

AGRICULTURAL EXTENSION DISTRICT BUDGET INSTRUCTIONS
FISCAL YEAR JULY 1, 2018 - JUNE 30, 2019

LOCAL GOVERNMENT BUDGETS ONLINE APPLICATION

The FY19 County Agricultural Extension budget forms are similar to forms from recent years. The purpose of the annual budget is to provide a summary of revenues and expenditures allowing the reader to determine the funding sources and expenditure priorities of the taxing authority. The annual budget was never intended to give detailed information on all expenses and revenues. General instructions on completing the forms begin on page 11.

The online budget application automates the calculation of your budget allowing you to make changes easily. If you have problems accessing the application, please call Carrie Johnson at the Department of Management (DOM) at (515) 281-5598.

The tab key will move between the cells quickly to speed data entry. The arrow keys may also be used to navigate the forms. The system calculates the Ending Fund Balances by subtracting the sum of all expenditures from the sum of beginning balances and revenues.

The online application loads property valuations used to compute the tax rates on Form 678 once your County Auditor has filed their report with DOM. The application allows the user to Estimate Valuations on the DATAENTRY form. The estimated values are overwritten once the county files their valuation report in January. You cannot move the budget from draft status using estimated valuations.

A notification is emailed to all affected users every time valuations are changed by the auditor. Please note, there are occasionally situations where late changes to valuations and corrections to valuations occur. Sometimes they may be late enough in the process where you may have already published, held a public hearing or adopted your budget. If valuations are reduced (or increased, but most changes are reductions) the online budget system will hold your tax dollars requested constant and allow the rate to increase or decrease to allow you to obtain the same tax dollars with the altered valuations.

Statutorily, you are not allowed to request more *dollars* than what you published, the rate is allowed to fluctuate. However, if a valuation reduction is enough to put you over your statutory rate maximum to get the same tax dollars, you will need to reduce your rate to the statutory maximum.

If you receive notification of a valuation change, either from your county auditor or from the online budget system and you have published your budget, please contact Carrie Johnson at DOM for assistance at (515) 281-5598.

NOTE:

- Use only whole dollars.
- The F11 key will display the budget in full screen allowing you to see more of the budget; hit F11 to return to the regular screen.

You must use the DOM online application to complete your budget.

<https://dom.iowa.gov/>

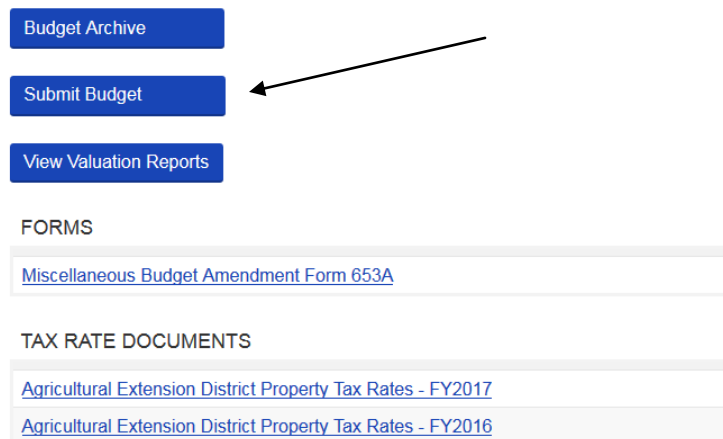


From the home page select “Other Authorities” on the blue ribbon at the top and click on “Ag Extension Districts” from the drop down menu.



This page has links to historical budgets, valuation reports, the budget amendment form and historical tax rate spreadsheets. To access your budgets select the blue button titled “Submit Budget”

Agricultural Extension District Resource Page



This will bring up the log in for the online budget system application.

Enterprise A&A

Sign In Create An Account Forgot Password Forgot Id

DOM Local Government Budgets

Enter your Account Id and Password and press sign in to continue.

Account ID:

Sign In

Password:

Account Details

What is A&A?
Help
Report Issue to State Service Desk

Account Id Examples

Public User Account Format:

firstname.lastname@iowaid

State Employee Account Format:

firstname.lastname@iowa.gov

*If you do not have an @iowa.gov account use your State of Iowa employee email address.

You must have an A&A account to access the application. If you need assistance with the A&A account registration, please call the help desk at the number listed on the login screen. If you do not have an A&A account, please request the “New User Instructions” from DOM. **If you log in and receive a notice that you must contact the County Auditor for access, you can contact them or email carrie.johnson@iowa.gov.**

- Using your account id and the access granted by DOM, login to the budget application, you will see this screen, the “Home Page”:

You can create a new budget or manage existing budgets. You must adopt your budget prior to submitting to your County Auditor. The budget is available to the public after your budget is proposed and the printed date has passed.

▼ *Instructions*

Draft Budgets

Budget Name	Created On	Last Updated	Propose	Delete
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Create a New Draft Budget

Create a new budget file.

Proposed Budget

Budget Name	Proposed	Hearing	Adopt
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- Click on “Create New Draft Budget”, this will create the new budget file. Once a budget document is created, users see the screen below upon returning to the website and the “Home Page”.

Budgets for Adair County Ag Extension

You can create a new budget or manage existing budgets. You must adopt your budget prior to submitting to your County Auditor. The budget is available to the public after your budget is proposed and the printed date has passed.

▼ *Instructions*

Draft Budgets

	Budget Name	Created On	Last Updated	Propose	Delete
+	Adair County Ag Extension Budget 2019 Copy	11/03/17	11/03/17	ERRORS	<input type="checkbox"/>
<input type="button" value="Create a New Draft Budget"/>					

- Click the “Copy” command to create a copy of the budget. Click “Create a New Draft Budget” and a new blank budget will be created. Access any of the budget files created/copied from your budget home page. **NOTE: It is wise not to retain more than one budget at a time.**
- Click on the name of your budget to open it.

The Budget Home page:

Budgets for Adair County Ag Extension

You can create a new budget or manage existing budgets. You must adopt your budget prior to submitting to your County Auditor. The budget is available to the public after your budget is proposed and the printed date has passed.

