

# LOW ASSOCIATES

2018 Fall Tax User Group Meeting

## Agenda

- ▶ Welcome & Introductions
- ▶ New Web Help-settlement checklists
- ▶ Settlement menu changes
- ▶ Settlement flow chart
- ▶ Pre-settlement
- ▶ Fall Settlement
- ▶ BPPE Late Filing Fee
- ▶ Form 105-Sec C
- ▶ CVET & FIT
- ▶ Post-settlement & balancing
- ▶ Coming Attractions
- ▶ TRECS
- ▶ Security & Disaster Preparedness
- ▶ Help & Low Help Desk

## Help Docs on the Web

- ▶ Help documentation is now available on the help docs website.
- ▶ Navigate to:  
<https://helpdocs.lllow.com>
- ▶ You can also access help by selecting Help/HelpDocs login option from the help menu.
- ▶ User name: LowTaxHelp
- ▶ Password: helpfiles

## Help Docs on the Web

There are several ways to navigate within HelpDocs. Use the search feature or the menu on the left side of the screen. The help menu mirrors the main menu within the Tax System. The list of *Help Documents recommended by support* will contain links to help topics for upcoming processes.

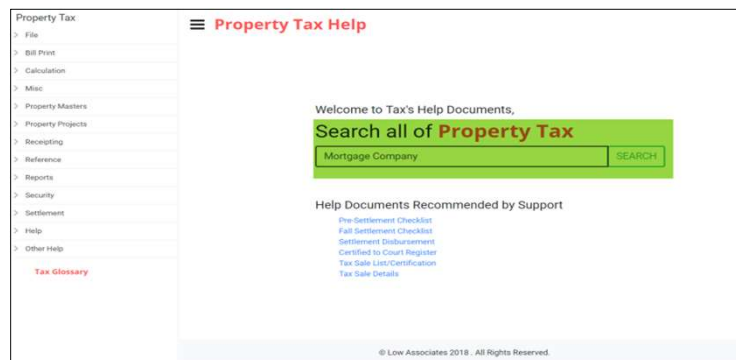
## Help Docs on the Web

Select an option on the left side of the screen and the Help documentation for that option will appear.



## Help Docs on the Web

Typing a description within the search bar, will give you a list of options to select from.



## Help Docs on the Web

Search results will display with a scrollable preview window of the topic. The search keywords will be highlighted in the topics returned.

The screenshot shows the 'Property Tax Help' interface. On the left is a sidebar with a list of topics: File, Bill Print, Calculation, Misc, Property Masters, Property Projects, Receipting, Reference, Reports, Security, Settlement, Help, and Other Help. The 'Tax Glossary' link is highlighted in red. The main content area shows '57 Results for Mortgage Company'. The first result is titled 'Property Tax / Real Property Masters / Misc Tab' and describes options on the miscellaneous tab. It includes a preview of a 'Edit Payable 2018 Real Property Master' form with fields for Tax ID, Parcel Number, Tax Rate, and others. The second result is titled 'Property Tax / File Formats / Mortgage Company Billing Media Creation' and describes the requirements for the billing media file in an Excel format. It includes a note about the Mortgage Company Billing Cycle and a warning about third-party services.

## Help Docs on the Web

Checklists are now under Other Help.

There are 3 separate checklists for fall settlement.

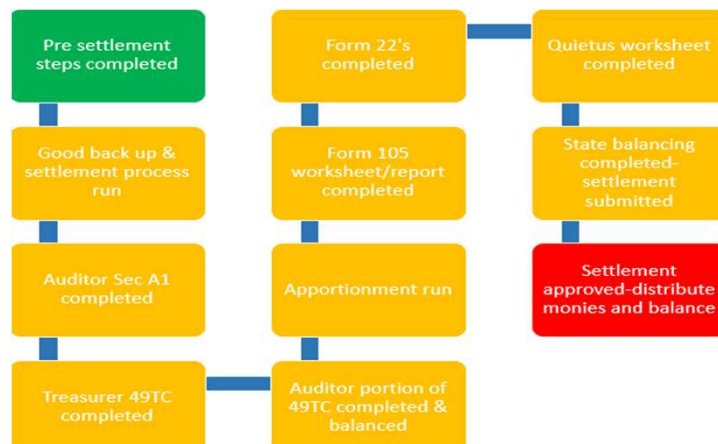
The screenshot shows the 'Tax Help' interface. On the left is a sidebar with a list of topics: File, Bill Print, Calculation, Misc, Property Masters, Property Projects, Receipting, Reference, Reports, Security, Settlement, Help, and Other Help. The 'Other Help' link is highlighted in yellow. The main content area shows 'Welcome to Tax's Help Documents. Search all of Tax'. Below the search bar, there are links for 'Specific Application Help' and 'Help Documents Recommended by Support'. The 'Settlement' link is highlighted in blue. The right sidebar shows a list of checklists: Annual Billing Process Checklist, AV Interface Through CNAV Submission Checklist, Calculation, Abstract and 2010A Checklist, Demand Through Certify to Court Checklist, Fall Settlement Checklist (highlighted in green), Manual Advance Draw, Pre-Settlement Checklist (highlighted in green), Property Projects Checklist, Spring Settlement Checklist, Settlement Disbursement Checklist, TIF Checklist, and Treasurer's Daily Balancing Checklist. The 'Fall Settlement Checklist' is highlighted in green.

