



# **COMPLETING THE ANNUAL EDUCATION PROPERTY TAX RETURN**

**(School Liability Statement)**

# SCHOOL GENERAL LEDGER ACCOUNTS

Know the school general ledger accounts and what entries belong in them.

- School Receivable Account (Asset)
  - ✓ Will always have a balance, beginning and end of year
  - ✓ Receipts
  - ✓ Penalty Calculation
  - ✓ Levy Calculation
  - ✓ Adjustments/Cancellations
  - ✓ Tax Refunds/Overpayments



# SCHOOL GENERAL LEDGER ACCOUNTS

## ➤ School Tax Liability (Liability)

- ✓ The only items in this account should be any amounts owing to (credit) or from (debit) school from a the previous year.
- ✓ If you don't have an account like this, it would be beneficial to add it.

## ➤ School Tax Collected – Current/Arrears(Liability)

- ✓ Taxes Received without penalty (Receipts)
- ✓ Tax Refund/Overpayment Entries



# SCHOOL GENERAL LEDGER ACCOUNTS

- School Tax Collected – Penalty (Liability)
  - ✓ Penalty Amounts Received (Receipts)
- School Tax Collected – Grant in Lieu (Liability)
  - ✓ Grant in Lieu Received (Receipts)
- School Tax – Paid (Liability)
  - ✓ The monthly and any other payments made to the school (Cheques)
- School Tax Uncollected (Liability)
  - ✓ The same entries as the School Receivable Asset Account but with entries reversed.



# SCHOOL GENERAL LEDGER ACCOUNT

- School Tax Title Property (Liability)
  - ✓ All entries involving the school portion of tax title property.
  - ✓ This account usually carries a balance forward from year to year until all tax title property is sold.



## DO YOUR GL ACCOUNTS BALANCE TO THE TAX ROLL?

- Both the *school receivable* and the *school uncollected* GL accounts need to have the same ending balance as the amount owing in the tax roll?
- Unless these accounts are balanced, your EPT Return will likely not balance either.



# FORM H – EDUCATION PROPERTY TAX RETURN

Where do you begin?



## WHAT YOU WILL NEED...

- ❑ Last years Education Property Tax Return(Form H)
- ❑ Last page of the Tax Levy Calculation report or the SAMA Annual Assessment Return can be used.
- ❑ Bylaws or Resolutions regarding school tax exemptions that the municipality granted.
- ❑ Detailed report of the following GL accounts:
  - All school receivable accounts
  - All school collection liability accounts
  - School uncollected account
  - School Tax Title Property account
- ❑ Tax Adjustment Journal (If adjustments have been done)





## COMPLETING PART I OF THE EPT RETURN

- Information needed to complete Part I can be found on the last page of the Tax Levy Report.
  - Input the taxable assessment numbers that were used to calculate taxes for each Property Class into the corresponding column.
- The Current School Levy Column of the spreadsheet will be automatically calculated and should calculate the same numbers as your Tax Levy Report. The total number will be automatically transferred to line #9 in Part II.



## PART I: Taxable Assessments and Mill Rates

		Taxable Assessment	*Exempt Assessment	Net School Assessment	Mill Rate	**Current School Levy
Non-arable (Range)	N	6,960		6,960	2.67	18.58
Other Agricultural	A	75,900		75,900	2.67	202.65
Residential	R	3,070,620		3,070,620	5.03	15,445.22
Multi-Unit Residential	M			0	5.03	0.00
Seasonal Residential	S			0	5.03	0.00
Commercial/Industrial - Other	CO	109,800		109,800	8.28	909.14
Resource	CR			0	11.04	0.00
Elevators	E			0	8.28	0.00
Railway Rights of Way	RW	14,700		14,700	8.28	121.72
Pipeline (CR Education mill rate)	PL			0	11.04	0.00
<b>TOTAL</b>		3,277,980	0	3,277,980	equals item #9	16,697.31

\* Only include local exemptions that affect the school portion of property taxes pursuant to sections 295 and 298 of *The Municipalities Act*; sections 315 and 318 of *The Northern Municipalities Act, 2010*; or subsection 262(3) and section 263 of *The Cities Act*. All local exemptions granted under the above sections of the Acts must also be reported in Part V.

\*\*Current School Levy must equal #9 in Part II.

## PART II: Tax Collection Information

1. Due from School Division January 1	0.00	7. Due to School Division January 1	0.00
2. Monthly payments to School Division		8. Gross Penalty Added to Tax Arrears	
J		9. Current Levy	16,697.31
M		10. Penalty on Current Year Taxes	
M		11. Share of Trailer Licence Fees	
J		12. Share of Grants-in-Lieu of Taxes:	
S		- Federal Gov't/Agencies	
N		- Prov. Gov't/Agencies	
		- C.P.R.	
		- Housing Authorities	
3. Loss on Sale of Tax Title Property		13. Adjustments:	
4. Share of Approved Tax Collection Costs			
5. Taxes Cancelled/Abated	0.00		
6. Due to School Division December 31	0.00	14. Due from School Division December 31	0.00
<b>Total</b>	0.00	<b>Total</b>	16,697.31
15. Total Cash Received (Collected) on Behalf of this School Division for the Year			

# TRANSFER AMOUNTS FROM PREVIOUS YEARS EPT RETURN

- The amount in Line 14 from Previous Year goes into Line 1 of the Current Return
- The amount from in Line 6 from Previous Year goes into Line 7 of the Current Return



## PART II: Tax Collection Information

1.	Due from School Division January 1	0.00	7.	Due to School Division January 1	5,143.12
2.	Monthly payments to School Division		8.	Gross Penalty Added to Tax Arrears	
	J		9.	Current Levy	16,697.31
	M		10.	Penalty on Current Year Taxes	
	M		11.	Share of Trailer Licence Fees	
	J		12.	Share of Grants-in-Lieu of Taxes:	
	S			- Federal Gov't/Agencies	
	N			- Prov. Gov't/Agencies	
				- C.P.R.	
				- Housing Authorities	
3.	Loss on Sale of Tax Title Property		13.	Adjustments:	
4.	Share of Approved Tax Collection Costs				
5.	Taxes Cancelled/Abated	0.00			
6.	Due to School Division December 31	0.00	14.	Due from School Division December 31	0.00
	<b>Total</b>	0.00		<b>Total</b>	21,840.43
15.	Total Cash Received (Collected) on Behalf of this School Division for the Year				