Click the name to open your budget file.

Click to create copy of a budget

	Budget Name	Created On	Last Updated	Propose	Delete
+	Adair County Ag Extension Budget 2019 Copy	11/03/17	11/03/17	ERRORS	<input type="checkbox"/>
<input type="button" value="Create a New Draft Budget"/>					

Click to delete A twice daily process at Noon & Midnight deletes files

The “Budget Screens”:

- The “Actions” menu allows the user to “Save” “Clear Sheet”, “Print Page” a single sheet or “Print All” pages. All print choices are in an Adobe Acrobat file (.PDF) format. A window will ask if you wish to “Save” the document to your computer or “Open” the file to print and remaining online.
- “Forms” list the forms for each budget type. Click on the form name to access a particular form.

Action Menu

- Save
- Clear Sheet
- Print Page
- Print All
- Instructions
- Exit

Forms List

- A674**
- DATAENTRY
- A678
- A678_Att_1
- EFFORDS
- D
- S

Form A674 Iowa Department of Management 11-1-17

NOTICE OF PUBLIC HEARING -- PROPOSED BUDGET	EXTENSION DISTRICT COUNTY NAME:
Fiscal Year 2019 (July 1, 2018 - June 30, 2019)	Adair County Ag Extension

The Extension Council of the above-named Extension District will conduct a public hearing on the proposed fiscal year budget as follows:

Meeting Date:	Time:	Meeting Location:

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of receipts and expenditures on file with the Extension Council Secretary. Copies of the Supplemental Budget Detail (Schedule 674-A) will be furnished upon request.

Extension District Telephone Number:	Extension Council Contact Name:

PROPOSED BUDGET SUMMARY

FUND (Use Whole Dollars)	Expenditures			D Estimated Ending Fund Balance FY2019	E Estimated FY2019 Beg. Balance	F Estimated Amount To Be Raised By Taxation	G Estimated Utility Tax Replacement and Property Tax Dollars
	A	B	C				
	FYE 6-30-2017 Actual	FYE 6-30-2018 Re-Estimated	FYE 6-30-2019 Budget				
1. County Agricultural Extension Education	0	0	0	0	0	0	0
2. Unemployment Compensation	0	0	0	0	0	0	0
3. Tort Liability	0	0	0	0	0	0	0
4. TOTAL	0	0	0	0	0	0	0

Proposed taxation rate per \$1,000 valuation: \$ 0

The Active Form is shown in bold, italics.

Budget “Actions” Menu

Description of the **Action** menu items:

- **Save -** Saves your budget. **Do this frequently and always before you leave your budget or changes will be lost.**
- **Clear Sheet-** Use to clear a sheet/form and start over
- **Print Page-** Creates a PDF file to print of save the current page (PDF files are Adobe Acrobat)
- **Print All-** Creates a PDF file to print all pages
- **Instructions-** View and select the Budget Instructions.
- **Exit-** Return to “Home Page”.

Description of the **Forms** menu items:

- **Forms-** Most levy authorities have specific forms for their budget. These are displayed vertically under Forms.
- **DATAENTRY-** The form is completed and the data is copied to the appropriate page. The DATAENTRY form allows the user to enter information into a single form rather than multiple forms. **Be sure to enter the 2010 Census Bureau population figure in the District Population field. If you are unsure about this figure, contact your county auditor.**

COUNTY EXTENSION DISTRICT BUDGETS

Fiscal Year 2019 (July 1, 2018 - June 30, 2019)

DATA ENTRY FORM - Enter data here, then proceed to Form A678.

Note: Form A674 and part of Form A678 will be completed automatically from this form.

District Name:	Adair County Ag Extension
County Name:	Adair
Public Hearing Time:	
	(Example 7:00 pm)
Public Hearing Date:	
	(Example 3-03-2018)
Public Hearing Location:	
Contact Name:	-
Contact Phone:	-
Council Secretary's Name:	-
Secretary's (Extension Office) Address:	-
District Population:	
	Enter the 2010 Census Population
Estimated Valuations	
Any values entered here will be overwritten by actual valuations submitted by your County Auditor.	
Taxable Valuation w/ G & E:	
Taxable Valuation w/o G & E:	

NOTE: The Public Hearing Date is entered along with the "Time" and "Location" on the DATAENTRY page.

NOTE: Enter the 2010 Census Bureau population figure.

- ERRORS- The page should be viewed prior to completing and Proposing the budget. Gives reasons for errors which prevent the user from continuing the process

ERROR MESSAGE LISTINGS
Budget Authority: Adair County Ag Extension
Co. Number:1

**NOTE: ALL ERROR MESSAGES MUST BE CORRECTED BEFORE THE BUDGET CAN BE PROPOSED.
AN ERROR MESSAGE MAY DISPLAY BEFORE ALL DATA IS ENTERED
*** IGNORE THE "#" SIGN *****

FORM 678 - LEVY RATES/DOLLARS ERRORS:

#

3

OTHER:

County Agricultural Extension Education Fund Budget not completed.
The Hearing TIME is missing on the DATAENTRY form
The Hearing DATE is missing on the DATAENTRY form
The Hearing LOCATION is missing on the DATAENTRY form

<

NOTE: The Error page should have nothing but # signs. The errors displayed in this example tell the user that there is data missing.

You cannot Propose a budget containing errors

Save and Exit the budget after verifying any errors on the Errors page have been corrected

Proposing the budget

- The “Propose” process should be done after the Hearing Date is established.
-

Created On	Last Updated	Propose	Delete
11/03/16	11/03/16	<u>Propose</u>	<input type="checkbox"/>

Click on the “Propose” link beside the budget on the home page – this opens the “Propose Budget” page

Again, you cannot Propose a budget containing errors.

The “Propose Budget” page:

Once a budget is proposed:

- Changes cannot be made without returning to “Draft” status.
- Should valuations change, you will receive an email notification. You must return the budget to DRAFT status, make corrections, and redo the process.

