

Property Tax Bureau
Informational Guideline Release (IGR) No. 01-207
September 2001

(Amends IGR No. 00-209)

COMMUNITY PRESERVATION FUND

(G.L. Ch. 44B)

This Informational Guideline Release (IGR) amends IGR No. 00-209, which explained the procedures and requirements for establishing a special fund that may be appropriated for certain open space, historic resource and affordable housing purposes and assessing the property tax surcharge that is the primary local revenue source for that fund.

Topical Index Key:

Accounting Policies and Procedures
Exemptions
Special Funds

Distribution:

Assessors
Collectors
Treasurers
Accountants/Auditors
Mayors/Selectmen
City Solicitors/Town Counsels

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(G.L. Ch. 44B)

SUMMARY:

These guidelines amend Informational Guideline Release (IGR) No. 00-209, *Community Preservation Fund* (December 2000). That IGR explained the procedures and requirements for establishing a special fund that may be appropriated for certain open space, historic resource and affordable housing purposes and assessing the property tax surcharge that is the primary local revenue source for that fund.

The amendments contained in these guidelines address the following:

- A change in the policy for accounting for Community Preservation surcharge abatements and exemptions. These abatements will now be charged to Community Preservation surcharge receivables, not the overlay account as set forth in IGR 00-209. A revised Community Preservation Surcharge Report (CP-1) and new sample accounting entries are included.
- The administration of the three local option surcharge exemptions. Included is the formula assessors should use in establishing annual eligibility requirements for the low income and low or moderate income senior exemption. A model application form for the exemption is included.
- The procedure for determining the availability of the Community Fund balance as a financing source for community preservation initiatives. Fund balance becomes available only after the accounting officer closes the municipal accounts for the previous fiscal year and reports the fund balance to the Bureau of Accounts. It remains available for appropriation until June 30 at which time no appropriations may be made until the accounting officer determines and reports the new year end balance.

All other provisions of IGR 00-209 not specifically amended by this IGR remain in effect.

PROPERTY TAX BUREAU

BRUCE H. STANFORD, CHIEF

AMENDED GUIDELINES:

1. SURCHARGE ABATEMENTS AND EXEMPTIONS.

Replace Section II, pages 5-7, of IGR 00-209 with the amended Section II below.

Amendments have been made in **Subsections C, F and G of Section II** in order to reflect a change in the accounting policy for surcharge abatements and exemptions. Those reductions will now be charged to the Community Preservation surcharge receivable instead of overlay. The amended language of **Subsections C, F and G of Section II** is shown in *bold italics*.

In addition, a **new Subsection J has been added to Section II**. That subsection sets forth guidelines for administering the three local option surcharge exemptions.

II. COMMUNITY PRESERVATION SURCHARGE

In a city or town that accepts G.L. Ch. 44B §§3-7, a community preservation surcharge is assessed on the municipality's real estate taxes. Taxes assessed on personal property, or by water, fire or other tax levying districts within the municipality, are not subject to the surcharge.

A. Surcharge Assessment and Billing

The surcharge is imposed on every type of real estate tax assessment made by the community, including all preliminary, actual, omitted, revised and supplemental assessments. The surcharge must be displayed as a separate item on the tax bills, commitments and warrants issued for those assessments. Assessors should also forward a separate notice of commitment for the surcharge to the accounting officer.

B. Surcharge Amount

The surcharge is calculated by multiplying the real estate tax on the parcel, as reduced by any property tax exemptions received under G.L. Ch. 59 §5 or other statutes, by the adopted percentage.

Therefore, real estate parcels that are fully exempt from property taxes are not subject to any surcharge. Parcels may also be fully or partially exempt from the surcharge if the community adopts any of the Community Preservation Act exemptions. See Section I-A-1-b above.

C. Delinquent Surcharges

Surcharges not paid by the due date accrue interest at 14 percent per year computed in the same manner as overdue property taxes in the community. Interest on overdue surcharges belongs to the *Community Preservation Fund*.

D. Partial Payments

If a taxpayer expressly directs the tax collector to apply a payment to the regular real estate tax and not the surcharge, the collector must apply the payment as directed. Otherwise, the collector may determine how to apply the payment.

E. Collection Remedies

Collectors may enforce collection of the surcharge with any or all of the remedies available for collection of regular real estate taxes, including a tax taking. G.L. Ch. 44B §4(c); G.L. Ch. 60. The lien for the surcharge arises as of the January 1 assessment date of the fiscal year the surcharge relates to and terminates the same time as that year's real estate tax lien. Collectors should perform timely takings to ensure that both liens do not terminate. G.L. Ch. 60 §37; G.L. Ch. 60 §53.