## Settlement Menu Changes

- ▶ The settlement menu has been updated.
- ▶ The word settlement was removed from the beginning of each topic.
- ▶ Topics are now in alphabetical order.
- ▶ Topics with arrows to the side are broken into sub-topics.
- ▶ 17TC Refund report and TIF reports were moved to the Reports menu.



## Settlement flow chart



## Pre- Settlement Prep

- ▶ What does being “ready” for settlement mean?
  1. No errors in pre-settlement edits, and warnings have been reviewed.
  2. On-time mail receipts are completed.
  3. Surpluses have been reviewed for accuracy and transferred.
  4. Posted date and Business date have been advanced.
    - ▶ The first 4 items must be completed prior to arrival of onsite help and prior to confirmation of data back up.
  5. A Low Support Associate has confirmed the back up of your data.
- ▶ For Help with Pre Settlement Prep or when in doubt, call your Low support associate.

## Pre Settlement Prep Tips for a smoother settlement

- ▶ Start running pre settlement edits early and run them often to keep up on any/all posting errors.
- ▶ Have the excise balanced and the State reports completed prior to the day of settlement.
- ▶ For LIT counties, make sure the Fall distribution amounts are figured and give to the Treasurer prior to the day of settlement.
- ▶ Have any exam of records and advance draws paid during this period ready to enter onto the form 22's.
- ▶ Have fines & fees totals for the period ready to enter onto the Form 105. Look at previous fall settlement to determine if there are any 20% differences, prepare any explanations necessary.

## Pre Settlement Prep

### ► Watch carefully for these Pre Settlement Edits!!

#### ► Surplus Edits:

- Any surplus that has the message “are all fees receipted” must be corrected prior to transferring surplus!!
- These are most commonly fees that have not been specified correctly and a receipt adjustment will need to be made with the payment re posted to the correct specification.

#### ► TIF Area Warnings:

- TIF Area does not have apportionment record.
- This must be corrected prior to running the settlement option!
- Not correcting this WILL cause problems at time of apportionment which requires work behind the scenes by Low. Depending on the circumstances, this can slow down the entire process.

## Pre Settlement Prep

### ► Receipting Reminder for Treasurer’s Office.

- When posting payments, ALWAYS use the “this period” or “whole tax” buttons.

Drawer: L

Receipt Copies to Print: 0

Pay **This Period** Obligation: \$25.00

Pay **Whole Tax** Obligation: \$25.00

Receipt Detail

Amount	Other Assessment	Field
25.00		BPPE Late Filing
25.00		

Pay Method

Amount	Pay Method	Description
25.00	Cash	
25.00		

Edit Pay Method

Amount	Pay Method	Description
25.00	Cash	

Buttons: Apply, Cancel, Save, Cancel

## Pre Settlement Prep

- ▶ Receipting Reminder for Treasurer's Office.
  - ▶ Using the "this period" or "whole tax" button allows the software to post monies according to settlement priority.
  - ▶ Even if the entire period or whole year tax is not being paid, use the button, then adjust the payment as needed.
  - ▶ This method will post all fees first and make for less receipt adjustments.
  - ▶ Using this method will eliminate a majority of the posting issues that come up in Pre settlement edits.

## Fall Settlement Processing

- ▶ There is a revised fall settlement checklist in help docs on the web.
- ▶ If you run settlement first thing in the morning, we can use your backup from the previous night, saving a lot of time.
  - ▶ If you run settlement later in the day, we'll need to run a fresh backup beforehand, taking more time.
- ▶ We can kick off settlement on your server.
  - ▶ Tends to run faster.
  - ▶ Frees up your machine for non-Tax activity.



## BPPE

### Fall Settlement Year Through Date Cash Summary Report

Business Date: 11/13/2018

Pay Year: 2018

Pay Period: Fall

Rate Desc

Taxing Unit

Total  
Tax/Pen/FeeReal Estate  
Property TaxPersonal  
Property TaxMobile Home  
Property TaxJudgements  
Tax/Pen/IntDemand /  
Jdgmt FeeTax Sale  
Ad FeeTax Sale  
FeeBPPE  
OrdinanceBPPE  
Late Filing

- ▶ BPPE Ordinance and BPPE Late Filing will be in the Year Through Date Cash Summary Report stored in settlement history.
- ▶ Also in the Settlement Details stored in settlement history.
- ▶ The BPPE Ordinance Fees will be on the 49TC at the bottom in the Other Collections section.



## BPPE Late Fee

Same direction from AOS as Dec. 6, 2017 Memo.

OOPS!

For LAP that is UNIDENTIFIABLE, you will record the LAP as follows:

- The delinquent (the difference between billed and collected) Fall BPPE LAP will be included on Form 105 Section A1 Line 30 – “All Penalties and Interest Unpaid (Except Lines 26, 27 and 28)”.
- An adjustment indicating total Spring and Fall BPPE LAP will be made as a positive value manually entered by the counties on Form 105 Section A1 Line 41 – “Add or Less: Other Before Apportionment Adjustments”. (The math embedded into the form will actually reduce the amount to be distributed.)
- The Fall BPPE Late Assessment Fees will be included in the values shown in the Form 49TC Column 1 – “Total Current and Delinquent Tax, Penalties and Interest Collected, and Less Late Payment Penalty Collections on Special Assessments”, but by making a “Pre-Appportionment Adjustment” on the Form 105 Section A1 Line 41, the amount in Form 49TC Column 1 will still balance with Form 105 Section A1 Line 37, allowing the county to balance between forms.
- The BPPE LAP will be Quietus to the Fund 6053 BPP Late Assessment Penalty Fund and recorded on the Quietus Workbook under the “Additional Quietus” tab and the Form 49TC “Other Collections” section.