# GO THROUGH THE DETAILED GENERAL LEDGER ACCOUNTS

- Go through either the tax receivable or tax uncollected GL account line by line as it will have the following information for the Return:
  - Penalty Added to Taxes for Line #8
  - Cancellations or Adjustments needed for Part III
  - Levy amounts - Confirm this number is the same as the one automatically entered on line #9



# PENALTY

Report Date 5/28/2015 5:35 PM		Village of <i>Here</i> General Ledger		For the Period 1/01/2014 to 12/31/2014		Page 1	
Account # / Description			Account Class		Balance Forward		
Date	Source	Transaction Description	Sub Pd Batch Number	Debit	Credit	Balance	
3125-100 - School Property Taxes Receivable			Asset			0.00	
1/01/2014	TXGJ25	PENALTY CALCULATION	1 2014-00002	408.80 <i>P</i>		408.80	
1/01/2014	Year End Close	Balance Forward Entries	GL 1 2014-00000	4,475.89		4,884.69	
1/31/2014	RJ - 1	JANUARY RECEIPTS	1 2014-00002		354.64	4,530.05	
2/28/2014	RJ - 2	FEBRUARY RECEIPTS	2 2014-00005		171.43	4,358.62	
3/31/2014	RJ - 3	MARCH RECEIPTS	3 2014-00022		107.46	4,251.16	
4/30/2014	RJ - 4	APRIL RECEIPTS	4 2014-00024		85.33	4,165.83	
5/28/2014	RJ - 5	MAY RECEIPTS - PRECONVERSION	5 2014-00025		44.11	4,121.72	
5/31/2014	2014-0002	Created on 5/31/2014	RC 5 2014-00030		21.72	4,100.00	
6/05/2014	2014-0003	Created on 6/5/2014	RC 6 2014-00033		184.98	3,915.02	
6/05/2014	2014-0005	Created on 6/5/2014	RC 6 2014-00036		22.28	3,892.74	
6/18/2014	2014-0004	Created on 6/18/2014	RC 6 2014-00037		26.21	3,866.53	
6/30/2014	2014-0006	Created FOR 6/30/2014	RC 6 2014-00047		17.99	3,848.54	
7/08/2014	TX 2014-0025	2014 Annual Levy	TX 7 2014-00045	16,702.29 <i>Levy</i>		20,550.83	
7/08/2014	TX 2014-0026	Credit Application	TX 7 2014-00046		181.85	20,368.97	
7/08/2014	TX 2014-0026	Credit Application	TX 7 2014-00048	181.85		20,550.83	
7/23/2014	2014-0010	Created on 7/10/2014	RC 7 2014-00049		51.72	20,499.11	
7/23/2014	2014-0011	Created on 7/23/2014	RC 7 2014-00051		480.55	20,018.56	
7/31/2014	2014-0007	Created on 7/2/2014	RC 7 2014-00039		46.38	19,972.18	
7/31/2014	2014-0012	Created on 7/30/2014	RC 7 2014-00052		1,006.07	18,966.11	
8/07/2014	TX 2014-0031	2014 Levy Adjustment	TX 8 2014-00053		4.93 <i>Levy</i>	18,961.18	
8/07/2014	TX 2014-0032	Credit Application	TX 8 2014-00054		4.93	18,956.25	
8/07/2014	TX 2014-0032	Credit Application	TX 8 2014-00054	4.93		18,961.18	
8/20/2014	2014-0013	Created on 8/6/2014	RC 8 2014-00056		339.13	18,622.05	
8/28/2014	2014-0014	Created on 8/6/2014	RC 8 2014-00057		3,349.49	15,272.56	
8/28/2014	2014-0015	Created on 8/27/2014	RC 8 2014-00060		2,132.32	13,140.24	
8/31/2014	2014-0016	Created on 8/28/2014	RC 8 2014-00061		1,964.91	11,175.33	
8/31/2014	2014-0017	Created for 8/31/2014	RC 8 2014-00062		2,307.79	8,867.54	
8/31/2014	TX 2014-0043	To transfer to TTP	TX 8 2014-00066		174.13 <i>TTP</i>	8,693.41	
8/31/2014	TX 2014-0043	To transfer to TTP	TX 8 2014-00066		76.62 <i>TTP</i>	8,616.79	
8/31/2014	TX 2014-0044	Credit Application	TX 8 2014-00067		250.75	8,366.04	
8/31/2014	TX 2014-0044	Credit Application	TX 8 2014-00067	250.75		8,616.79	
9/17/2014	2014-0018	Created on 9/10/2014	RC 9 2014-00064		7.70	8,609.09	
9/30/2014	2014-0019	Created on 9/17/2014	RC 9 2014-00069		336.61	8,272.48	
9/30/2014	2014-0020	Created on 9/30/2014	RC 9 2014-00074		38.11	8,234.37	
10/08/2014	2014-0021	Created on 10/2/2014	RC 10 2014-00070		570.45	7,663.92	
10/23/2014	TX 2014-0054	To remove 2014 levy - Village Owned	TX 10 2014-00084		5.99 <i>C</i>	7,657.93	
10/23/2014	TX 2014-0055	Credit Application	TX 10 2014-00085		5.99	7,651.94	
10/23/2014	TX 2014-0055	Credit Application	TX 10 2014-00085	5.99		7,657.93	

- The penalty amount required in the return is the total amount of penalty that was added to the tax roll...NOT the total penalty collected.