A standard notation should be pre-printed on all municipal lien certificates that real estate taxes in the community are subject to the community preservation surcharge under G.L. Ch. 44B. Collectors should list separately the amount of any outstanding surcharge on the certificate in the same manner as an outstanding district tax is shown.

F. Abatements and Exemptions

All committed surcharge amounts abated or exempted are charged to the Community Preservation surcharge receivable of the fiscal year. This includes reductions in committed surcharges resulting from an abatement or exemption of the real estate tax, or an abatement or exemption of the surcharge itself. The abatement or exemption certificate, as well as any abatement and exemption reports to other officers, should state separately the amount of any surcharge abatement or exemption granted.

G. Refund Accounting

All refunds of surcharges are accounted for in the Community Preservation Fund.

H. Surcharge Deferrals

Taxpayers who are eligible to defer property taxes under G.L. Ch. 59 §5(41A) may not defer the surcharge.

I. Surcharge on Classified Land Taxes

The community preservation surcharge assessed on classified forest land under G.L. Ch. 61, agricultural or horticultural land under G.L. Ch. 61A and recreational land under G.L. Ch. 61B is calculated based on the real estate tax generated by the classified value of the property. The surcharge is not assessed on withdrawal, rollback or conveyance taxes imposed under G.L. Ch. 61, 61A or 61B.

J. Local Option Surcharge Exemptions (New)

1. Decisionmaker

The board of assessors grants or denies all surcharge exemptions.

2. Eligibility Date

Exempt status is determined as of January 1. Any ownership, occupancy, age, income or usage classification requirement for the exemption must be met as of that date.

3. Eligibility Requirements

a. Residential Exemption

The residential exemption applies to the real estate tax assessed on the first \$100,000 in assessed valuation of all properties classified as Class One, Residential, as of January 1. If the property is multiple-use, the exemption applies to the real estate tax assessed on the first \$100,000 of the portion of the assessed valuation allocated to Class One.

b. Commercial/Industrial Exemption

The commercial/industrial exemption applies only in a fiscal year where the tax rate is split. It applies to the real estate tax assessed on properties classified as Class Three, Commercial, and Class Four, Industrial, as of January 1. If the property is multiple-use, the exemption applies to the real estate tax assessed on the portion of the assessed valuation allocated to Class Three and Four.

c. Low Income/Low or Moderate Income Senior Exemption

(1) Eligible Taxpayers

(a) Ownership and Occupancy

An applicant for the low income or low or moderate income senior exemption must be a natural person, who owns and occupies the property as a domicile as of January 1. All co-owners do not have to occupy the property as a domicile for the exemption to be granted.

The exemption does not apply to residential property owned in whole or in part by a corporation or other business entity.

(b) Age

To qualify as a senior, the applicant must be 60 or older as of January 1.

(2) Income Limits

Each co-owner of the domicile must meet a household annual income standard for the low income or low or moderate income senior exemption to be granted. The income standard is based on the area wide median income determined annually by the United States Department of Housing and Urban Development. Therefore, assessors must establish new limits for each year.

Annual household income is the income received from all sources regardless of income tax status under federal or state law during the calendar year preceding January 1 by all members of the household 18 or older who are not full time students less deductions for dependents other than a spouse and certain medical expenses. That amount must be at or below the allowable income limit for the household type (senior or non-senior) and size.

Formulas for calculating the allowable deductions and income limits for household type and size are attached.

(3) Exemption Amount

A qualified taxpayer receives an exemption of the entire surcharge attributable to the real estate tax assessed on the Class One, Residential, assessed valuation of the parcel, regardless of ownership share or number of residential dwelling units.

4. Applications

Taxpayers must apply annually for the low income or low or moderate income senior exemption. Application may be made on the attached Form CP-4, or other format developed by the assessors to obtain the same information. Assessors do not need to obtain prior approval of the Property Tax Bureau to use forms they have designed so long as the content is essentially the same as Form CP-4.

Assessors may review applications submitted by seniors for a Clause 41, 41B or 41C personal exemption or Clause 41A tax deferral to determine eligibility for the low or moderate income exemption as well. In those cases where no further information is needed to establish eligibility for the exemption, it may be granted without requiring completion of a separate application.