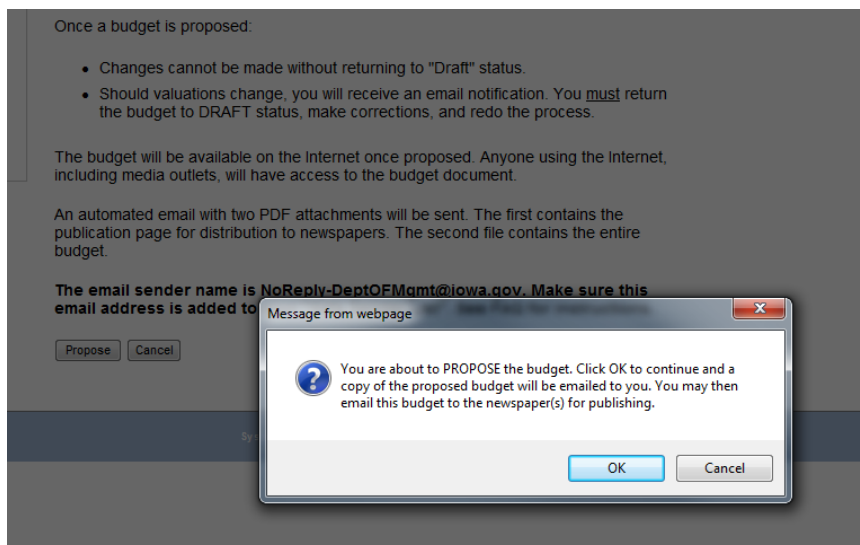
The budget will be available on the Internet once proposed. Anyone using the Internet, including media outlets, will have access to the budget document.

An automated email with two PDF attachments will be sent. The first contains the publication page for distribution to newspapers. The second file contains the entire budget.

The email sender name is **NoReply-DeptOFMgmt@iowa.gov**. Make sure this email address is added to your “Safe Sender List”. See FAQ for instructions.



- Click the **Propose** button.



Once a budget is proposed:

- Changes cannot be made without returning to “Draft” status.
- Should valuations change, you will receive an email notification. You must return the budget to DRAFT status, make corrections, and redo the process.


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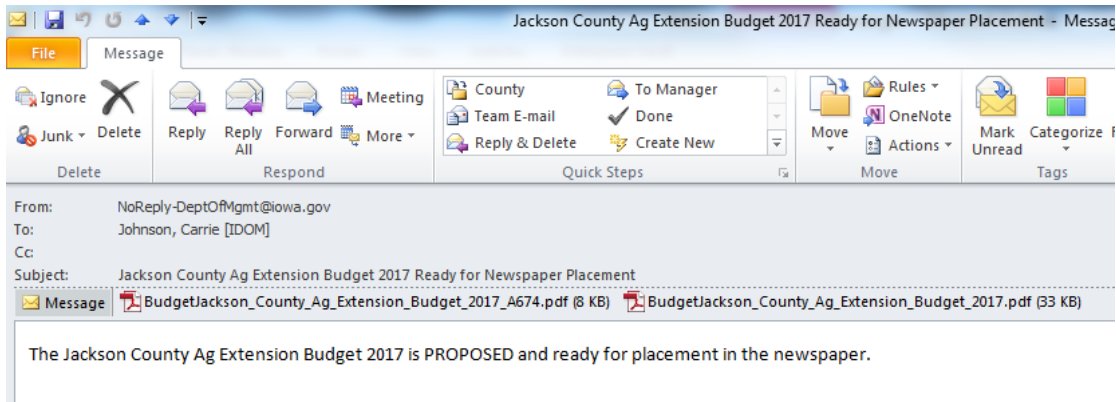
Propose Cancel

Message from webpage

 You are about to PROPOSE the budget. Click OK to continue and a copy of the proposed budget will be emailed to you. You may then email this budget to the newspaper(s) for publishing.

OK Cancel

- You will get the message regarding whether or not you want to proceed with Proposing the budget. Select “OK” and an email will be sent containing both the Hearing Notice AND the entire budget document in a .PDF Adobe Acrobat format.



- The email will come from “NoReply-DeptofMgmt@iowa.gov”
- See below, the budget has now moved from “Draft” to “Proposed” and the date it was proposed is listed.

Budgets for Adair County Ag Extension

You can create a new budget or manage existing budgets. You must adopt your budget prior to submitting to your County Auditor. The budget is available to the public after your budget is proposed and the printed date has passed.

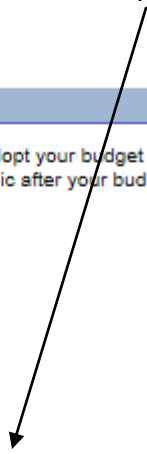
▼ *Instructions*

Draft Budgets

Budget Name	Created On	Last Updated	Propose	Delete
<input type="button" value="Create a New Draft Budget"/>				

Proposed Budget

Budget Name	Proposed	Hearing	Adopt	
+ Adair County Ag Extension Budget 2018	Return To Draft	11/03/16	03/03/17	Adopt



- Following the public hearing, the Board/Council may make any allowable revisions to the budget. Return to Draft state and make changes. The budget is again “Proposed” and now ready to “Adopt”.

Budgets for Adair County Ag Extension

You can create a new budget or manage existing budgets. You must adopt your budget prior to submitting to your County Auditor. The budget is available to the public after your budget is proposed and the printed date has passed.

Instructions

Draft Budgets

Budget Name	Created On	Last Updated	Propose	Delete
-------------	------------	--------------	---------	--------

Create a New Draft Budget

Proposed Budget

Budget Name	Proposed	Hearing	Adopt
+ Adair County Ag Extension Budget 2018 Return To Draft	11/03/16	03/03/17	Adopt

Use this function to make statutorily allowed changes or to redo them entire process

Click on the "Adopt" link beside the budget on the home page – this opens the "Adopt Budget" page

BUDGET ADOPTION

The submitter must fill in two dates:

- 1) The publication date of the Hearing Notice
- 2) Date adopted by the Board/Council.