# PENALTY

## PART II: Tax Collection Information

1. Due from School Division January 1	0.00	7. Due to School Division January 1	5,442.12
Monthly payments to School			
2. Division		8. Gross Penalty Added to Tax Arrears	408.80
J <input type="text"/>	F <input type="text"/>	9. Current Levy	16,697.31
M <input type="text"/>	A <input type="text"/>	10. Penalty on Current Year Taxes	
M <input type="text"/>	J <input type="text"/>	11. Share of Trailer Licence Fees	
J <input type="text"/>	A <input type="text"/>	12. Share of Grants-in-Lieu of Taxes:	
S <input type="text"/>	O <input type="text"/>	- Federal Gov't/Agencies	
N <input type="text"/>	D <input type="text"/>	- Prov. Gov't/Agencies	
		- C.P.R.	
		- Housing Authorities	
3. Loss on Sale of Tax Title Property		13. Adjustments:	
4. Share of Approved Tax Collection Costs			
5. Taxes Cancelled/Abated	5.99		
Due to School Division December			
6. 31	0.00	14. Due from School Division December 31	0.00
<b>Total</b>	5.99	<b>Total</b>	22,249.23
15. Total Cash Received (Collected) on Behalf of this School Division for the Year			



# CANCELLATIONS/ADJUSTMENTS

Report Date  
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Village of *Here*  
General Ledger  
For the Period 1/01/2014 to 12/31/2014

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Account # / Description Date Source Transaction Description	Account Class Sub Pd Batch Number	Debit	Credit	Balance Forward Balance
3125-100 - School Property Taxes Receivable	Asset			0.00
1/01/2014 TXGJ26 PENALTY CALCULATION	1 2014-00002	408.80 <i>P</i>		408.80
1/01/2014 Year End Close Balance Forward Entries	GL 1 2014-00000	4,475.89		4,884.69
1/31/2014 RJ - 1 JANUARY RECEIPTS	1 2014-00002		354.64	4,530.05
2/28/2014 RJ - 2 FEBRUARY RECEIPTS	2 2014-00005		171.43	4,358.62
3/31/2014 RJ - 3 MARCH RECEIPTS	3 2014-00022		107.46	4,251.16
4/30/2014 RJ - 4 APRIL RECEIPTS	4 2014-00024		85.33	4,165.83
5/28/2014 RJ - 5 MAY RECEIPTS - PRECONVERSION	5 2014-00026		44.11	4,121.72
5/31/2014 2014-0002 Created on 5/31/2014	RC 5 2014-00030		21.72	4,100.00
6/05/2014 2014-0003 Created on 6/5/2014	RC 6 2014-00033		184.98	3,915.02
6/05/2014 2014-0005 Created on 6/5/2014	RC 6 2014-00038		22.28	3,892.74
6/18/2014 2014-0004 Created on 6/18/2014	RC 6 2014-00037		26.21	3,866.53
6/30/2014 2014-0008 Created FOR 6/30/2014	RC 6 2014-00047		17.99	3,848.54
7/09/2014 TX 2014-0025 2014 Annual Levy	TX 7 2014-00045	16,702.29 <i>Levy</i>		20,550.83
7/09/2014 TX 2014-0026 Credit Application	TX 7 2014-00046		181.86	20,368.97
7/09/2014 TX 2014-0026 Credit Application	TX 7 2014-00046	181.86		20,550.83
7/23/2014 2014-0010 Created on 7/10/2014	RC 7 2014-00049		51.72	20,499.11
7/23/2014 2014-0011 Created on 7/23/2014	RC 7 2014-00051		480.55	20,018.56
7/31/2014 2014-0007 Created on 7/2/2014	RC 7 2014-00039		46.38	19,972.18
7/31/2014 2014-0012 Created on 7/30/2014	RC 7 2014-00052		1,006.07	18,966.11
8/07/2014 TX 2014-0031 2014 Levy Adjustment	TX 8 2014-00053		4.93 <i>Levy</i>	18,961.18
8/07/2014 TX 2014-0032 Credit Application	TX 8 2014-00054		4.93	18,956.25
8/07/2014 TX 2014-0032 Credit Application	TX 8 2014-00054	4.93		18,961.18
8/20/2014 2014-0013 Created on 8/6/2014	RC 8 2014-00058		339.13	18,622.05
8/28/2014 2014-0014 Created on 8/6/2014	RC 8 2014-00057		3,349.49	15,272.56
8/28/2014 2014-0015 Created on 8/27/2014	RC 8 2014-00060		2,132.32	13,140.24
8/31/2014 2014-0016 Created on 8/28/2014	RC 8 2014-00061		1,964.91	11,175.33
8/31/2014 2014-0017 Created for 8/31/2014	RC 8 2014-00062		2,207.75	8,967.54
8/31/2014 TX 2014-0043 To transfer to TTP	TX 8 2014-00066		174.13 <i>TTP</i>	8,693.41
8/31/2014 TX 2014-0043 To transfer to TTP	TX 8 2014-00066		76.62 <i>TTP</i>	8,516.79
8/31/2014 TX 2014-0044 Credit Application	TX 8 2014-00067		250.75	8,366.04
8/31/2014 TX 2014-0044 Credit Application	TX 8 2014-00067	250.75		8,516.79
9/17/2014 2014-0018 Created on 9/10/2014	RC 9 2014-00064		7.70	8,609.09
9/30/2014 2014-0019 Created on 9/17/2014	RC 9 2014-00069		336.61	8,272.48
9/30/2014 2014-0020 Created on 9/30/2014	RC 9 2014-00074		36.11	8,234.37
10/06/2014 2014-0021 Created on 10/2/2014	RC 10 2014-00070		570.45	7,663.92
10/23/2014 TX 2014-0054 To remove 2014 levy - Village Owned	TX 10 2014-00084		5.99 <i>C</i>	7,657.93
10/23/2014 TX 2014-0055 Credit Application	TX 10 2014-00085		5.99	7,651.94
10/23/2014 TX 2014-0055 Credit Application	TX 10 2014-00085	5.99		7,657.93

# CANCELLATIONS/ADJUSTMENTS

PART III: Detailed Statement of School Taxes Cancelled/Abated as of December 31 <sup>st</sup>										
Name			Pt./Sec.		Lot/ Twp.	Block/ Range	Plan/ of Mer.	Amount of Taxes Cancelled	Years (which cancelled taxes were levied)	Explanation or Reason
Village of Here					20	5	D1000	5.99	2014	Town Owned Property
								</		

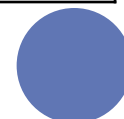
Enter each cancellation in Part III which the total will be automatically entered on line #5 in Part II. Details of the cancellations or adjustment can be found on the tax adjustment journals.