2. **COMMUNITY PRESERVATION FUND BALANCE.**

Replace Section III-A-8, page 12, of IGR 00-209 with the following amended Section III-A-8.

An amendment has been made in **(b) of Section III-A-8** in order to clarify the procedure for determining the availability of the Community Fund balance as a financing source for community preservation initiatives. Fund balance will become available after the accounting officer closes the municipal accounts for the previous fiscal year and reports the fund balance to the Bureau of Accounts. It will remain available for appropriation until June 30 of the current fiscal year. No appropriations may be made after June 30 until the accounting officer determines the new balance and reports it to the Bureau of Accounts. The amended language of **(b) of Section III-A-8** is shown in *bold italics*.

III. **FUNDS**

A. **Community Preservation Fund**

8. **Other Available Fund Financing Sources**

Appropriations for allowable community preservation purposes may also be made from other available sources within the fund at any time during the fiscal year.

- a. **Community Preservation Fund Reserves** – The annual community preservation surcharges and state trust fund distributions earmarked by the legislative body for future appropriation for one of three categories of community preservation purposes. See Section III-A-7-a above. A separate reserve exists within the fund for each category of community preservation purposes and later appropriations from each reserve are restricted to those purposes. The three reserves are:
 - Community Preservation Fund Open Space Reserve.
 - Community Preservation Fund Historic Resources Reserve.
 - Community Preservation Fund Community Housing Reserve.
- b. **Community Preservation Fund Balance** – The unspent and unencumbered balance as of year end that results from actual collections of (1) annual and miscellaneous fund revenues (except bond proceeds) that exceed expenditures and reservations from estimated annual revenues and (2) actual expenditures and encumbrances that are less than appropriations.

Fund balance may be appropriated as an available financing source during a fiscal year only after the accounting officer closes the municipal accounts for the previous fiscal year and reports that year end balance to the Bureau of Accounts. See Section VII, "Community Preservation Fund Report" (Form CP-2) below. Availability expires on June 30 of the current fiscal year until a new balance is determined and reported.

The accounting officer should provide a copy of the annual report to the Community Preservation Committee and other boards or officers with financial responsibilities in order to notify them of the fund balance available for appropriation through the end of the current fiscal year.

- c. Community Preservation Fund Excess Bond Proceeds - The unspent and unencumbered balance of proceeds from bonds at the completion or abandonment of a community preservation project for which the debt was issued. Appropriations from this source are restricted. See Section IV-E below.

3. **COMMUNITY PRESERVATION SURCHARGE REPORT**

Replace Section VII, page 23, of IGR 00-209 with the following amended Section VII. The amended language in Section VII is shown in *bold italics*.

Replace the Community Preservation Surcharge Report (CP-1) form attachment to Section VII of IGR 00-209 with the revised CP-1 form that is attached.

The **Community Preservation Surcharge Report (CP-1)** submitted by the assessors and accounting officer to the Municipal Data Management/Technical Assistance Bureau by September 15 of each year in order to receive state matching funds has been revised to report the surcharge levy, **abatements and exemptions**. Before the accounting policy change explained in these guidelines, abatements and exemptions did not reduce the levy and therefore, only the committed amount had to be reported. The net levy must now be reported.

VII. ANNUAL REPORTING REQUIREMENTS

All community preservation communities must annually submit the following reports:

- A “*Community Preservation Surcharge Report*” (Form CP-1) (***Revised 9/2001***) (**Attached**) to the Municipal Data Management/Technical Assistance Bureau by September 15. This report details surcharge commitments, ***abatements and exemptions*** of the previous fiscal year and is required for a state trust fund distribution to be made to the community.
- A “*Community Preservation Fund Report*” (Form CP-2) (Attached) to the Bureau of Accounts by October 31. This report details all fund activity of the previous fiscal year. A copy must also be submitted to the Executive Office of Environmental Affairs (EOEA).
- A “*Community Preservation Initiatives Report*” (Form CP-3) (Attached) to the EOEA by August 15. This report details acquisitions and other community preservation initiatives of the previous fiscal year.

In addition, all financial activity related to the Community Preservation Fund must be reported in Schedule A. See column “Open Space Acquisition Fund” in the special revenue section, Part V, under other special revenue.

4. ACCOUNTING ENTRIES

Replace the “Sample Accounting Entries” attachment to Section VIII of IGR 00-209 with the following revised version.