## BPPE Late Fee

Same direction from AOS as Dec. 6, 2017 Memo

- ▶ Having BPPE collection on prior year fall settlement line 30 created an issue with the Abstract. The 2018 Abstract column 20 TOTAL DELINQUENT PENALTIES AND INTEREST FROM PRIOR YEAR in section five was the value from the 2017 fall settlement and short by collected BPPE LAP which carries to column 24 TOTAL OF DELINQUENT TAX PENALTIES AND INTEREST in section five. As the Abstract column 24 amount must balance to the next fall settlement amount for Line 6 of the Section A-1 (*per settlement manual* Line 6, Delinquent Tax and Penalties must agree with the Abstract Section 5, Column 24.) this will need to be addressed.
- ▶ System has been modified to not reduce BPPE collections from Sections A1 Line 30, but instead add amount to Line 13. This will allow to still balance to 49TC and prevent future Abstract issues.
- ▶ The system will account for this as part of the 2018 Fall Settlement and will have the needed adjustments:
  - ▶ Line 6, amount set to match system created abstract values
  - ▶ Line 7, amount set as 2017 spring/fall combined BPPE collected amounts

## BPPE Late Fee

Same direction from AOS as Dec. 6, 2017 Memo

### OUR RECOMMENDATION IS TO NOT DISTRIBUTE THE BPPE LATE PENALTY

- ▶ Still waiting on legislature to clarify how the BPPE late assessment penalty should be distributed.
- ▶ If a county is able to tie the BPPE late assessment penalty to a taxing district, AOS will not take exception to the penalty being apportioned now.
  - ▶ This method would require the county auditor to have documentation showing how they were able to determine that the associated district contained all BPPE of the taxpayer.
  - ▶ If the county is unable to tie the penalty to a taxing district, then it would need to be held until further guidance is provided.

## BPPE Late Fee

**Same direction from AOS as Dec. 6, 2017 Memo**

- ▶ If a county does want to distribute, they must contact the State Auditor's Office and get verification of their documentation for BPPE prior to starting settlement.
- ▶ They have directed us to provide a method to 'hold' these particular monies from distribution.
- ▶ The BPPE late assessment penalty is currently included in 49TC, Column 1 with total net/tax/pen/int for distribution.

## BPPE Late Fee

**If holding BPPE Late Fee (RECOMMENDED):**

- ▶ For this fall, you will need to find the BPPE late assessment penalty totals from the Fall Year-Through-Date Cash Summary Report for each taxing unit.
- ▶ Auditor will manually enter the BPPE late assessment total for each tax district\_onto the associated Section A1, Line 41.
- ▶ Treasurer will document these penalties (in total) as a line of "Other Collections" on the bottom portion of the form 49TC and also as a separate line of "Additional Quietus" on the Quietus Worksheet.
- ▶ AOS created a fund number 6053 for you to quietus these "held" collections.

## State Form 105-Sec C

- ▶ Setting up State Funds for Form 105 Section C worksheet
  - ▶ Refer back to previous settlement Form 105 Section C for Fund naming & line numbers.
  - ▶ Go to Reference/Funds
  - ▶ Find the State fund.
  - ▶ Set the Include on Section C toggle to “Yes” and enter the correct line number in the Print Seq on Sec C field box.
  - ▶ If the State fund does not exist, insert (+) a new fund and complete the fund set up.

## State Form 105-Sec C

Edit Funds  
 Master | Audit History

Number: 7102  
 Fund Description: Infraction Judgement  
 Default Rate: 0.0000000  
 Authority Description: State  
 Include On Section C: ☒ Yes ☐ No Print Seq. On Sec. C: 1  
 Print Seq. On Sec. B: 0  
 State Number: 7102  
 State Description: Infraction Judgement  
 Abstract Description:  
 Status: ☒ Active ☐ Inactive  
 Include On Form 22 On Advance: ☐ Yes ☒ No  
 FIT Fire Fund: ☐ Yes ☒ No  
 CVET Fire Fund: ☐ Yes ☒ No

Last Updated by kmounsey on 04/01/2016

## State Form 105-Sec C

Enter totals on Form 105 Worksheet.

Exported Form 105 sent to State.

Edit Form 105 Section C Worksheet 2018 Spring Settlement

Line #	Fund	Remittance Amount
1	Infraction Judgment	27,904.00
3	Special Death Benefit	725.00
4	Sales Disclosure Fee	1,020.00
5	Coroner's Court Education Fee	1,380.00
6	Adult & Juvenile Offender Interstate Compact Fee	125.00
7	Mtg Recording Fee	992.50
8	Child Restraint Fee	125.00
11	Sex/Violent Off. Reg. Fee	251.50
12	DLGF Homestead Prop Data Base Fund	0.00
		33,523.00