# CANCELLATIONS

## PART II: Tax Collection Information

1. Due from School Division January 1		0.00	7. Due to School Division January 1	5,143.12
2. Monthly payments to School Division			8. Gross Penalty Added to Tax Arrears	408.80
J			9. Current Levy	16,697.31
M			10. Penalty on Current Year Taxes	
M			11. Share of Trailer Licence Fees	
J			12. Share of Grants-in-Lieu of Taxes:	
S			- Federal Gov't/Agencies	
N			- Prov. Gov't/Agencies	
			- C.P.R.	
			- Housing Authorities	
3. Loss on Sale of Tax Title Property			13. Adjustments:	
4. Share of Approved Tax Collection Costs				
5. Taxes Cancelled/Abated		5.99		
6. Due to School Division December 31		8,447.73	14. Due from School Division December 31	0.00
<b>Total</b>		8,453.72	<b>Total</b>	22,249.23
15. Total Cash Received (Collected) on Behalf of this School Division for the Year				



# LEVY

Report Date  
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General Ledger  
For the Period 1/01/2014 to 12/31/2014

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Account # / Description Date Source	Transaction Description	Account Class Sub Pd Batch Number	Debit	Credit	Balance Forward Balance
3125-100 - School Property Taxes Receivable		Asset			0.00
1/01/2014 TXGJ26	PENALTY CALCULATION	1 2014-00002	408.80 <i>P</i>		408.80
1/01/2014 Year End Close	Balance Forward Entries	GL 1 2014-00000	4,475.89		4,884.69
1/31/2014 RJ - 1	JANUARY RECEIPTS	1 2014-00002		354.64	4,530.05
2/28/2014 RJ - 2	FEBRUARY RECEIPTS	2 2014-00005		171.43	4,358.62
3/31/2014 RJ - 3	MARCH RECEIPTS	3 2014-00022		107.46	4,251.16
4/30/2014 RJ - 4	APRIL RECEIPTS	4 2014-00024		85.33	4,165.83
5/28/2014 RJ - 5	MAY RECEIPTS - PRECONVERSION	5 2014-00026		44.11	4,121.72
5/31/2014 2014-0002	Created on 5/31/2014	RC 5 2014-00030		21.72	4,100.00
6/05/2014 2014-0003	Created on 6/5/2014	RC 6 2014-00033		184.98	3,915.02
6/05/2014 2014-0005	Created on 6/5/2014	RC 6 2014-00036		22.28	3,892.74
6/18/2014 2014-0004	Created on 6/18/2014	RC 6 2014-00037		26.21	3,866.53
6/30/2014 2014-0008	Created FOR 6/30/2014	RC 6 2014-00047		17.99	3,848.54
7/09/2014 TX 2014-0025	2014 Annual Levy	TX 7 2014-00045	16,702.29 <i>Levy</i>		20,550.83
7/09/2014 TX 2014-0026	Credit Application	TX 7 2014-00046		181.86	20,368.97
7/09/2014 TX 2014-0026	Credit Application	TX 7 2014-00046	181.86		20,550.83
7/23/2014 2014-0010	Created on 7/10/2014	RC 7 2014-00049		51.72	20,499.11
7/23/2014 2014-0011	Created on 7/23/2014	RC 7 2014-00051		480.55	20,018.56
7/31/2014 2014-0007	Created on 7/2/2014	RC 7 2014-00039		46.38	19,972.18
7/31/2014 2014-0012	Created on 7/30/2014	RC 7 2014-00052		1,006.07	18,966.11
8/07/2014 TX 2014-0031	2014 Levy Adjustment	TX 8 2014-00053		4.93 <i>Levy</i>	18,961.18
8/07/2014 TX 2014-0032	Credit Application	TX 8 2014-00054		4.93	18,956.25
8/07/2014 TX 2014-0032	Credit Application	TX 8 2014-00054	4.93		18,961.18
8/20/2014 2014-0013	Created on 8/6/2014	RC 8 2014-00056		339.13	18,622.05
8/28/2014 2014-0014	Created on 8/6/2014	RC 8 2014-00057		3,349.49	15,272.56
8/28/2014 2014-0015	Created on 8/27/2014	RC 8 2014-00060		2,132.32	13,140.24
8/31/2014 2014-0016	Created on 8/28/2014	RC 8 2014-00061		1,964.91	11,175.33
8/31/2014 2014-0017	Created for 8/31/2014	RC 8 2014-00062		2,307.79	8,867.54
8/31/2014 TX 2014-0043	To transfer to TTP	TX 8 2014-00066		174.13 <i>TTP</i>	8,693.41
8/31/2014 TX 2014-0043	To transfer to TTP	TX 8 2014-00066		76.62 <i>TTP</i>	8,616.79

- Confirm the Levy in your GL account is the same as what was automatically entered in #9.

# CONFIRM LEVY AMOUNT

## PART II: Tax Collection Information

1. Due from School Division January 1		0.00	7. Due to School Division January 1	5,143.12
2. Monthly payments to School Division			8. Gross Penalty Added to Tax Arrears	488.80
J			9. Current Levy	16,697.31
M			10. Penalty on Current Year Taxes	
M			11. Share of Trailer Licence Fees	
J			12. Share of Grants-in-Lieu of Taxes:	
S			- Federal Gov't/Agencies	
N			- Prov. Gov't/Agencies	
			- C.P.R.	
			- Housing Authorities	
3. Loss on Sale of Tax Title Property			13. Adjustments:	0.05
4. Share of Approved Tax Collection Costs				
5. Taxes Cancelled/Abated		5.99		
6. Due to School Division December 31		0	14. Due from School Division December 31	0.00
<b>Total</b>		5.99	<b>Total</b>	22,249.28
15. Total Cash Received (Collected) on Behalf of this School Division for the Year				



## PART IV

### LINE 18 – DUE ON ACCOUNT OF UNCOLLECTED TAXES

- The last figure you will need from the receivable account is the ending balance.
- This is the amount that still needs to be collected on the schools behalf.