Amendments have been made to Sample Accounting Entries **4 and 5** in order to reflect the change in accounting policy for surcharge abatements and exemptions. Those reductions will now be charged to Community Preservation surcharge receivable instead of overlay. The revisions in Entries 4 and 5 are shown in ***bold italics***.

**COMMUNITY PRESERVATION SURCHARGE
LOW/MODERATE INCOME EXEMPTION
Exemption Eligibility Requirements**

1. Applicant must own the property as of January 1.

May be (1) sole owner, (2) co-owner, (3) life tenant or (4) trustee with sufficient beneficial interest in property under terms of trust.

2. Applicant must occupy the property as domicile as of January 1.

3. Applicant and each co-owner must have household income for the calendar year before January 1 at or below the limit for that owner's household type and number (over for formula).

For property subject to trust, each co-trustee must meet income standard.

Calculation of Each Owner's Household Income

1. Household Annual Gross Income from all sources.

- Includes wages, salaries and bonuses, public and private pensions, retirement income, Social Security, alimony, child support, interest and dividend income, net income from business, public assistance, disability and unemployment insurance, regular contributions/gifts from party outside the household.
- Includes income of all household members who were 18 or older and not full time students during calendar year.

2. Deduct Dependents Allowance.

- Number dependents on January 1 (not spouse) x \$ DCHD allowance.*

3. Deduct Medical Expenses Exclusion.

- Total out of pocket medical expenses of all household members for calendar year exceeding 3% of household annual gross income (from line 1 above).
- Out of pocket medical expenses include health insurance premiums, payments to doctors, hospitals and other health care providers, diagnostic tests, prescription drugs, medical equipment or other expenses not paid or reimbursed by employers, public/private insurers or other third parties.

4. Equals Household Annual Income for CPA Exemption.

- Cannot exceed *Annual Income Limit for Household Type and Size*.

* Currently \$300. Available from 760 Code of Massachusetts Regulations 6.05(4) at www.state.ma.us. Click on Laws/Regulations/Rulings under What We Publish. Then click on Code of Massachusetts Regulations Index and CMR by Citation tab at top of page.

**COMMUNITY PRESERVATION SURCHARGE
LOW/MODERATE INCOME EXEMPTION**

Annual Income Limit by Household Type and Size

US HUD AWMI = Area wide median income** issued by HUD in March before FY begins
Round all calculations to nearest \$50.00

Household Type: Property owned by senior (60 or older)

Household Size	Annual Income Limit
1	(1.00 x US HUD AWMI) x .70
2	(1.00 x US HUD AWMI) x .80
3	(1.00 x US HUD AWMI) x .90
4	(1.00 x US HUD AWMI)
5	(1.00 x US HUD AWMI) x 1.08
6	(1.00 x US HUD AWMI) x 1.16
7	(1.00 x US HUD AWMI) x 1.24
8	(1.00 x US HUD AWMI) x 1.32

Household Type: Property owned by non-senior (under 60)

Household Size	Annual Income Limit
1	(.80 x US HUD AWMI) x .70
2	(.80 x US HUD AWMI) x .80
3	(.80 x US HUD AWMI) x .90
4	(.80 x US HUD AWMI)
5	(.80 x US HUD AWMI) x 1.08
6	(.80 x US HUD AWMI) x 1.16
7	(.80 x US HUD AWMI) x 1.24
8	(.80 x US HUD AWMI) x 1.32

** Available at www.huduser.org. Click Data Sets under Topics (left column). Click Income Limits under View Data Sets by Topic (right column).

Assessors' Use only
Date Received
Application No.
Parcel Id.

Name of City or Town

LOW INCOME PERSONS - LOW OR MODERATE INCOME SENIORS
FISCAL YEAR _____ APPLICATION FOR COMMUNITY PRESERVATION ACT EXEMPTION
General Laws Chapter 44B

Return to: Board of Assessors

INSTRUCTIONS: Complete all sections. Please print or type.

A. IDENTIFICATION. Complete this section fully.

Name of Applicant _____	Telephone Number _____
Social Security No. _____	Marital Status _____
Were you 60 years or older on January 1, _____? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>If yes and first year of application, please attach copy of birth certificate.</i>	
Legal residence (domicile) on January 1, _____	No. Street City/Town Zip Code
Mailing address (if different) _____	No. Street City/Town Zip Code
Location of property: _____	No. of dwelling units: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Other _____
Did you own the property on January 1, _____? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<i>If yes, were you:</i> Sole owner <input type="checkbox"/> Co-owner with spouse only <input type="checkbox"/> Co-owner with others <input type="checkbox"/>	
Was the property subject to a trust as of January 1, _____? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<i>If yes, please attach trust instrument including all schedules.</i>	
Have you been granted any exemption in any other city or town for this fiscal year? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If yes, name of city or town _____ Type of exemption _____</i>	

B. SIGNATURE. Sign here to complete the application.

This application has been prepared or examined by me. Under the pains and penalties of perjury, I declare that to the best of my knowledge and belief, the application and all accompanying documents and statements are true, correct and complete.

