

# Mill Levy Calculation & Submission

Dec 1, 2022

Updated from Nov 17, 2022

## Why a change?

- The current process for submitting Assessed Valuation and mill levy certification information is manual
  - Over 300 emails received last cycle
- Many entities (counties or districts) have to submit information multiple times
- Submissions happen in a very compressed timeline
- The process is difficult and complex to manage and track, leading to the potential for errors.

## Submission

- **New this year!** Districts will be required to upload each County's Certification of Valuation-for ALL levies/funds.
- **No longer** emailing, mailing, or faxing documents to CDE.
- Districts **may** upload district's calculation worksheet as back up when submitting the Smartsheet.
- Template tested with volunteer pilot group in October.
- Trainings provided in November 17th and December 1st.

# Mill Levy Certification Dates

- No Later than **August 25th** the County Assessor will produce the Preliminary Certificate of Valuations.
- On or Before **December 10** the County Assessor will produce the FINAL Certificate of Valuations.  
*Contact Assessor on when the December Final will be sent.*
- Before the BOE certifies, contact the Assessor and ask what are the needed documents & send them after the BOE certifies. **Email Packet due to County Commissioners 12/15/22 by end of day.** Sooner if Possible. *May need Special BOE meeting.*
- Complete CDE Submission 12/15/22 as well.



# Mill Levy Certification Process Change

[https://www.cde.state.co.us/cdefinance/millevy\\_forms](https://www.cde.state.co.us/cdefinance/millevy_forms)

## Elections and Mill Levies

- Bond Election
- Override Election History
- Mill Levies and Override Revenues
- Mill Levy Corrections
- Mill Levy Override Revenue Reports
- District Bonded Indebtedness
- December 2022 Mill Levy Certification Files

# Mill Levy Certification Submittal Process

## SmartSheet Instructions

- Formatting, Calculations, Inputs
  - \$ values DO NOT format with commas, inputting commas manually is supported.
  - Copy and paste from Excel is supported.
  - Calculation functions, adding & subtracting, are NOT supported.
  - Mills should be entered with decimal Point
  - Enter info in ALL fields, even if Zero.
  - Select how many counties that the district boundaries include (1,2,3, or 4)

# Mill Levy Certification Submittal Process

## SmartSheet Instructions

- REQUIRED to Upload County Certificate of Valuation
- OPTIONAL to Upload district Worksheet.
- Highly recommended to select “Send me a copy of my Responses.
- TEST window is November 14th - December 2nd.
  - Goes live December 5, 2022
- Please Submit no later than 12/15/22 by end of day

## Mill Levy Certification Form

- Choose between 2 different CDE provided worksheets.
  - [https://www.cde.state.co.us/cdefinance/millevy\\_forms](https://www.cde.state.co.us/cdefinance/millevy_forms)
  - Both worksheets contain these Locked Values:
    - December 2021 submitted Data & August 25th Assessed valuations.
    - FY23 HB20-1418 values (Gross, Credit, & Net)
    - Estimated Full Funding Mill Levy
    - Projected Gross Funding from State.
    - These items won't change between August 25 & December.



## Mill Levy Certification Form

- **#1 Traditional Mill Levy Certification Form without Calculation Worksheet-2022.**
  - Single page form like previous years
  - All December values need to be entered and calculated by district.
  - Optional to upload to Smartsheet submission form.
  - Column E data is entered into Smartsheet

## Mill Levy Certification Form

- **#2 NEW Mill Levy Certification WITH Calculation Worksheet - 2022.** This file includes a calculation worksheet to aid districts in calculating their mills correctly. *Use as Excel, loses functionality as a Google Sheets*
  - Multiple Tab file, Locked Cells, except the manual input cells.
  - A cover sheet for the BOE packet, the resolution that populates automatically from worksheet, a calculation worksheet, & the CDE Mill Levy Certification Form, is needed to upload data.