# Line 18

Report Date  
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Village of *Here*  
General Ledger  
For the Period 1/01/2014 to 12/31/2014

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Account # / Description			Account Class		Balance Forward	
Date	Source	Transaction Description	Sub Pd Batch Number	Debit	Credit	Balance
<b>3125-100 - School Property Taxes Receivable (cont...)</b>						
10/23/2014	2014-0023	Created on 10/9/2014	RC 10 2014-00091		106.07	7,551.86
10/31/2014	2014-0025	Created on 10/23/2014	RC 10 2014-00097		22.11	7,529.75
11/30/2014	2014-0027	Created on 11/11/2014	RC 11 2014-00098		151.29	7,378.46
12/30/2014	2014-0029	Created on 12/15/2014	RC 12 2014-00100		1,475.44	5,903.02
12/31/2014	2014-0028	Created on 12/16/2014	RC 12 2014-00099		345.03	5,557.99
Total:				22,030.51	16,472.52	
<b>4114 - School Tax Liability</b>			Liability			0.00

# LINE 18

PART IV: Details of Balance of Liability as of December 31 <sup>st</sup>		
17. Due on Account of Collections of School Taxes, Trailer Licence Fees, and Grants-in-Lieu of Taxes (collected but unremitted)		
18. Due on Account of Uncollected Taxes (current and arrears)		5,557.99
Due on Account of Tax Title		
19. Property:	Sold and Collections not Remitted	
	Unsold	
20. _____		Total (equal to Item #6 or #14 if negative) 5,557.99
21. Estimated Amount of Uncollectable Tax Arrears		





## OTHER ITEMS IN THE RECEIVABLE ACCOUNT

- Other entries in this account that you **won't** need are:
  - tax refunds/overpaid taxes
  - tax title property entries
  - Receipts
  - Credit Applications – unless they are different numbers (Munisoft only)



## PART IV – LINE #17

- This line can be tricky depending on how you have your accounts set up.
- If you were to total the ending balance of all the School Liability **Collected** Accounts and subtract what you have Paid the school, this amount should be 0. If there is an amount that means that you either overpaid or underpaid the school.
- If you have under paid, this amount will go in line 17. If you have overpaid, this amount will go in line 14.
- A simple way to get the ending amounts for the collection accounts is to print out your balance sheet.



# BALANCE SHEET

3181-200 - T.T.P. School Tax Liability	(896.80)
3183 - Liability to School T.T.P -prepd b4 sold	891.23
3310 - TCA - GG - Land	23.00
3320 - TCA - GG - Buildings	8,376.00
3330 - TCA - TS - Buildings	12,525.00
3340 - TCA - TS - Mach & Equip	20,192.00
3343 - TCA - TS - LINEAR ASSETS	172,925.00
3365 - TCA - W&S - BUILDINGS	50,501.00
3366 - TCA - W&S - LINEAR ASSETS	427,150.29
<b>Total Assets</b>	<b>1,019,108.87</b>

## LIABILITIES

4114-100 - School Taxes Coll - Prop Curr	13,895.66	} 16,240.65 - 14,318.89 = \$ 1,921.76 owing
4114-101 - School Taxes Coll - Prop Arrears	1,766.55	
4114-120 - School Taxes Coll - Prop Penalty	105.11	
4114-140 - School Taxes Coll - GIL	523.33	
4114-410 - Due to School - Uncoll Prop	5,557.99	
4114-900 - Due to School - Paid	(14,318.89)	
4115 - General Accounts Payable	879.82	
4120-100 - Payroll Deductions Payable	(708.51)	
4134 - Utility Deposits	6,099.10	
4136 - Overpaid Taxes	104.98	
4138 - Other Current Liabilities - Pennies	0.08	
<b>Total Liabilities</b>		<b>13,905.22</b>

## EXCEPTIONS

- BUT remember, if the Municipality owed the school money at the end of the previous year and did not pay it, or the school owes the Municipality, you will have to take that amount into consideration as well.
- ❖ *If you owe the school or the school owes you at the end of the year, it is extremely important you know where this amount is in your GL. To make life so much easier, you should have a tax collection liability account where you will see that amount more easily. It will be worth your while to make up an account if you don't have one. Make the account so it is at the top of your school liabilities accounts.*



## LINE #17

- In the case of the Village of Here, the Village had collected and not remitted \$21.18 in 2013. A year end entry was done to put this amount in Accounts Payable where it was forgotten about until the 2014 EPT Return was being worked on.
- Therefore, this amount, \$21.18 needed to be added to the \$1,971.76 owing from 2014.



## LINE #17

### PART IV: Details of Balance of Liability as of December 31<sup>st</sup>

17. Due on Account of Collections of School Taxes, Trailer Licence Fees, and Grants-in-Lieu of Taxes (collected but unremitted)	1,992.94
18. Due on Account of Uncollected Taxes (current and arrears)	5,557.99
19. Due on Account of Tax Title Property:	
Sold and Collections not Remitted	
Unsold	
20. <b>Total</b> (equal to Item #6 or #14 if negative)	7,550.93
21. Estimated Amount of Uncollectable Tax Arrears	

AT THE END OF 2014, AN ACCOUNT WAS SET UP SO THAT THE 2013 AND 2014 AMOUNTS OWING COULD BE PUT INTO THIS ACCOUNT SO IT COULD BE MORE NOTICEABLE AND PAID OUT.