Restore Originals           

SECTION C		REMITTANCE
DUE STATE ON ACCOUNT OF		AMOUNT
1	Infraction Judgment	27,904.00
2	Overweight Vehicle Fines	0.00
3	Special Death Benefit	725.00
4	Sales Disclosure Fee	1,020.00
5	Coroner's Continuing Education Fee	1,380.00
6	Adult & Juvenile Offender Interstate Compact Fee	125.00
7	Mortgage Recording Fee	992.50
8	Child Restraint Fee	125.00
9	Canine Research and Education Fund	0.00
10	Forest Restoration Fund	0.00
11	Sex/Violent Offender Registration Fee	251.50
12	DLGF Homestead Property Data Base Fund	0.00
13	Violent Crime Victims Compensation Fund	0.00
14	FREE	0.00
15	FREE	0.00
16	FREE	0.00
17	FREE	0.00
18	FREE	0.00
19	FREE	0.00
20	FREE	0.00
21	FREE	0.00
22	FREE	0.00
23	FREE	0.00
24	FREE	0.00
25	FREE	0.00
26	FREE	0.00
27	FREE	0.00

## CVET & FIT

- ▶ CVET & FIT can be calculated manually or, if you are set up for it, automatically by the system.
- ▶ For system calculation of CVET and FIT, click on the Edit FIT or Edit CVET buttons in the Form 22 Worksheet function and add line items.
- ▶ Once the system calculation set up for CVET & FIT is done the first time, future settlements can be easily copied/updated with current year rates.
- ▶ If calculated manually, go directly into the Form 22 worksheet.
- ▶ Regardless, you must always go into the worksheet itself and click OK to save the FORM-22.TXT to the server.

**Ask your Low support associate about getting set up for automated CVET & FIT calculations.**

## CVET & FIT

- ▶ To complete the system calculation set up for CVET & FIT, you will need the Distribution amounts for Miscellaneous Revenues for the current year sent by the DLGF.
- ▶ This can be found on the AOS website under Local Government.
- ▶ This document will list the CVET & FIT amounts for each taxing unit and also states whether it is civil or fire.

01 Adams County CVET

		TAXING UNIT PERCENTAGES	2018 TOTAL BASED ON CY17 CVET REVENUE	MAY 2018 DISTRIBUTION	DECEMBER 2018 DISTRIBUTION
Unit Type	Unit				
0	STATE UNIT	0.001254	302	151	151
1	ADAMS COUNTY	0.213427	51,425	25710	25,710
	JWW WELFARE ALLOCATION FACTOR		0.174050		
	WELFARE ALLOCATION		8,951	4404	4,410
	COUNTY AMOUNT NET OF WELFARE ALLOCATION		42,472	21287	21,286
2	BLUE CREEK TOWNSHIP				
	CIVIL	0.000225	54	27	27
	FIRE	0.000554	13	7	6
2	FRENCH TOWNSHIP				
	CIVIL	0.001042	261	126	125
	FIRE	0.000412	100	50	50
2	HARTFORD TOWNSHIP				
	CIVIL	0.000339	82	41	41
	FIRE	0.000101	24	12	12
2	ROPERSON TOWNSHIP				
	CIVIL	0.000146	36	18	17
	FIRE	0.000057	14	7	7
2	WINDLAND TOWNSHIP				
	CIVIL	0.000532	128	64	64
	FIRE	0.000276	66	33	33
3	REYNOLDS WOODS				

## CVET & FIT

- ▶ Using the edit CVET/edit FIT option in the form 22 worksheet, add each unit that has CVET and/or FIT.

Form 22 - Certificate Of Tax Distribution

Views • Edit FIT • View FIT • Edit CVET • View CVET

Drag a column header here to group by that column

Pay Year	Date Time	Settlement Type
2018	01/29/2018 9:56:19 AM	Spring Settlement
2018	02/07/2018 10:52:21 AM	Advance Draw
2017	12/07/2017 7:19:50 AM	Fall Settlement
2017	06/22/2017 4:15:41 AM	Spring Settlement
2016	12/15/2016 9:17:12 AM	Fall Settlement
2016	06/15/2016 9:37:53 AM	Spring Settlement
2015	12/01/2015 6:56:53 AM	Fall Settlement
2015	06/16/2015 7:30:23 AM	Spring Settlement
2015	04/23/2015 9:46:23 AM	Advance Draw
2014	11/01/2014 2:33:53 PM	Fall Settlement
2014	11/17/2014 9:26:20 AM	Advance Draw
2014	06/06/2014 9:41:23 AM	Spring Settlement
2014	05/19/2014 8:03:35 AM	Advance Draw
2014	04/15/2014 9:53:13 AM	Advance Draw
2013	11/25/2013 11:56:02 AM	Fall Settlement
2013	11/13/2013 4:36:06 PM	Advance Draw
2013	10/29/2013 5:18:31 PM	Advance Draw

Form 22 - Certificate Of Tax Distribution FIT 2018 Spring Settlement

Views • Edit Supplemental Area

Drag a column header here to group by that column

Location	Civil Amount	Fire Amount
No data to display		

Copy From Previous Settlement Done

## CVET & FIT

- The amounts for each unit are entered and the software will calculate the distribution to funds based on tax rates from the budget order.