Adopt Budget

Budget Name: Adair County Ag Extension Budget 2018

Once a budget is adopted:

- Changes cannot be made without returning to "Draft" status.
- Should valuations change, you will receive an email notification. You must return the budget to DRAFT status, make corrections, and redo the process.

The email sender name is NoReply-DeptOFMgmt@iowa.gov. Make sure this email address is added to your "Safe Sender List". See FAQ for instructions.

Enter the date the Adair County Ag Extension Budget 2018 budget Hearing Notice was Published/Posted

(mm/dd/yyyy)

Enter the date the Adair County Ag Extension Budget 2018 budget was adopted

(mm/dd/yyyy)

Enter the Date the Hearing Notice was published.

Enter the Date the adopted by the Board/Council

Budgets for Adair County Ag Extension

You can create a new budget or manage existing budgets. You must adopt your budget prior to submitting to your County Auditor. The budget is available to the public after your budget is proposed and the printed date has passed.

Instructions

Draft Budgets

Budget Name	Created On	Last Updated	Propose	Delete
-------------	------------	--------------	---------	--------

Create a New Draft Budget

Proposed Budget

Budget Name	Proposed	Hearing	Adopt
+ Adair County Ag Extension Budget 2018 Return To Draft	11/03/16	03/03/17	03/03/17

After you successfully enter the dates, the date you adopted shows up on the home page.

GENERAL BUDGET INSTRUCTIONS

The data on the supplemental detail sheets are automatically totaled and brought forward to the proposed and adopted budget summaries

The data necessary to compute the property tax levies are entered on form 678 under the “Property Tax/Utility Tax Replacement Excise Tax Computation” section.

All Revenues and Expenditures are entered on forms 674-A referred to as “A674_Att_1” in the budget software.

It is easier to begin by completing the form A674_Att_1. The majority of the data on this form is simple data entry from existing documents. Use your Fiscal Year End Reports and worksheets to complete the ACTUAL column for both revenues and expenditures, including the Beginning Balance. The software will compute Ending and Beginning balances for the successive years. Verify your Ending Balance for the ACTUAL matches your Year End report. If it does not, you most likely made a data entry error on the online form.

The revenues are divided into three sections: Property Taxes, Other Taxes, and Other Non-Tax Revenues.

PROPERTY TAX:

Property taxes are those taxes based upon the value of the taxable property within the jurisdiction of the Ag Extension Service. A property tax is computed by entering the “requested amount” or “Utility Tax Replacement and Property Taxes” as termed on form 678, Column AW. Using this figure and the Valuations, the software computes the rate to determine the amount of Property Taxes dollars and Utility Tax Replacement Excise Tax dollars automatically. These figures flow into the A674_Att_1 and are used in determining the total amount of revenues. A change made to any “input” figure will cause all sheets to re-calculate.

OTHER TAXES:

The category contains the computed Utility Tax Replacement Excise Tax (a product of the property tax) and Other Taxes including Grain Handling Tax, mobile home taxes, etc. It does not contain “credits” (homestead, etc.)

OTHER NON-TAX REVENUES:

These revenues include Interest/Rental/Lease income also termed “Use of Money and Property”, Program Fees, Resale Materials/Goods, Contracts & Grants, Contributions, and Other Non-Tax Revenues. The Other Non-Tax category should never contain substantial revenues. The majority of revenues should fit within a line item within one of the three revenue types and sub types listed and not under the “Other” category.

Commercial and Industrial Property Tax Replacement

SF 295 passed in the 2013 session of the Iowa General Assembly created a commercial and industrial replacement process. Commercial, industrial and railroad property receive a rollback of 90% of their 100% valuation for every year. This reduction in taxable valuation will limit the amount of property tax revenue that can be collected by each levy authority, including ag extensions. As part of the legislation, the State will then make replacement claim payments to the county treasurer which will be distributed to each levy authority in September and March of each year.

To assist those budgeting for receipt of the replacement claim, a report titled “Taxable Valuation by Class by Levy Authority” and one titled “100% Valuation by Class by Levy Authority” can be accessed on the DOM website in the Public Reports area of the Property Valuation System.

<https://www.iowaonline.state.ia.us/dompvs/default.aspx?cmd=SelReport>

This “Taxable Valuation by Class” report will list the taxable value of the classes of property by each levy authority, including county ag extension offices and the “100% Valuation by Class” report will list the 100%

assessed valuation by class by each levy authority. Select each report for your county ag extension. Find the commercial and industrial value totals and add them together for each report.

You can estimate the amount of replacement claim dollars as follows:

$$\frac{100\% \text{ assessed value} - \text{taxable value}}{1000} \times \text{your estimated tax rate} = \text{approximate replacement claim}$$

Example: $30,000,000 - 27,000,000 = 3,000,000 / 1000 \times 0.30 = \900

This calculation will need to be completed for *each levy rate* used by the ag extension for the fiscal year if you use anything additional to the extension education levy rate. These replacement dollars can be listed on the budget forms as "Other Non Tax Revenues."

To see an estimation of the revenue to be received in the current year (FY17) from the Commercial and Industrial Replacement, please use the tool listed on the DOM web site here:

<https://dom.iowa.gov/document/commercial-industrial-replacement-payments>

Select "Ag Extension" and your appropriate county and you can view the *estimated* revenue to be received during FY17. You can confirm the amount received in the first half payment in September with your county treasurer.

ADAIR COUNTY AG EXTENSION ESTIMATED COMMERCIAL & INDUSTRIAL BACKFILL ALLOCATIONS			
01C001	BACKFILL TO ALL NON-TIF FUNDS		\$5,670
	BACKFILL TO THE TIF FUND		\$0
LEVY TYPE	LEVY RATE	AMOUNT OF BACKFILL	
1 AG EXTENSION EDUCATION	\$0.30000	\$5,670	
2 UNEMPLOYMENT	\$0.00000	\$0	
3 TORT LIABILITY	\$0.00000	\$0	
4			
5			
6			
7			
8			
9			
10			
TOTAL RATE	\$0.30000	\$5,670	

* The totals presented are ESTIMATED YEARLY TOTALS of commercial and industrial replacement revenues due to local governments.
 ** Two payments will be made to each levy authority; each payment will be half of the total due. Any corrections needed will be made with the second payment.