10/31/2014	2014-0025	Created on 10/23/2014	RC 10 2014-00097	22.11	7,529.75
11/30/2014	2014-0027	Created on 11/11/2014	RC 11 2014-00098	151.29	7,378.46
12/30/2014	2014-0029	Created on 12/15/2014	RC 12 2014-00100	1,475.44	5,903.02
12/31/2014	2014-0028	Created on 12/16/2014	RC 12 2014-00099	345.03	5,557.99
			Total:	22,030.51	16,472.52

#### 4114 - School Tax Liability

12/31/2014	Nicole	To Record Amt Owing to School in New Acc	Liability		0.00
12/31/2014	Nicole	To close school accounts	GL 12 2014-00113	21.18	21.18 Cr
			GL 12 2014-00113	1,971.76	1,992.94 Cr
			Total:	1,992.94	

#### 4114-100 - School Taxes Coll - Prop Curr

1/31/2014	RJ - 1	JANUARY RECEIPTS	Liability		0.00
2/28/2014	RJ - 2	FEBRUARY RECEIPTS	1 2014-00002	17.98	17.98 Cr
3/31/2014	RJ - 3	MARCH RECEIPTS	2 2014-00005	18.34	36.32 Cr
4/30/2014	RJ - 4	APRIL RECEIPTS	3 2014-00022	17.99	54.31 Cr
5/28/2014	RJ - 5	MAY RECEIPTS - PRECONVERSION	4 2014-00024	17.99	72.30 Cr
5/31/2014	2014-0002	Created on 5/31/2014	5 2014-00026	30.68	102.98 Cr
6/30/2014	2014-0008	Created FOR 6/30/2014	RC 5 2014-00030	17.99	120.97 Cr
7/09/2014	TX 2014-0026	Credit Application	RC 6 2014-00047	17.99	138.96 Cr
			TX 7 2014-00048	181.06	220.92 Cr

## LINE #19 – TAX TITLE PROPERTY

- The amount for this line is the ending balance in the school TTP general ledger account.





# LINE #19 - TTP

Report Date  
5/28/2015 8:49 PM

Village of *Here*  
General Ledger  
For the Period 1/01/2014 to 12/31/2014

Page 1

Account # / Description			Account Class		Balance Forward	
Date	Source	Transaction Description	Sub Pd	Batch Number	Debit	Credit Balance
<b>3181-200 - T.T.P. School Tax Liability</b>			Asset			0.00
1/01/2014	Year End Close	Balance Forward Entries	GL	1 2014-00000		646.05 Cr
8/31/2014	TX 2014-0043	To transfer to TTP	TX	8 2014-00066		174.13 Cr
8/31/2014	TX 2014-0043	To transfer to TTP	TX	8 2014-00066		174.13 Cr
8/31/2014	TX 2014-0043	To correct JE for Roll #163	GL	8 2014-00068	174.13	820.18 Cr
8/31/2014	TX 2014-0043	To correct JE for Roll #163	GL	8 2014-00068		76.62 Cr
Total:					174.13	1,070.93

## LINE #19 - TTP

### PART IV: Details of Balance of Liability as of December 31<sup>st</sup>

17. Due on Account of Collections of School Taxes, Trailer Licence Fees, and Grants-in-Lieu of Taxes (collected but unremitted)		1,992.94
18. Due on Account of Uncollected Taxes (current and arrears)		5,557.99
19. Due on Account of Tax Title Property:	Sold and Collections not Remitted	0.00
	Unsold	896.80
	<b>Total (equal to Item #6 or #14 if negative)</b>	<b>8,447.73</b>
20. _____		
21. Estimated Amount of Uncollectable Tax Arrears		

## LINE #20 & LINE #21

- Line 20 is automatically calculated by adding lines 17 to 19.
- Line 20 is then automatically transferred to line 6.
- Line 21 is an estimate of what you think will be uncollectible??



## LINE #20 & LINE #21

### PART IV: Details of Balance of Liability as of December 31<sup>st</sup>

17. Due on Account of Collections of School Taxes, Trailer Licence Fees, and Grants-in-Lieu of Taxes (collected but unremitted)		1,992.94
18. Due on Account of Uncollected Taxes (current and arrears)		5,557.99
19. Due on Account of Tax Title Property:		
	Sold and Collections not Remitted	0.00
	Unsold	896.80
20. _____	Total (equal to Item #6 or #14 if negative)	8,447.73
21. Estimated Amount of Uncollectable Tax Arrears		300.00

## LINE #2 – MONTHLY PAYMENTS

- Enter monthly payments in the corresponding months.
- These amounts can easily be found in the GL account Due to School – Paid.



## LINE #2 – MONTHLY PAYMENTS

4114-900 - Due to School - Paid			Liability		0.00
2/19/2014	Ch 5038 ✓	SASK. RIVERS SCHOOL DIV #119-Remittance	AP 2 2014-00004	354.64	354.64
4/23/2014	Ch 5074 ✓	SASK. RIVERS SCHOOL DIV #119-Remittance	AP 4 2014-00023	171.43	526.07
4/23/2014	Ch 5074 ✓	SASK. RIVERS SCHOOL DIV #119-Remittance	AP 4 2014-00023	107.46	633.53
5/22/2014	Ch 5099 ✓	SASK. RIVERS SCHOOL DIV #119-Remittance	AP 5 2014-00027	85.33	718.86
6/26/2014	Ch 5126 ✓	SASK. RIVERS SCHOOL DIV #119-Remittance	AP 6 2014-00040	44.11	762.97
8/21/2014	Ch 5170 ✓	SASK. RIVERS SCHOOL DIV #119-Remittance	AP 8 2014-00063	466.94	1,229.91
8/21/2014	Ch 5170 ✓	SASK. RIVERS SCHOOL DIV #119-Remittance	AP 8 2014-00063	1,923.85	3,153.76
9/24/2014	Ch 5190 ✓	SASK. RIVERS SCHOOL DIV #119-Remittance	AP 9 2014-00065	9,476.97	12,630.73
10/22/2014	Ch 5211 ✓	SASK. RIVERS SCHOOL DIV #119-Remittance	AP 10 2014-00095	542.38	13,173.11
11/20/2014	Ch 5221 ✓	SASK. RIVERS SCHOOL DIV #119-Remittance	AP 11 2014-00101	1,145.78	14,318.89
12/31/2014	Ch 5298	SASK. RIVERS SCHOOL DIV #119-Remittance	AP 12 2014-00112	1,992.94	16,311.83
12/31/2014	Nicole	To Reverse CK 5298 paid in 2015 not 2014	GL 12 2014-00113		1,992.94
12/31/2014	Nicole	To close school accounts	GL 12 2014-00113		14,318.89
Total:				16,311.83	16,311.83

