to use the proper names of revenue being sent. What do laws refer to the money as?
 - ❑ When distributing Delinquent taxes, document the year the taxes are delinquent for the money should be recorded according to the tax levies for those years.
 - ❑ On SARRU it is very important to tell the school district how much of the money falls in the following categories because it is not a simple distribution and districts rely on the calculation the County Clerk performs:
 - School Purposes (General Fund and Teachers Fund)
 - Debt Service
 - Capital Projects

County Clerk Web Page

Calculation Tools

- State Assessed Railroad and Utility Calculation Program – A tool provided by DESE to help assist County Clerks with the calculation of the State Assessed Railroad and Utility monies.
 - ❑ Use the September Membership from the school year prior to the fiscal year for which the calculation is being performed.
 - ❑ All districts must be listed and accounted for in this calculation.
 - ❑ Assessed Valuation is the Assessed Valuation the school district has in your county.
 - ❑ School Purposes Monies are calculated using average levy in the county as well as September membership.
 - ❑ Debt Service and Capital Projects are calculated only using average levy in the county. So a district may receive more in Debt Service or Capital Projects than you would initially expect due to the differences in the distribution calculation.

County Clerk Web Page

County Clerk Program

- The [County Clerk Program](#) link will bring you to the login page where you must log into to complete the Annual Report of the County Clerk to the State Board of Education.
- [Program Instructions](#) link will open the PDF of the instructions for the Annual Report of the County Clerk to the State Board of Education.

September Membership

- September Membership link opens the September Membership reports counties need for distributing various funds.
 - ❑ This is a real time report, as school districts adjust the data they submit to DESE these numbers update. It's always important to keep a copy of the report used in the county distributions.
 - ❑ The top of the report has the date range for when the particular September Membership number should be used. This is for WHEN the money is distributed, not what tax years money is distributed.

County Clerk Web Page

Other Links

- Annual Report – Provides information regarding each school district in the State of Missouri. Includes links to their Annual Performance Report, Census Demographics, Report Card, Profiles, School Finance data and other performance data.
- School Directory – Provides address and phone numbers of all school districts in the State of Missouri.
- Tax Rate Report – A report showing school district’s tax levy information reported to DESE.
 - ❑ This data is reported by fund and is a good check for counties to verify they have reported correctly on the Estimate of Required Local Taxes.
 - ❑ If a levy was reported differently to the county and DESE the county should follow up with the school district in question to verify the accurate information.



Annual Report of the County Clerk to the State Board of Education

County Clerk Report

Annual Report of the County Clerk to the State Board of Education

- 51.163. Each county clerk, on or before the thirtieth day of June, annually, shall make out and transmit to the state board of education, at Jefferson City, a report of school districts in his county made by him according to the form prescribed by the state board of education; such report to include the amount of income of the school funds of the county, the amount realized from taxes collected therein, the amount of replacement tax under Section 6(2) of Article X of the Constitution of Missouri and the assessed valuation of each district within the county by the categories specified in section 137.115.
- This report is for monies distributed by the county between July 1 and June 30 of each year.
- This report is now submitted online via DESE's web application system.

County Clerk Report

- In the late spring of each year DESE sends an email to each county clerk regarding the County Clerk Report for that year.
 - The email will be sent to the previous year's County Clerk's email address provided on the County Clerk Report and/or the County Clerk's email as found on the State Tax Commission's website.
 - Email will contain the following:
 - Active County Clerk users in the county.
 - Information to delete user accounts.
 - Information to request a new user account.
 - Other pertinent information regarding the County Clerk Report.
- If the email address from the State Tax Commission (normally the SAO email address) is not used try to forward it to an email that is used so no official emails are missed.

County Clerk Report

- Changes to user accounts or requests for new accounts need to be finished as soon as you receive the email from DESE.
 - ❑ **DO NOT** wait until the last minute to request your user access if you are a new user. It takes time to get it set up.
 - ❑ User's access should be deleted when an employee leaves for security reasons.
 - ❑ **NEVER** use someone else's user ID.
 - ❑ Always have multiple users get their own user access.
- Login Request Forms and Delete forms can be found on the web applications login page.
- Forms needed are:
 - ❑ Web Systems User ID Request Form-Public
 - ❑ MOSIS and/or Web Systems User ID Delete Form
- Fax them to 573-526-4125 or
- Email to webappsloginassistance@dese.mo.gov





Data reported on the Annual Report of the County Clerk to the State Board of Education and how DESE uses the data.