Revised 09/01/2016

PLEASE NOTE: SF 295 capped the amount to be replaced to local governments in FY18 and thereafter at the amount *actually received* by local governments in FY17. So therefore, if the amount of loss in FY19 is greater statewide than what was paid out statewide in FY17, the Iowa Department of Revenue will prorate the statewide payment to local governments.

Using the example above, if you estimated your replacement claim at \$900 but the statewide payment can only be 90% of the loss, the replacement claim you actually receive will be reduced by 10%, so \$810.

EXPENDITURES:

The expenditures are divided into Program Expenditures and General Expenditures. The Program expenditures show the expenditures for each of the major functions the Ag Extension offers. Each Program should contain the subtotal of all expenditures made to support the function. Note there may be some overlap between the General and Program expenditures. Take care not to double count these expenditures.

UTILITY TAX REPLACEMENT EXCISE TAXES:

Gas and electric utility companies pay excise taxes based upon energy delivered instead of property taxes. Property tax levy rates are computed using valuation with gas and electric utilities. Once computed, the rate is applied to the valuation without gas and electric utilities to arrive at actual property tax dollars and estimated utility tax replacement dollars.

You might receive more or less excise tax dollars than the amount estimated. If there is a **significant loss**, show the loss on the Re-Estimated and Actual data but do not adjust the Budget year estimate.

Credits against levied taxes are included in the property taxes levied on A674_Att_1 and as computed on form A674. These include:

- Homestead credits
- Elderly and Disabled credits
- Disabled Veteran’s Homestead credits
- Ag Land credits
- Family Farm credits
- Business Property Tax Credits

Do not budget the credits against levied taxes under “Other Taxes”. Adjust the Re-Estimated accordingly IF THESE SIGNIFICANTLY LOWER THE PROPERTY TAXES COMPUTED. The ACTUAL year Property Taxes should reflect any deductions for these credits and, therefore, SHOULD NOT BE LOWERED AGAIN on the budget forms.

PROPERTY TAX/UTILITY TAX REPLACEMENT EXCISE TAX COMPUTATION

Form 678 has to be completed in order to divide your ‘Gross Tax Asking’ between property taxes and utility tax replacement excise taxes. **All calculations are done automatically.**

The illustration below is a sample of how your county auditor should report the **January 1, 20XX taxable values payable in FYXX/XX.** Your County Auditor provides the report in early January.

The valuation information on Form 678 will be entered automatically, Column BW, is the Taxable Valuation With Gas & Electric Utility valuation. Column DW is the Taxable Valuation Without Gas & Electric Utility valuation.

ADAIR COUNTY JANUARY 1, 2009 NET TAXABLE VALUATIONS
FOR FY2010/2011 TAX LEVIES
BY LEVY AUTHORITY, BY COUNTY

CODE	NAME	USE FOR COMPUTING TAX RATES INCLUDES GAS & ELECTRIC UTILITY VALUATIONS			USE FOR COMPUTING TAX DOLLARS EXCLUDES GAS & ELECTRIC UTILITY VALUATIONS		
		A	B	C	D	E	F
		TAXABLE VALUE FOR RATES	APPLICABLE TAX INCREMENT	FOR DEBT SERVICE RATES ONLY	TAXABLE VALUE FOR TAXES LEVIED	APPLICABLE TAX INCREMENT	FOR DEBT SERVICE TAX DOLLARS ONLY
RURAL	ADAIR	259,543,519	0	259,543,519	246,566,343	0	246,566,343
URBAN	ADAIR	82,227,352	3,879,608	86,106,960	78,115,984	3,879,608	81,995,592
	****TOTAL FOR COUNTY	341,770,871	3,879,608	345,650,479	324,682,327	3,879,608	328,561,935
0101D001	ADAIR COUNTY ASSESSOR	341,770,871			324,682,327		
	****TOTAL FOR ALL ASSESSORS	341,770,871			324,682,327		
0101G001	ADAIR REGULAR	14,804,004	1,323,822	16,127,826	14,063,804	1,323,822	15,387,626
0101J001	ADAIR AGRICULTURAL	238,742			226,805		
0101G002	BRIDGEWATER REGULAR	1,459,007	0	1,459,007	1,386,057	0	1,386,057
0101G003	FONTANELLE REGULAR	7,618,821	0	7,618,821	7,237,880	0	7,237,880
0101J003	FONTANELLE AGRICULTURAL	92,574			87,945		

FORM 678:

Enter your Requested Amount (Property Tax and Utility Tax Replacement Excise Taxes) in Column AW on form 678.

Note: Simply view “Requested Dollars” as the amount of taxation you would ask if the utilities paid regular property taxes instead of an Excise tax.

The Tax Rate (Column CW) is determined by dividing amounts entered in Column AW (Gross Tax Asking) into the valuation amounts with gas & electric utilities in Column BW. **(The application will automatically do this and calculate the rate.)**

Next, multiply the Tax Rate (CW) times the valuation without gas & electric utilities in Column DW to produce the Property Taxes Levied in Column EW. **(The application will automatically perform these calculations.)**

Estimated Utility Tax Replacement Excise Taxes (Column FW) are calculated by subtracting the amount in Column AW from the amount in Column EW. **(The application will automatically do this.)**

Property Taxes Levied (Column EW) should be placed into the FY 20XX ‘Property Taxes Levied’ line on A-674 Att 1. **(The application will automatically do this.)**

Estimated Utility Tax Replacement Excise Taxes (Column FW) should be placed into the FY 20XX column on the ‘Utility Tax Replacement Excise Taxes’ revenue line which is included under the ‘Other Tax & Replacement Receipt’ section on A-674 Att 1. **(The application will automatically do this.)**

“Total Resources” and “Total Requirements” are no longer used on the annual budget. In the past, the total resources must match the total requirements. In other words, budgeting on a cash basis, the budget cannot have a total negative ending balance. In addition, the beginning fund balance for a given year must equal the ending fund balance for the subsequent year. The online software makes sure these calculations match.