Insert Form 22 - Certificate Of Tax Distribution FIT 2018 Spring Settlement

Location: Franklin Township Civil Amount: 500.00 Fire Amount:

Drag a column header here to group by that column:

Fund Number	Fund	Rate	Civil Eligible	Civil Amount	Fire Fund	Fire Eligible
15	Township General Fund	0.0000000	<input checked="" type="checkbox"/>	0.00	<input type="checkbox"/>	<input type="checkbox"/>
17	Township Poor Relief	0.0201000	<input checked="" type="checkbox"/>	216.59	<input type="checkbox"/>	<input type="checkbox"/>
18	Township Fire Fighting	0.0263000	<input checked="" type="checkbox"/>	263.41	<input type="checkbox"/>	<input type="checkbox"/>
1131	Township Poor Relief Loan	0.0000000	<input checked="" type="checkbox"/>	0.00	<input type="checkbox"/>	<input type="checkbox"/>
		0.0464000		500.00		

OK Cancel

## CVET & FIT

- **IMPORTANT!** If the fund is a Fire fund that receives CVET and/or FIT, you must make sure that the toggles are changed to YES in Reference/Funds.

Edit Funds

Master | Audit History

Number: 15

Fund Description: Township General Fund

Default Rate: 0.0000310

Authority Description: Township

Include On Section C: ☐ Yes ☒ No Print Seq. On Sec. C: ☐

Print Seq. On Sec. B: 15

State Number: 101

State Description: Township General 06

Abstract Description: GENERAL

Status: ☒ Active ☐ Inactive

Include On Form 22 On Advance: ☒ Yes ☐ No

FIT Fire Fund: ☐ Yes ☒ No

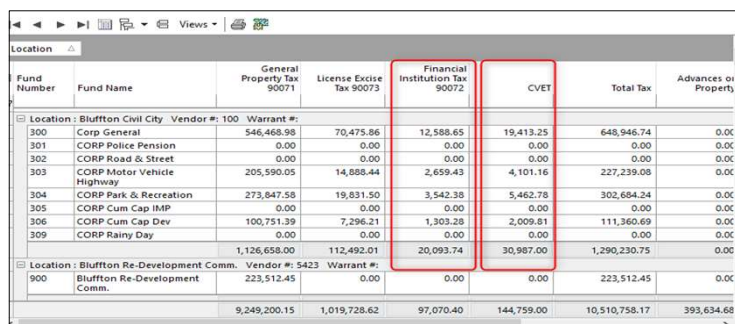
CVET Fire Fund: ☐ Yes ☒ No

OK Cancel

Last Updated by: TAMMY on 02/18/2016

## CVET & FIT

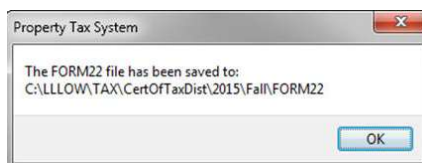
- If you choose to manually enter CVET/FIT, whether during settlement distribution or after, go directly into the form 22 worksheet and enter amounts into the appropriate columns.



Fund Number	Fund Name	General Property Tax 90071	License Excise Tax 90073	Financial Institution Tax 90072	CVET	Total Tax	Advances on Property
Location: Bluffton Civil City Vendor #: 100 Warrant #:							
300	Corp General	546,468.98	70,475.86	12,588.65	19,413.25	648,946.74	0.00
301	CORP Police Pension	0.00	0.00	0.00	0.00	0.00	0.00
302	CORP Road & Street	0.00	0.00	0.00	0.00	0.00	0.00
303	CORP Motor Vehicle Highway	205,590.05	14,888.44	2,659.43	4,101.16	227,239.08	0.00
304	CORP Park & Recreation	273,647.58	19,831.50	3,542.38	5,462.78	302,684.24	0.00
305	CORP Cum Cap IMP	0.00	0.00	0.00	0.00	0.00	0.00
306	CORP Cum Cap Dev	100,751.39	7,296.21	1,303.28	2,009.81	111,360.69	0.00
309	CORP Rainy Day	0.00	0.00	0.00	0.00	0.00	0.00
		1,126,658.00	112,492.01	20,093.74	30,987.00	1,290,230.75	0.00
Location: Bluffton Re-Development Comm. Vendor #: 5423 Warrant #:							
900	Bluffton Re-Development Comm.	223,512.45	0.00	0.00	0.00	223,512.45	0.00
		9,249,200.15	1,019,728.62	97,070.40	144,759.00	10,510,758.17	393,634.68

## Form 22 & Other File Locations

- Remember the system will display where each file for settlement is exported.
- DO NOT use the files from Form 22 History



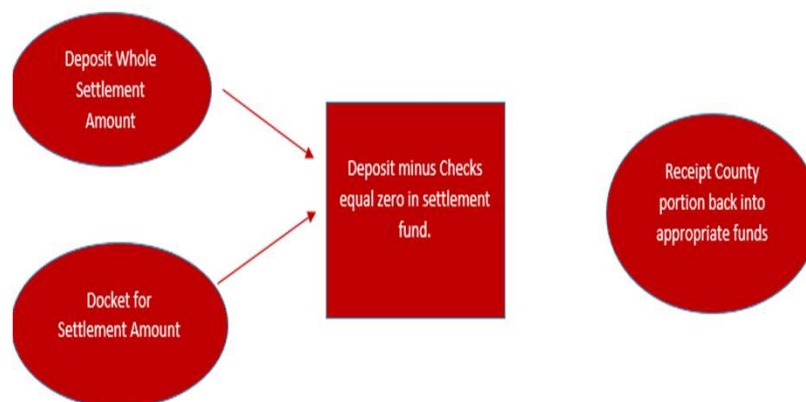
- You may want to create a shortcut to the LLOW\TAX folder on your server to find them more easily.
- YOUR WORKSTATION IS PROBABLY NOT BEING BACKED UP REGULARLY.