# LINE #2 MONTHLY PAYMENTS

## PART II: Tax Collection Information

1. Due from School Division January 1		0.00	7. Due to School Division January 1	5,143.12
2. Monthly payments to School Division			8. Gross Penalty Added to Tax Arrears	408.80
J		F 354.64	9. Current Levy	16,697.31
M	278.89	A	10. Penalty on Current Year Taxes	
M	85.33	J 44.11	11. Share of Trailer Licence Fees	
J		A 2,390.79	12. Share of Grants-in-Lieu of Taxes:	
S	9,476.97	O 542.38	- Federal Gov't/Agencies	
N	1,145.78	D	- Prov. Gov't/Agencies	
		(total payments)	- C.P.R.	
		14,318.89	- Housing Authorities	
3. Loss on Sale of Tax Title Property				
4. Share of Approved Tax Collection Costs			13. Adjustments:	0.05
5. Taxes Cancelled/Abated		5.99		
6. Due to School Division December 31		8,447.73		
			14. Due from School Division December 31	0.00
<b>Total</b>		22,772.61	<b>Total</b>	22,249.28
15. Total Cash Received (Collected) on Behalf of this School Division for the Year				

## LINE #3 AND #4

- Line #3 – There was no sale of TTP in 2014 and therefore no loss of sale. If a tax title property was sold and the amount it was sold for was less than the taxes owing, the schools portion would go here.
- Line #4 – School Share of TTP Costs that are not recoverable in accordance with *the Tax Enforcement Act*.





## LINE #10 AND #11

- Line #10 – If the Municipality charged taxes on current penalty, the amount that was added to the tax roll would be entered here.
- Line #11 – If the Municipality charged Trailer License Fees, the schools portion would be entered here.



## LINE #12 – GRANT IN LIEU

- From the GL Account “School Collected - GIL” enter the amount of the Grant in Lieu (s) collected in the appropriate lines.
- In the Village of Here the GIL collected was \$523.33 and was all for Provincial.



# LINE #12 – GRANT IN LIEU

Report Date 5/28/2015 5:35 PM Village of Here  
General Ledger  
For the Period 1/01/2014 to 12/31/2014 Page 4

Account # / Description	Account Class	Debit	Credit	Balance Forward
Date Source Transaction Description	Sub Pd Batch Number			Balance
<b>4114-120 - School Taxes Coll - Prop Penalty (cont.)</b>				
6/05/2014 2014-0005 Created on 6/5/2014	RC 6 2014-00036		22.28	440.04 Cr
7/23/2014 2014-0011 Created on 7/23/2014	RC 7 2014-00051		0.23	440.27 Cr
7/31/2014 2014-0007 Created on 7/2/2014	RC 7 2014-00039		3.83	444.10 Cr
7/31/2014 2014-0012 Created on 7/30/2014	RC 7 2014-00052		22.06	466.16 Cr
8/20/2014 2014-0013 Created on 8/6/2014	RC 8 2014-00056		6.78	472.94 Cr
8/28/2014 2014-0014 Created on 8/6/2014	RC 8 2014-00057		4.98	477.92 Cr
8/28/2014 2014-0015 Created on 8/27/2014	RC 8 2014-00060		0.01	477.93 Cr
8/31/2014 2014-0016 Created on 8/28/2014	RC 8 2014-00061		14.22	492.15 Cr
8/31/2014 2014-0017 Created for 8/31/2014	RC 8 2014-00062		0.43	492.58 Cr
8/31/2014 MG To allocate to penalty correct account	GL 8 2014-00068	408.60		83.78 Cr
9/17/2014 2014-0018 Created on 9/10/2014	RC 9 2014-00064		1.25	85.03 Cr
9/30/2014 2014-0020 Created on 9/30/2014	RC 9 2014-00074		1.02	86.05 Cr
10/08/2014 2014-0021 Created on 10/2/2014	RC 10 2014-00070		7.89	93.94 Cr
10/23/2014 2014-0023 Created on 10/9/2014	RC 10 2014-00081		7.87	101.81 Cr
11/30/2014 2014-0027 Created on 11/14/2014	RC 10 2014-00082			
12/30/2014 2014-0029 Created on 12/15/2014	RC 12 2014-00100		2.94	105.11 Cr
12/31/2014 Nicole To close school accounts	GL 12 2014-00113	105.11		0.00
Total:		513.91	513.91	
<b>4114-140 - School Taxes Coll - GIL</b>				
8/28/2014 2014-0015 Created on 8/27/2014	RC 8 2014-00060		76.18	76.18 Cr
10/08/2014 2014-0021 Created on 10/2/2014	RC 10 2014-00070		447.15	523.33 Cr
12/31/2014 Nicole To close school accounts	GL 12 2014-00113	523.33		0.00
Total:		523.33	523.33	
<b>4114-410 - Due to School - Uncoll Prop</b>				
1/01/2014 Year End Close Balance Forward Entries	GL 1 2014-00000		4,475.69	4,475.69 Cr
1/31/2014 RJ - 1 JANUARY RECEIPTS	1 2014-00002	354.64		4,121.05 Cr
2/28/2014 RJ - 2 FEBRUARY RECEIPTS	2 2014-00005	171.43		3,949.62 Cr
3/31/2014 RJ - 3 MARCH RECEIPTS	3 2014-00022	107.46		3,842.16 Cr
4/30/2014 RJ - 4 APRIL RECEIPTS	4 2014-00024	65.33		3,776.83 Cr
5/28/2014 RJ - 5 MAY RECEIPTS - PRECONVERSION	5 2014-00026	44.11		3,732.72 Cr
5/31/2014 2014-0002 Created on 5/31/2014	RC 5 2014-00030	21.72		3,691.00 Cr
6/05/2014 2014-0003 Created on 6/5/2014	RC 6 2014-00033	184.98		3,506.02 Cr
6/05/2014 2014-0005 Created on 6/5/2014	RC 6 2014-00036	22.28		3,483.74 Cr
6/18/2014 2014-0004 Created on 6/18/2014	RC 6 2014-00037	26.21		3,457.53 Cr
6/30/2014 2014-0008 Created FOR 6/30/2014	RC 6 2014-00047	17.99		3,439.54 Cr
7/09/2014 TX 2014-0025 2014 Annual Levy	TX 7 2014-00045		16,702.29	20,142.03 Cr
7/09/2014 TX 2014-0026 Credit Application	TX 7 2014-00046		181.86	20,323.89 Cr