AGRICULTURAL EXTENSION EDUCATION FUND

The levy limits and taxation limits for this fund depend upon the population of your district and whether or not there has been a **successful** referendum authorizing regular limits to be exceeded. See *Code of Iowa* section 176A.10. No limit as shown below can be exceeded. The maximum tax includes **both** property tax and utility replacement excise tax. Additionally, if the referendum specified a lower limit than shown in the two columns on the right, the lower limit would apply. **If an election to exceed regular taxation limits has passed since you last certified a budget, please attach a copy of the abstract of votes including the full text of the question when you submit your budget to the county auditor.**

COUNTY AG EXTENSION LEVY LIMITS			
With a Referendum Population	Levy Rate	Maximum Tax Increment	
Less than 30,000	0.30000	6,000	243,000
30,000 to 49,999	0.20250	7,000	286,000
50,000 to 89,999	0.13500	9,000	364,500
90,000 to 199,999	0.13500	15,000	570,000
Greater than 200,000	0.05000	25,000	850,000
Without a Referendum Population	Levy Rate	Maximum Tax Increment	
Less than 30,000	0.20250	75,000	
30,000 to 49,999	0.20250	90,000	
50,000 to 94,999	0.13500	112,500	
Greater than 95000	0.13500	150,000	

UNEMPLOYMENT COMPENSATION

Section 96.31 of the *Code of Iowa* provides that political subdivisions may levy a tax to pay for the cost of unemployment benefits. ([See Unemployment Compensation.](#)) (click to view)

TORT LIABILITY

Chapter 670 authorizes the purchase of a liability insurance policy. The premium costs of such insurance may be paid from the Extension Education Fund, or a separate tax levy for tort liability may be made, if the Extension Education Fund levy is insufficient. If you have a package insurance policy, only the tort liability premium may be paid from the Tort Liability levy. This list provides examples of types of coverage that may be included:

- General Liability
- Umbrella Excess Liability
- Auto Liability
- Employers Dishonesty Crime Bond
- Directions and Officers Liability
- Professional Liability

This levy may also be used for the payment of a judgment or settlement within the scope of chapter 670. ([See Tort Liability.](#)) (click to view)

NOTICE OF PUBLIC HEARING

The Notice of Public Hearing and Proposed Budget Summary on Form 674 must be published. The data on Form 674 is transferred from and corresponds with the Supplemental Detail (Forms 674-A). **Notice of a hearing on the budget must be published not less than 10 nor more than 20 calendar days BEFORE the hearing. You cannot count the day of the hearing in the calculation.** The budget must be published in one newspaper published within the boundaries of the Extension District, or if none there published, a newspaper of general circulation therein. It is our recommendation to publish the proposed budget in early February to allow adequate time should a second publication be necessary. **Budgets must be certified to the County Auditor by March 15.**

THE COST OF PUBLISHING THE NOTICE OF PUBLIC HEARING

Section 618.11 of the *Code of Iowa* states the advertising rate for legal notices (for any newspaper) **shall be established** by the superintendent of printing, pursuant to chapter 17A. The rate is based on a line of eight-point type two inches in length or its equivalent. Typesetting a notice in type smaller than eight-point type and/or on lines longer than two inches would cost more per line but would result in fewer lines. Conversely, typesetting a notice in type larger than eight-point type and/or on lines shorter than two inches would cost less per line but would result in more lines. In other words, the cost for any typeset notice should be the same regardless of the type size selected or the length of the line it is printed on.

The newspaper publishing this notice may choose to photograph it rather than typeset it. The Iowa Newspaper Association's position is that publication of matter, which may be photographically reproduced for printing instead of typeset, shall be compensated at a rate not to exceed the lowest available earned rate for any similar advertising matter. This means newspapers may charge their earned space rate or the public notice rate they would have charged had they typeset the notice -- whichever is less.

Form 674 has been set to exactly three industry standard newspaper column widths.

PUBLIC HEARING

Budgeted expenditures and tax levies for each fund may be reduced as a result of the hearing, but neither may be increased without another publication and another hearing according to law.

The final budget adopted by the board/council is on form 678. On Form 678, the sum of columns C and D should equal the sum of columns E and F for each fund.

FILING

File **one** paper copy of the adopted budget (Form 678), the supplemental detail (Form 674-A), and proof of publication with your county auditor **by March 15**.

PROTEST

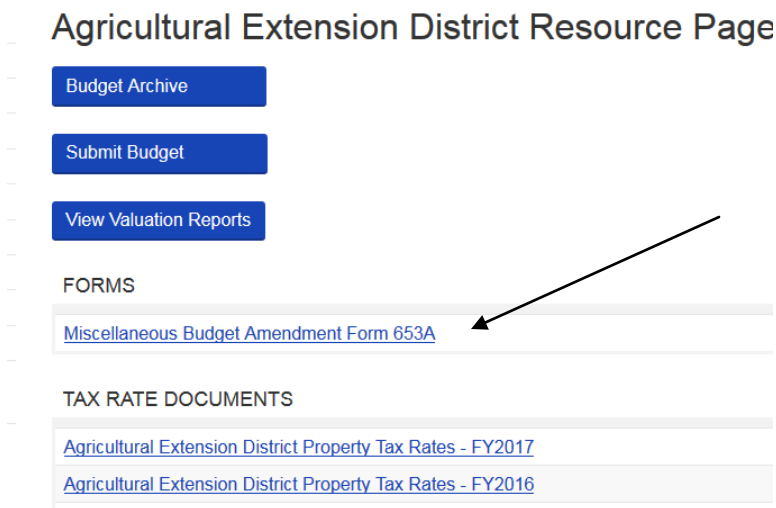
Procedures related to the citizen protest of a budget are in chapter 24, *Code of Iowa*.