## Post-Settlement items

- ▶ Settlement Distribution Checklist
  - ▶ Directs both auditor & treasurer in issuing receipts & disbursements for settlement processing.
  - ▶ Use this checklist to balance the settlement distribution between the auditor & treasurer.
  - ▶ This recommended method receipts ALL settlement monies into the settlement fund. The settlement will be balanced after all monies are distributed and the fund balance is at zero.
  - ▶ Settlement monies include other assessments and additional checks/quietus's needed for settlement.
  - ▶ If you are having trouble balancing, please contact us for onsite help.

## Settlement balancing



## Settlement balancing

- ▶ Print the following tabs of the quietus worksheet:
  - ▶ Quietus Summary Tab
  - ▶ Additional Property Tax Tab
  - ▶ Treasurers Cash (prop tax) Tab
  - ▶ Additional Quietus Tab
  - ▶ Excise Tab (make sure bottom with SWETA amount prints)
- ▶ Depending on how you like to see it on paper, make the appropriate page layout/print adjustments for each tab prior to printing.

## Auditor balancing

- ▶ Go to Settlement/Form 22 Certificate of Tax Distribution/Report. Print the reports for all locations.
- ▶ Go to Settlement/History/Settlement Other Assessment Reports. Create reports for all other assessment distributions (sewer liens, weed liens, TMA's, etc.)
- ▶ Using the Quietus summary tab printed, receipt in the total amount collected/certified by the Treasurer into the settlement fund.

Revised 10/2017

QUIETUS WORKSHEET		COUNTY	SETTLEMENT	December
SETTLEMENT QUIETUS SUMMARY				
Total Property Tax Quietus			8,896,900.52	
Total Excise Tax Quietus			1,595,776.20	
Total Additional Quietus			236,129.89	
<b>Total Transfer by Quietus</b>			<b>10,728,806.61</b>	

## Auditor balancing

- ▶ Create a docket in financial for all checks.
  - ▶ Use the form 22's for distribution of property tax and excise monies
  - ▶ Use the excise tab of the quietus worksheet to distribute the State excise/welfare tax allocation (SWETA) amount due to the State at time of settlement.

The image shows two forms. The top form is 'Form 22 - Certificate of Tax Distribution' with fields for 'COUNTY' and 'SETTLEMENT' (December). It includes a table for 'EXCISE TAX' with columns for 'FUND', 'Gross Excise Tax for Distribution', 'Less: Excise Tax Advances', and 'Net Excise Tax for Distribution'. The bottom form is the 'QUIETUS WORKSHEET EXCISE TAX' tab, which has a similar table structure and includes a red box with the text: '576,947.56 Add: Excise Tax Allocation Deduction amount (Quietus to Settlement Fund, or Excise Tax Allocation Due State Fund & Check to State with Settlement Filing)'. Below this, it shows '1,595,776.20 Total Excise Tax Quietus (Net Excise Tax for Distribution Plus Excise Tax Allocation Deduction)'.

## Auditor balancing

- ▶ Using the Additional Property Tax Quietus tab of the Quietus Worksheet, receipt monies back to appropriate county funds as needed.

QUIETUS WORKSHEET-ADDITIONAL PROPERTY TAX QUIETUS				
COUNTY	SETTLEMENT	December		
Additional Property Tax Quietus				
Overpayments from Overpayment Listing & 497C Column 1 Reconciliation (if applicable)	0.00			Quietus to Surplus Tax Fund
NSF Checks or, if applicable, other Settlement adjustments from Line 41 of Form 105	0.00			Quietus to County General Fund
Tax Refund (The amount should be the same as the Amount Refunded to Taxpayer Total of the Form 177C and the Net Tax, Penalty & Interest Column of the Refund Line of the Form 105 Line 4 in June and Line 39 in December)	41,336.05			Quietus to County General Fund
Exam of Records from Property Tax Worksheet Exam of Records Column and Form 22's Total	6,010.00			Quietus to County General Fund
Balance of Property Tax Relief if the total amount of column 12 of the 497C is a negative amount	0.00			Quietus to LIT PTR Fund
	0.00			Quietus to fund to be determined
	0.00			Quietus to fund to be determined
	0.00			Quietus to fund to be determined
	0.00			Quietus to fund to be determined
FREE	0.00			Quietus to fund to be determined
FREE	0.00			Quietus to fund to be determined
FREE	0.00			Quietus to fund to be determined
FREE	0.00			Quietus to fund to be determined
FREE	0.00			Quietus to fund to be determined
FREE	0.00			Quietus to fund to be determined
FREE	0.00			Quietus to fund to be determined

## Auditor balancing

- Using the Treasurer's Cash Tab of the Quietus worksheet, write checks for any additional monies. This mainly includes additional LIT monies needed.