County Clerk Report

- The Annual Report of the County Clerk to the State Board of Education is comprised of two parts:
 - Assessed Valuation for December 31
 - Residential and Farm Residential Property
 - Agricultural
 - Commercial
 - Personal
 - Revenues Distributed between July 1 and June 30.
 - Financial Institution Tax
 - M & M Surcharge Tax
 - In Lieu of Tax
 - Penalties, Fines, etc.
 - State Assessed Railroad and Utilities
 - Federal Properties

County Clerk Report

- **Assessed Valuation (AV):** Report the final December 31st assessed valuation for each school district. This should represent the estimated assessed valuation reported to each school district in June, modified throughout the year by the Board of Equalization in August, the State Tax Commission through a protested assessment action, or the Circuit Court through a protested assessment action. Include only the taxable assessed valuation of property. **Do not report abated property values (include the base equalized value of a Tax Increment Finance redevelopment area, but do NOT include the incremental or additional value upon which the payments in lieu of taxes are collected). Do not report State Assessed Railroad and Utility Assessed Valuations.**

County Clerk Report

- Assessed Valuation for December 31.
 - The County Clerk Report Line:

December 31	
Line 1-Residential and Farm Residential Property,	Represent what is reported on Form 11A – Line 11 – Total Assessed Valuation – Real Property minus Form 11A Back - Tax Increment Financing (TIF).
Line 2-Agricultural, and	
Line 3-Commercial	

- The County Clerk Report Line:

December 31	
Line 4-Personal	Represent what is reported on Form 11A – Line 28 – All Other Personal Property

- TIF should NOT be reported in the County Clerk Report numbers.

County Clerk Report

How is the County Clerk Report AV used by DESE?

- The County Clerk Report AV is used as a component in school districts Foundation Formula payment.
 - It is used in the Local Effort portion of the calculation.
- It is used in various data elements that help group districts by size and other similarities.
 - December 31 AV
 - Reported in the district's Report Card
 - Reported with other data components showing School Finance Data
 - AV per ADA
 - Reported with other data components showing School Finance Data
- It is used in the Proposition C Calculation to determine certain information used when districts calculate their tax levy.

County Clerk Report

- Revenues distributed between July 1 and June 30.

July 1 through June 30	
Financial Institution Tax	Represent what the county has distributed between July 1 and June 30 to each school district for these particular revenue items
M & M Surcharge Tax	
In Lieu of Tax	
Penalties, Fines, etc.	
State Assessed Railroad and Utilities	
Federal Properties	

County Clerk Report

- **Financial Institution Tax:** Taxes levied on the intangible assets of financial institutions such as banks or savings and loan associations. It is received from the Missouri Department of Revenue (DOR) and transmitted to the school district. No county fees are withheld. Interest given by DOR must be recorded under the “Plus Interest Earned” column.
 - ❑ Sometimes this interest is a very small amount, but counties must pay the interest to the school district no matter how small. There is no allowance in law to withhold money even in small amounts.
 - ❑ It is suggested to combine the payment when other funds are being sent to a district and send documentation showing the various revenues the check contains.
- **M & M Surtax:** Replacement tax on commercial real estate to replace revenue lost with the elimination of the merchants and manufacturing businesses’ inventory tax. This includes the surtax on State Assessed Railroad and Utilities, as well as protested and delinquent M & M Surtax. Amounts may be withheld for county fees or commissions.

County Clerk Report

- **In Lieu of Tax:** Amounts transmitted to the school district for in lieu of tax for property taken off the tax rolls. No county fees or commissions are withheld. This includes TIF Surplus payments made In-Lieu of Taxes pursuant to Section 99.820, RSMo. This includes In Lieu of monies distributed according to Article IV Section 43(b).
- **Penalties, Fines, etc.:** Amounts transmitted to the school district identified as penalties, fines, escheats, and estrays. This includes Sheriff’s sales (foreclosure surplus), unclaimed tax surplus/overplus, and surplus land sales per Section 140.230, RSMo. Penalties paid by “concentrated animal feeding operations” as defined by the Missouri Department of Natural Resources should not be included. No county fees are withheld.

County Clerk Report

- **State Assessed Railroad and Utilities (SARRU):** Amounts transmitted to the school district based on the State Tax Commission assessment. The County Clerk calculates the disbursement for School Purposes (Incidental & Teachers Funds), Debt Service Purposes, and Capital Projects Purposes. This **includes Private Car Tax** and **Protested SARRU** taxes. **Do not** include Locally Assessed Railroad & Utility taxes. Amounts may be withheld for county fees and commissions.
- **Federal Properties:** Total amounts transmitted to the school district for federal forest, mineral, and flood as received from the State of Missouri and distributed per Sections 12.070 and 12.080, RSMo. Section 12.070 monies are based on revenue transmittals through the state treasurer to each county from the United States Department of Agriculture and Interior for forest management services/mineral leasing receipts per Section 2506 of the National Energy Bill. Section 12.080 monies are received from any federal department for leases of federal land subject to the Flood Control Act (33 U.S.C.A) of 1928, as amended.

County Clerk Report

How is the County Clerk Report used by DESE?

- The County Clerk Report revenues are used to validate these local revenues reported by the school districts in their Annual Secretary of the Board Report (ASBR).
- These revenues are used as a component in a school district's Foundation Formula payment.
 - They are used in the Local Effort portion of the calculation.



County Clerk Report Edits

County Clerk Report

There are three Assessed Valuation Edits.