AMENDMENTS

If during the year, expenditures are expected to exceed the amounts for any fund (this includes the County Agricultural Extension Education Fund, the Unemployment Compensation Fund and the Tort Liability Fund) in column C of the adopted budget, the budget must be amended, using **Form 653A Miscellaneous**, in accordance with section 24.9. **The amendment must be effective before any of the expenditure amounts are exceeded.** Budget amendments require the same notice and hearing procedures as required for the adoption of the original budget. Budget amendments are subject to protest. An amendment of a budget after May 31, which is properly protested but without adequate time for hearing and decision on the protest by June 30, is void.

The form to be used for amendments is found on the DOM web site here:

<https://dom.iowa.gov/agricultural-ext-district>



File an original of the amendment proceedings (Form 653A Miscellaneous) and proof of publication with the County Auditor. Also, file a copy of the amendment proceedings (Form 653A Miscellaneous) with the Iowa Department of Management, Local Government Division, State Capitol Building, Des Moines, IA 50319.

Inquiries concerning budgeting procedures may be directed to your county auditor or the Department of Management, at Carrie Johnson (515) 281-5598 carrie.johnson@iowa.gov.

Tort Liability Fund

Section 670.10 of the Code of Iowa permits the Extension District to levy a separate tax for the cost of tort liability benefits. This levy is in addition to the regular Extension Education Fund levy; however, **the Tort Liability levy is only allowed when the regular Extension Education Fund levy is at its maximum limitation imposed by statute.** These limitations for the Extension Districts are noted in Extension Law, Section 176A.10 and also in the DOM Budget Instructions. The Tort Liability Fund includes the District Liability insurance costs and the Public Officials/Errors and Omissions insurance costs, but not the office Property Insurance costs. Once the maximum levy limitation is reached, the Extension District has the choice to:

- (1) Levy for Tort Liability in addition to the regular Extension Education Fund levy; or
- (2) Record expenses as a regular expense in the Extension Education Fund.

Before the maximum levy limitation is reached, the District would handle the expense as a regular expense in the Extension Education Fund. Moneys received from separate additional levy must be used for the following purposes:

- (1) Only for liability purposes
- (2) District Liability insurance costs
- (3) Public Officials/Errors and Omissions insurance costs

Procedures for the Tort Liability Fund

If a Tort Liability expense is anticipated in a future fiscal year and the Extension Education Fund is being levied at its maximum limitation, the Extension District may levy for Tort Liability through the regular budget process. The Extension District may have a positive or a negative Tort Liability Fund carry forward amount for any year.

When the Tort Liability funds are received they should be recorded as a deposit in Current Tax income account in the Tort Liability Fund. When expenses are incurred, the invoices should be paid and recorded in the Tort Liability expense account in the Tort Liability Fund.

If the District has officially levied for the Tort Liability Fund through the regular budgeting process, there will be a specific dollar amount that you anticipate receiving during the fiscal year for which you levied. When the county receives the bill for Tort Liability expenses before the tax dollars have been deposited in your account by the County Treasurer, you can pay the bill and show it as an expense the Tort Liability expense account in the Tort Liability Fund.

When the tax dollars for the Tort Liability Fund are deposited into your bank account by the County Treasurer at a later date in that fiscal year, you will show the receipt as a deposit in Current Tax income account in the Tort Liability Fund.

The Tort Liability Fund balance is the net of the Tort Liability income account in the Tort Liability Fund and the Tort Liability expense account #90000 in the Tort Liability Fund. Any deficit in the Tort Liability Fund is covered by the Extension Educational Fund.

Tort Liability funds available would consist of any positive amount in the Tort Liability Fund that was carried forward from the previous fiscal year plus the amount the Extension District will receive from a Tort Liability Fund levy for the current year **or** any negative amount in the fund that was carried forward from the previous fiscal year plus the amount the Extension District will receive from a Tort Liability Fund levy for the current year.

For example -- Let's assume you will have \$1,000 in your Tort Liability fund in the current year. This consists of \$200 carry forward from the previous year plus \$800 you levied for in the current year. You are billed for \$1,500 in Tort Liability expenses in the current year. You pay the \$1,500 invoice from the Tort Liability Fund.

The remaining \$500 deficit in the Tort Liability Fund will be covered by a future Tort Liability Fund levy and/or the Extension Education Fund.

Previous Year Carry Forward		<u>\$ 200</u>
Current Year Tort Liability levy	Plus	<u>\$ 800</u>
Tort Liability expense	Minus	<u>\$1500</u>
Extension Education Fund advance (covered by a future levy)	Plus	<u>\$ 500</u>

Unemployment Compensation Fund

Section 96.31 of the Code of Iowa permits the Extension District to levy a separate tax for the cost of unemployment benefits. This levy is in addition to the regular Extension Education Fund levy; however, **the Unemployment Compensation levy is only allowed when the regular Extension Education Fund levy is at its maximum limitation imposed by statute.** These limitations for the Extension Districts are noted in Extension Law, Section 176A.10 and also in the DOM Budget Instructions.

Once the maximum levy limitation is reached, the Extension District has the choice to:

- (1) levy for Unemployment Compensation in addition to the regular Extension Education Fund levy; or
- (2) record unemployment claims as an expense in the Extension Education Fund.

Before the maximum levy limitation is reached, the District should report unemployment claims in the Extension Education Fund. Moneys received from separate additional levy must be used for the following purposes:

- (1) To pay unemployment premiums to become part of the state plan
- (2) To pay unemployment claims to Iowa Workforce Development.

Most Extension Districts are self-insured for unemployment compensation purposes. To be “self-insured” means that the District will reimburse Iowa Workforce Development for any claims against the District as they occur. If there is never a claim, no payment would ever be made.