QUIETUS WORKSHEET-TREASURER'S CASH (PROPERTY TAX)			
COUNTY	SETTLEMENT	December	
Treasurer's Property Tax at Certification (49TC Column 3 Property Tax Total)		9,275,960.64	
Less: Total Property Tax Advance Amount (Must be negative amount)		(393,634.68)	
Plus: Late Payment Penalty on Special Assessments to be distributed		3,312.25	
Equals: Net Property Tax at Certification		8,885,638.21	
Plus: Balance of Property Tax Relief if the total amount of column 12 of the 49TC is a positive amount		13,187.31	
		0.00	
BPPE Late Assessments		(1,925.00)	
FREE		0.00	
FREE		0.00	
FREE		0.00	
FREE		0.00	
FREE		0.00	
FREE		0.00	
FREE		0.00	
FREE		0.00	
FREE		0.00	
FREE		0.00	
FREE		0.00	

## Auditor balancing

- Using the Additional Quietus Tab of the Quietus Worksheet:
  - Receipt all monies into the appropriate funds for fees.
  - Using the Other Assessment reports created previously, write checks to the appropriate locations for other assessment collections (liens, conservancies, drains, TMA's etc.). For each OA type, make sure location totals come back to the grand total.

QUIETUS WORKSHEET			
COUNTY	SETTLEMENT	December	
ADDITIONAL SETTLEMENT QUIETUS			
Amount	Purpose	Fund	Receipt Info
10,709.45	Excess (Surplus) Tax From Column 4	Surplus Tax Fund	Available For Use
430.00	Demand Fees	County General Fund	Available For Use
5,170.00	Tax Sale Costs	County General Fund	Available For Use
22,287.28	Conservancy District	Conservancy District Fund	Available For Use
23,381.94	Sewer Lien	Sewer Lien Fund	Available For Use
2,341.65	Wired Cutting Lien	Wired/Watering Lien Fund	Available For Use
455.00	BPPE Ordinance Fees	To Be Determined	Available For Use
1,725.00	Tax Sale Ad Fee	To Be Determined	Available For Use
193,369.77	Drain Maintenance	To Be Determined	Available For Use
891.00	Sewer Lien Fees	To Be Determined	Available For Use
345.00	Wired Cutting Lien Fees	To Be Determined	Available For Use
1,935.00	BPPE Late Filing Fees	To Be Determined	Available For Use
0.00	FREE	To Be Determined	Available For Use
0.00	FREE	To Be Determined	Available For Use
0.00	FREE	To Be Determined	Available For Use
0.00	FREE	To Be Determined	Available For Use
0.00	FREE	To Be Determined	Available For Use

- ## Treasurer balancing

- | Description          | Balance Previous Day | Transferred From Accounts by Quarter | Today's Cash by Quarter | Disbursed     | Balance Close Day |
|----------------------|----------------------|--------------------------------------|-------------------------|---------------|-------------------|
| FUND'S LEISER - Cash | 21,005,145.57        | 19,781,704.42                        | 5,487.16                | 14,712,973.87 | 26,083,363.28     |

## Treasurer balancing

- ▶ Verify you have received any additional monies you are due for local property credits. This money should be deposited in the bank and entered onto the cash sheet the same as other local property credit money.
- ▶ If having balancing issues, notify the appropriate person in the Auditors office of the difference and work together to correct.
- ▶ Once in balance with the Auditor, transfer settlement monies on the cash sheet
- ▶ Treasurer's daily cash sheet should be in balance and funds ledger should balance with financial ledger.

## Post Settlement Items

- ▶ Settlement Balancing Tips
  - ▶ LIT
    - ▶ When column 12 on 49TC is negative, that amount is reducing the total distribution. The amount is added to the additional quietus tab of the quietus worksheet and a quietus should be issued back into the PTR fund for the negative amount.
    - ▶ When column 12 of 49TC is a positive amount, that amount increases the total distribution. The amount is added to the Treasurers Cash Tab of the quietus worksheet and a check for the additional PTR amount should be issued to the Treasurer.

## Post Settlement Items

- ▶ Treasurer's Daily Cash sheet
  - ▶ Settlement totals should be transferred off the cash sheet and out of the bank on the day the Auditor makes the distribution.
  - ▶ Don't forget to move any advance tax collections (late receipting monies) into the tax collections section of the cash sheet.
  - ▶ If using LOW cash sheet and you are NOT finalizing every day, you will need to manually correct the settlement transfer by quietus in order to post those monies to the correct distribution date.
  - ▶ It is our recommendation to finalize every day. We do understand there are some counties with balancing issues that are waiting to finalize after the problems are fixed.

## Post Settlement Items

- ▶ Once Settlement has been approved and balanced.
  - ▶ Treasurer should enter 0-30 day late mail.
  - ▶ Run the additional 5% penalty option. The last posted date is normally used & should be at least 30 days after the due date.
  - ▶ Treasurer should enter 31 day and after late mail.
  - ▶ Process the penalty/interest on any Property Projects.
  - ▶ Issue surplus claim letters followed by surplus checks.
  - ▶ Run Tax Duplicate Detail Report for each tax type.
  - ▶ Enter the new interest rate for refunds when released by Indiana Dept. of Revenue. [Reference/Refund Interest Rate](#)
  - ▶ Penalty/Interest Calc option for any Property Projects must be run in order to begin receipting to projects for the next pay period.