- Edit matching the total of lines 1-3 to the State Tax Commission Form 11A.
- Edit matching the total of line 4 to the State Tax Commission Form 11A.
- Edit trying to verify if the County has reported AV with TIF included.

The County Clerk Report needs the AV as of December 31, the Form 11A is filled out after the Board of Equalization and CAN BE amended for changes done after the BOE until December 31.

- These amendments are helpful but not required by the State Tax Commission.

If there is a discrepancy the county MUST provide a comment on the County Clerk Report describing the differences is the Assessed Valuations reported.

County Clerk Report

There are two Financial Institution Tax Edits.

- One for the tax
- One for the interest

Since this revenue is sent directly to the county by the Missouri Department of Revenue (DOR) the data is checked and verified using information from the DOR.

There are two edits on Penalties, Fines, etc.

- One stating that the district should have received Penalties, Fines, etc.
- And one edit stating the district should NOT have received Penalties, Fines, etc.

County Clerk Report

There are seven edits on State Assessed Railroad and Utilities (SARRU)

- One stating the amounts entered in lines 10a, 10b, and 10c do not add up to the “Net Amount Reported to District”.
- One stating the district should have received SARRU money in the School Purposes Fund.
- One edit stating the district should NOT have received SARRU money in the School Purposes Fund.
- One stating the district should have received SARRU money in the Debt Service Fund.
- One edit stating the district should NOT have received SARRU money in the Debt Service Fund.
- One stating the district should have received SARRU money in the Capital Projects Fund.
- One edit stating the district should NOT have received SARRU money in the Capital Projects Fund.

There are three generic edits

- Fees/Commissions Withheld cannot be greater than the Revenue Collected.
- Interest Earned cannot be greater than or equal to the Revenue Collected.
- A negative number has been entered. Please return to the field and make changes if necessary.

County Clerk Report

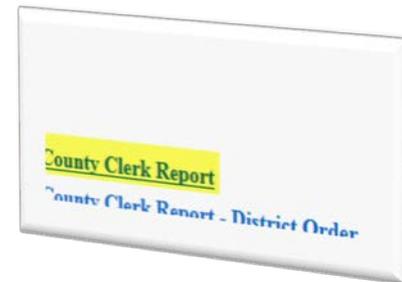
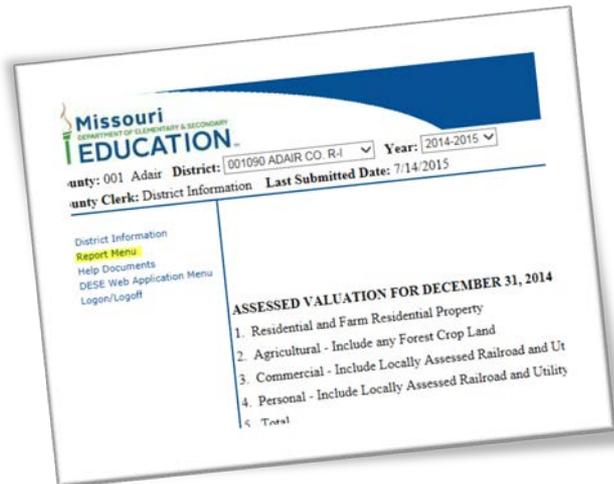
Before the Annual Report of the County Clerk to the State Board of Education is submitted it is important to do the following:

- Read all the edits. If you have a **RED** edit button on the page, it means you have edits and you need to review them. Fix the errors and comment on all others on the Summary page.
 - ❑ If you click the RED edit box and nothing happens, you have a Pop Up blocker on and you need to set your computer to allow pop ups on this site.
 - ❑ You can also hold the control key down while clicking the RED edit box.
- The County Clerk's name, phone number, email address, and name of person entering data must be entered before the report may be submitted.

County Clerk Report

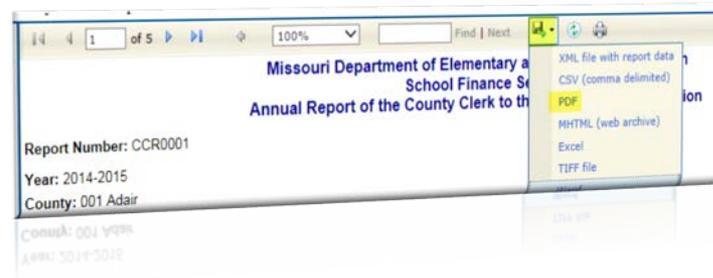
A blank report or a completed report can be retrieved by selecting the Report Menu on the left hand navigational tree.

- Then select the County Clerk Report.



County Clerk Report

- The report can be printed, saved as PDF, or other various report types.
- When trying to print the report the user will need to install a driver. If you allow this you should not have any problems.
- If you choose not to or cannot install this driver then it will be necessary for you to convert the report to a PDF to print.
 - ❑ Do this by selecting the disk with the green arrow on the report header, then select PDF.
 - You can save, email, or print this as a PDF document.





dese.mo.gov

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