The alternative is to be covered by the State unemployment compensation plan. The annual premium for the State’s unemployment compensation plan is partly based on the District’s employment experience. Any unemployment claim filed against the Extension District would be paid from the account established for the District.

In either case, the Council may choose to levy a tax to pay the premium, pay a claim to Iowa Workforce Development or recover a past claim paid to Iowa Workforce Development. Any funds received from the levy can be used only for unemployment purposes. Therefore the receipting and disbursing of those funds are to be accounted for separate from the Extension Education Fund.

The following procedures are designed to help you insure that your county meets the requirements for establishing and operating a legal Unemployment Compensation Fund.

Unemployment Compensation Fund
(i.e. separate from the Extension Education Fund)

Option 1: The Extension District levies a specific dollar amount through the regular budgeting process in anticipation of an unemployment benefits expense in the future fiscal year.

Districts that have officially levied for the Unemployment Compensation Fund through the regular budget process will receive the specific dollar amount that was levied during the fiscal year. If the District receives an invoice to pay unemployment benefits before the tax dollars have been deposited, the invoice may be paid and recorded in the Unemployment Compensation expense account in the Fund. When the tax dollars for the Unemployment Compensation Fund are received, they should be deposited into the Extension Districts bank and recorded as a deposit in the Current Tax income account in the Fund. If the expense is incurred before receipt of the tax dollars, the net deficit is covered by the balance in the Extension Education Fund.

The Unemployment Compensation Fund is allowed to carry forward a negative balance into the next fiscal year and levy for that amount in the next fiscal year's budget.

A carryover balance in the Unemployment Compensation Fund may consist of a positive balance if expenses are less than the amount the District levied for the current year plus the previous year carryover **or** any negative amount created by advancing money from the Extension Education Fund.

Example: FYXX Unemployment Compensation Fund has a carryover balance of \$200. The Extension District received and deposited the \$800 that was levied for in the current year. The Extension District receives and pays an invoice for \$1,500 in Unemployment Compensation expenses in the current fiscal year. The first \$1,000 would come from the Unemployment Compensation fund. The remaining \$500 would show as a negative in the Unemployment Compensation fund and be considered an advanced from the Extension Education fund. The negative balance would carry forward into the next fiscal year.

The Extension District can levy an appropriate amount in the next fiscal year to cover this carry forward liability as well as any additional Unemployment Compensation expenses that are anticipated in the next fiscal year. The Extension Council minutes should reflect that the Council is aware at the time they approve the expense payment that it is being covered partially by Extension Education Fund monies, which will later be "reimbursed or offset" by Unemployment Compensation Fund tax income and/or a future levy.

Option 2: In the present fiscal year, the Extension District pays an unemployment benefits charge received for a past employee by advancing the money from the Extension Education Fund.

The District did not levy for the Unemployment Compensation Fund for the current fiscal year. An unemployment benefits charge for a past employee was received and the Extension District wants to levy for this expense in the next fiscal budgeting cycle. The invoice should be paid and recorded in the Unemployment Compensation expense account in the Unemployment Compensation fund. This will establish a negative balance and will carry over as a negative Unemployment Compensation Fund balance into the next fiscal year. During the next regular budgeting process the District levies an adequate amount to cover the anticipated expense for both years. Any deficit in the Unemployment Compensation fund is covered by the Extension Education Fund.

The Unemployment Compensation Fund is allowed to carry forward a negative balance into the next fiscal year and levy for that amount in the next fiscal year's budget.

The Unemployment Compensation Fund is the net of the Unemployment Compensation income and the Unemployment Compensation expense. The Unemployment Compensation Fund will be in a deficit in the short term.

For example -- You are billed for \$1,500 in Unemployment Compensation expenses in the current fiscal year. When you pay the expense you would, in essence, advance the money from the Extension Education Fund as you pay the bill. This will establish a deficit in your Unemployment Compensation fund, which can carry forward into the next fiscal year. Then you can levy an appropriate amount in the next fiscal year to cover this

carry forward deficit as well as any additional Unemployment Compensation expenses you anticipate in the next fiscal year.

The Extension Council minutes should reflect that the Council is aware at the time they approve the first bill that it is being paid by money advanced from the Extension Education Fund with the expectation that it will later be "reimbursed or offset" by the Unemployment Compensation Fund tax income.

Budgeting for the Unemployment Compensation Fund

The Extension District may officially levy for the Unemployment Compensation through the regular budgeting process. Use IDOM Forms 674, 674-A and 678. The appropriate figures appear on line "2" on both 674 and 678. **Begin with the section for Unemployment Compensation.** If you have made this levy in past years, you need to show the beginning balance (if any) and previous year's receipts and expenditures.

If there is an advance from the Extension Education Fund during the unbudgeted year, the Extension District will carry over a negative Unemployment Compensation Fund into the next fiscal year. Then during the regular budgeting process the Extension District levies an adequate amount to cover the anticipated expense for both years including interest.

The total amount to be budgeted is the sum of the amount of the advance plus any anticipated expenses for the fiscal year being budgeted. The Extension District may have a positive Unemployment Compensation Fund carry forward amount for any year.

Amending for Unanticipated Unemployment Compensation expenses

No amendments are required for Unemployment Compensation Funds. The Extension District must follow the budgeting procedures for levying for Unemployment Compensation.

For instance, the current year budget for Unemployment Compensation Fund is \$0; the District has actual expenses of \$1400 this year and expects a claim for \$1400 next fiscal year. There is no amending for the current year since they had no approved budget. The current year expense of \$1400 can be levied for in the next fiscal year. No amendment is required in the current year to pay the expenses they incur. The Extension District may have a positive or a negative Unemployment Compensation Fund carry forward amount for any year.

Special Note: It is possible that a District could be in the situation where they would be budgeting for expenses covering three fiscal years, i.e., two prior fiscal years in which the expense happened and the year which is being budgeted. This would happen if an Extension District had to pay an unanticipated expense which occurred after the March budgeting deadline and before June 30th of year one and continued as an unbudgeted expense during year two. The Extension District would levy for the total amount which would be collected during year three.