# Mill Levy Calculation Worksheet Mechanics

# Mill Levy Certification Worksheet Mechanics

## Different Tabs

- **Instruction** - Explains how to use the worksheet
  - Breaks out the Worksheet in 12 sections
- **Cover** - Customizable BOE Meeting Packet Cover Sheet
- **BOE Resolution** - Pulls all information from other Sheets. Usable resolution that states:
  - Total District Mills (pulled from Worksheet)
  - Total Net Assessed Valuation (pulled from Worksheet)
  - Dollars & Mills by Fund (pulled from Worksheet)
  - Signature Line for BOE President
  - Estimated Full Funding Mill Levy (pulled from Worksheet)
  - Projected Gross Funding from State, pre BSF (pulled from Worksheet)

# Mill Levy Certification Worksheet Mechanics

## Calculation Worksheet - Only input in Yellow Cells, others are locked

- Cell C1 is 1st input. 4 digit District code, will pull past information & some current information
- FY22 Actual Submitted (*verify*) & FY23 Actual to be Submitted
- **1st Section Assessed Valuation & Abatement**
  - Input Assessed Valuation per County in Cells K10-N10
  - Input Tax Incremental Financing (**enter as a negative number**) per County in cells K11-N11
  - Totals will populate cells E10-E12

# Mill Levy Certification Worksheet Mechanics

## Calculation Worksheet -Continued

- **1st Section Assessed Valuation & Abatement**
  - Input Abatement amounts per county, per specific levies sources from each Certificate of Valuation in cells K14-N20.
    - Add up all Certificate of Valuations abatements (General, Bond, MLO (if separate), etc.) from all counties for all fund and certify in the mill in the General Fund.
    - All counties certify the same abatement mills, regardless of which county has the abatement amount.

# Mill Levy Certification Worksheet Mechanics

## Calculation Worksheet-Continued

- **2nd Section General Fund Total Program**
  - Rows 30-32 populate with the correct FY23 HB20-1418 Target, Temporary Tax Credit, and Net Program Mills.
  - Rows 33-34 are exclusively for Districts that are Fully Locally Funded. Please contact Tim Kahle for details.

# Mill Levy Certification Worksheet Mechanics

## Calculation Worksheet-Continued

- **3rd Section General Fund Non-Voter Approved, Voter Approved, Abatement mill calculation**
  - Cells J40-M52 calculates the Actual Dollar MLO into the required rounded to 3 mills & the Certified dollars
    - Columns E & F will populate for Columns L & M
    - SHOULD HAVE A COPY OF EVERY BALLOT QUESTION
    - *Remember the rounded 3 digit mill will produce a value over or under the voter approved dollar amount. It's okay to be over due to rounding.*



# Mill Levy Certification Worksheet Mechanics

## Calculation Worksheet-Continued

- **4th section Calculates the mills for the Bond Fund.**
  - Cells J59-M59 calculates the Actual Dollar MLO into the required rounded to 3 mills & the Certified dollars
    - Columns E & F will populate for Columns L & M
    - SHOULD HAVE A COPY OF EVERY BALLOT QUESTION
    - *Remember the rounded 3 digit mill will produce a value over or under the voter approved dollar amount. It's okay to be over due to rounding.*
  - Special reminder on the bond fund. Do not certify more than the maximum allowable amount allowed by the ballot question.

# Mill Levy Certification Worksheet Mechanics

## Calculation Worksheet-Continued

- **5th-8th Section Calculates the mills for the Non-General Fund Mills based on voter approved ballot questions**
  - Transportation (J66-M66), Special Building and Tech (J73-M73), Supplemental Capital Construction, Tech, & Maint(J81-M81), Other(J87-M87).
  - Cells J66-M87 calculates the Actual Dollar MLO into the required rounded to 3 mills & the Certified dollars
    - Columns E & F will populate for Columns L & M
    - SHOULD HAVE A COPY OF EVERY BALLOT QUESTION
    - *Remember the rounded 3 digit mill will produce a value over or under the voter approved dollar amount. It's okay to be over due to rounding.*

# Mill Levy Certification Worksheet Mechanics

## Calculation Worksheet-Continued

- 9th Section - Provides a Year over Year comparison of Mills Assessed
- 10th Section - Calculates the Specific Ownership Taxes amount applied to the Current year's Total Program (rows 102-108)
- 11th Section - Calculates the County Tax Collection rate to budget
- 12th Section - Provides a Year over Year comparison of tax dollars per \$100,000 of Residential and Commercial Asset (rows 115-132)
  - Cells J117-N126 illustrates the changes in rates per SB 22-238...Gets messy!

# Mill Levy Certification Submission

## CDE Mill Levy Certification Form

- Pulls all information from Calculation Worksheet and other hidden tabs
- Column B clarifies what values are in Column D-Aug 25, 2022
- Information in Column E needed to complete the Submittal in [SmartSheets](#)
  - No more sending via email, mail, & fax.
- Provides FY23 Mills & Dollars
- Column G provides links to the Calculation Worksheet

# Mill Levy Certification CDE Contacts

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