## Coming Attractions

- ▶ AA/CE user group
  - ▶ Need counties to send specific correction scenarios they would like to see demonstrated in the meeting.
  - ▶ Include as much information as possible. Details such as parcel number, correction(s) being made and years being corrected are helpful.
  - ▶ Send AA/CE scenarios to [lorileach@lllow.com](mailto:lorileach@lllow.com)



## Set off of Refunds-TRECS

- ▶ This involves creating a file from the tax software of "possible" properties that may be eligible.
- ▶ Courtesy letters for delinquent taxes are always recommended, but in this case the letter is mandatory.
- ▶ The County is responsible for reviewing the list and removing properties that don't meet the criteria for TRECS.
- ▶ Similar to the tax sale process, the file can be run multiple times to remove properties that have paid the delinquencies in full or do not meet the criteria for TRECS.
- ▶ Once the file is accurate and deadline to pay delinquencies has passed, the final export file is created for submission to the proper clearinghouse/authority.
- ▶ Follow up files are then expected by the clearinghouse (usually at least weekly) to update their records on amounts and eligibility.



## Set off of Refunds-TRECS

- ▶ TRECS can only be used for owners of properties who are individuals that could file for a refund (not a business).
- ▶ By utilizing normal courtesy letters, the county can send them to all delinquent properties; not just those who might get a refund.
- ▶ You do not need to sign up for TRECS to send normal courtesy letters. If your county has never sent courtesy letters and is interested in this process, contact a low support associate for more information.

## Security Reminder

- ▶ Users can see all menu options OR just menu options the user has security access to.
  - ▶ This is an option in Security/Maintenance and can be set up for each user.

The screenshot shows the 'Security Maintenance' window with the 'Users' tab selected. The window contains a table with columns for User Name, Group, Location, Contact Info, Must Change Password, Account Locked, and Display Authorized Options Only. The 'Display Authorized Options Only' column is highlighted with a yellow box.

User Name	Group	Location	Contact Info	Must Change Password	Account Locked	Display Authorized Options Only
AG			Ann Gotsch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AK			Adam Kozlewski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AL			Andy Low	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AP			Alma Petrella	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
aspeicher	Auditor Super	Auditor	260-499-6430	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
aspeicher2	Auditor Super	Auditor	260-499-6430	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BA			Brenda Alyea	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BH			Bob Heide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BHG			Betty Martinez Grabe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BHmurphy	IT	IT	260-499-6388	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BHmurphy2	IT	IT	260-499-6388	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
cheever	Auditor	Auditor	260-499-6439	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
choover2	Auditor	Auditor	260-499-6439	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CK			Chris Kreskal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
counter1		Treasurer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
counter2		Treasurer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CU			Carey Udell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CW			Charles Wright	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DB			Don Barker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DJ			Derek Jensen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DL			Daniella-Lee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

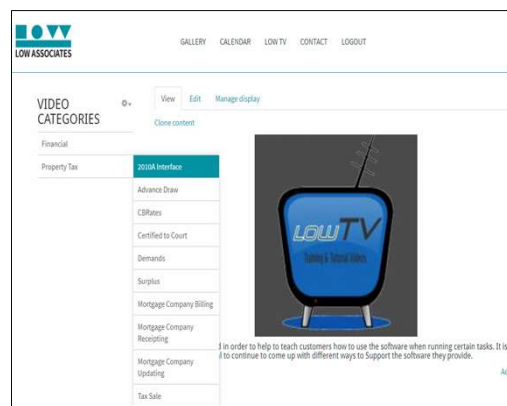
## Disaster Preparedness

- ▶ Be prepared!
  - ▶ Track where you stop in your work each day.
  - ▶ Make sure critical files are stored on servers that are backed up!
- ▶ Know what kinds of messages can be “Trojan horse” attacks that can lead to ransom demands. DELETE!
- ▶ Review or create a disaster recovery plan.
- ▶ When disaster strikes, call for help.



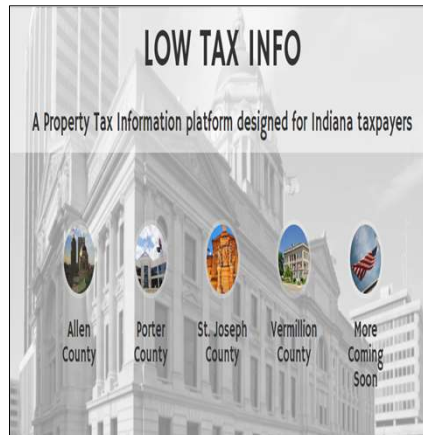
## LOW TV

- ▶ LLOW.COM
- ▶ Can access via Help Menu/LowTV
- ▶ User name & Password will come up-screenshot or write it down then hit OK.
- ▶ Use ellipsis in upper right hand corner and select Log In.
- ▶ Videos on most major non-daily processes



## Low Tax Info

- ▶ Property images integrate with base layer of county GIS.
- ▶ Property Tax Info integrates all imperative Property Tax data, accurate billing and property tax bill amounts.
- ▶ Retrieve reports such as Form II and Property Record Card.
- ▶ Demo of site



## Team Tax Support - EMAIL

- ▶ If emailing a support member directly, include [Team-tax@llow.com](mailto:Team-tax@llow.com).
  - ▶ The person you are emailing may not be in that day, and we want to help you as soon as possible.
  - ▶ Team-tax messages automatically create a help desk ticket.
- ▶ Include attachments and/or screen captures whenever possible along with an explanation of them.

## Team Tax Support - PHONE

- ▶ 1-800-822-0569
- ▶ Don't hesitate to call the toll free support number anytime or especially...
  - ▶ When there is a software emergency.
  - ▶ If you are having problems with email.
  - ▶ When your issue is easier to explain over the phone.
- ▶ Our phone system rings 4 times at each workstation and rotates with each call, so calls get answered sooner.