# LINE #12 – GRANT IN LIEU

## PART II: Tax Collection Information

1. Due from School Division January 1	0.00	7. Due to School Division January 1	5,143.12
Monthly payments to School			
2. Division		8. Gross Penalty Added to Tax Arrears	408.80
J		9. Current Levy	16,697.31
M	278.89	10. Penalty on Current Year Taxes	0.00
M	85.33	11. Share of Trailer Licence Fees	0.00
J		12. Share of Grants-in-Lieu of Taxes:	
S	9,476.97	- Federal Gov't/Agencies	
N	1,145.78	- Prov. Gov't/Agencies	523.33
		- C.P.R.	
		- Housing Authorities	
3. Loss on Sale of Tax Title Property		13. Adjustments:	0.05
4. Share of Approved Tax Collection Costs			
5. Taxes Cancelled/Abated	5.99		
Due to School Division December			
6. 31	8,447.73		
		14. Due from School Division December 31	0.00
<b>Total</b>	<b>22,772.61</b>	<b>Total</b>	<b>22,772.61</b>
15. Total Cash Received (Collected) on Behalf of this School Division for the Year			

## YOU SHOULD BE BALANCED!!

- The totals in both columns of Part II should be the same.
- If you are a few cents, it could be rounding errors.



## PART II: Tax Collection Information

1. Due from School Division January 1	0.00	7. Due to School Division January 1	5,143.12
Monthly payments to School			
2. Division		8. Gross Penalty Added to Tax Arrears	408.80
J		9. Current Levy	16,697.31
M	278.89	10. Penalty on Current Year Taxes	0.00
M	85.33	11. Share of Trailer Licence Fees	0.00
J		12. Share of Grants-in-Lieu of Taxes:	
S	9,476.97	- Federal Gov't/Agencies	
N	1,145.78	- Prov. Gov't/Agencies	523.33
		- C.P.R.	
		- Housing Authorities	
3. Loss on Sale of Tax Title Property		13. Adjustments:	0.05
4. Share of Approved Tax Collection Costs			
5. Taxes Cancelled/Abated	5.99		
Due to School Division December			
6. 31	8,447.73	14. Due from School Division December 31	0.00
<b>Total</b>	<b>22,772.61</b>	<b>Total</b>	<b>22,772.61</b>
15. Total Cash Received (Collected) on Behalf of this School Division for the Year			

## LINE 15 – TOTAL CASH RECEIVED/COLLECTED

- The amount that goes here is the total of all your School Tax Collected Accounts
  - Collect Current
  - Collected Arrears (if a separate account)
  - Collected Penalty
  - Collected GIL



# LINE #15 – TOTAL CASH RECEIVED/COLLECTED

## PART II: Tax Collection Information

1. Due from School Division January 1	0.00	7. Due to School Division January 1	5,143.12
2. Monthly payments to School Division		8. Gross Penalty Added to Tax Arrears	408.80
J		9. Current Levy	16,697.31
M	278.89	10. Penalty on Current Year Taxes	0.00
M	85.33	11. Share of Trailer Licence Fees	0.00
J		12. Share of Grants-in-Lieu of Taxes:	
S	9,476.97	- Federal Gov't/Agencies	
N	1,145.78	- Prov. Gov't/Agencies	523.33
		- C.P.R.	
		- Housing Authorities	
3. Loss on Sale of Tax Title Property		13. Adjustments:	0.05
4. Share of Approved Tax Collection Costs			
5. Taxes Cancelled/Abated	5.99		
6. Due to School Division December 31	8,447.73	14. Due from School Division December 31	0.00
<b>Total</b>	<b>22,772.61</b>	<b>Total</b>	<b>22,772.61</b>
15. Total Cash Received (Collected) on Behalf of this School Division for the Year			<b>16,290.65</b>



## PART V – LOCAL EXEMPTIONS

- If Council has exempted all or a portion of an assessment, information regarding the exemption will go in this section.
- Tax Cancellations are not part this and go in Part III.



## DATE, SIGN & SEND

- The School Division
- Ministry of Education
- Ministry of Government Relations
- Keep a copy for your Auditor



# TAX CANCELLATION JOURNAL ENTRIES

	Debit	Credit
Municipal Tax Cancellation	_____	
Municipal Taxes Receivable		_____
School Tax Collected	_____	
School Tax Receivable		_____

**To Cancel penalty.**

Municipal Tax Cancellation	_____	
Municipal Tax Receivable		_____
School Tax Uncollected	_____	
School Tax Receivable		_____

**To Cancel Taxes.**



# OVERPAID TAXES JOURNAL ENTRY

	Debit	Credit
Municipal Tax Receivable	_____	
Municipal Discount		_____
School Tax Receivable	_____	
School Tax Uncollected		_____
School Tax Collected - Current	_____	
Overpaid Taxes		_____
<b>To refund overpaid taxes</b>		

When issuing cheque, code it to the overpaid tax account.



GOOD LUCK