Signature Date

If signed by agent, attach copy of written authorization to sign on behalf of taxpayer.

YOU MUST ALSO COMPLETE SCHEDULES C - F ON FOLLOWING PAGES

FILING THIS APPLICATION DOES NOT STAY THE COLLECTION OF YOUR SURCHARGE.
 TO AVOID INTEREST AND COLLECTION CHARGES, YOU MUST PAY SURCHARGE AS BILLED BY DUE DATE.
 IF EXEMPTION IS GRANTED AND SURCHARGE IS PAID IN FULL, REFUND WILL BE MADE.
 THIS FORM APPROVED BY THE COMMISSIONER OF REVENUE

C. HOUSEHOLD MEMBERS. List all members of your household on January 1 and provide requested information. Please list any members who are 18 and older and not full time students last.

	Full Name (First, Middle, Last)	Relationship to Applicant	Date of Birth	Occupation or School Grade	Social Security No. (for verification)
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____

Continue list on attachment, in same format, as necessary.

D. HOUSEHOLD OUT OF POCKET MEDICAL EXPENSES DURING PRECEDING CALENDAR YEAR. List total medical expenses incurred by all household members during calendar year before January 1 that were not paid by or reimbursed by employer, public or private health insurance or other third party. Includes amounts paid in health insurance premiums, co-payments, deductibles and other out of pocket expenses. Documentation may be requested to verify expenses claimed.

TYPE OF EXPENSE	Total Out of Pocket for Preceding Calendar Year
Health insurance premiums	\$ _____
Doctors	\$ _____
Hospitals	\$ _____
Diagnostic tests	\$ _____
Prescription drugs	\$ _____
Medical equipment	\$ _____
Other	\$ _____
TOTAL OUT OF POCKET	\$ _____

E. HOUSEHOLD GROSS INCOME DURING PRECEDING CALENDAR YEAR. List income received from all sources for each member of household 18 and older and not full time student during calendar before January 1. Please list members in same order as shown in Schedule B above. Copies of federal and state income tax returns may be requested to verify income reported for each household member.

TYPE OF INCOME	Applicant Name	Member 1 Name	Member 2 Name	Member 3 Name
Wages, salaries, other compensation	\$	\$	\$	\$
Social Security				
Other pension/retirement benefits				
Interest/dividends				
Rental income				
Net profits from business or profession				
Capital gains				
Alimony				
Child support				
Public assistance				
Unemployment compensation				
Disability compensation				
Other (specify):				
TOTAL GROSS INCOME - MEMBERS	\$	\$	\$	\$
TOTAL GROSS INCOME - HOUSEHOLD				\$

Continue list on attachment, in same format, as necessary.

F. CO-OWNERS' HOUSEHOLD GROSS INCOME DURING PRECEDING CALENDAR YEAR.

Does Schedule E above include the gross income of all co-owners of the property as of January 1, ____? Yes No

If no, a Schedule B, C and E must be attached for each co-owner not included.

DISPOSITION OF APPLICATION (ASSESSORS' USE ONLY)

Age

Ownership

Occupancy

Applicant's Gross Income \$ _____

Dependent Deduction \$ _____

Medical Deduction \$ _____

Applicant's CPA Income \$ _____

Co-owner 1 Gross Income \$ _____

Dependent Deduction \$ _____

Medical Deduction \$ _____

Co-owner 1 CPA Income \$ _____

Co-owner 2 Gross Income \$ _____

Dependent Deduction \$ _____

Medical Deduction \$ _____

Co-owner 2 CPA Income \$ _____

GRANTED

DENIED

Assessed surcharge \$ _____

Exempted surcharge \$ _____

Adjusted surcharge \$ _____

BOARD OF ASSESSORS

Date voted _____

Certificate number _____

Date certificate/Notice sent _____

Date:

Return by September 15 to:

**Municipal Data Management/Technical Assistance Bureau
Division of Local Services
P.O. Box 9569
Boston MA 02205-9569**

COMMUNITY PRESERVATION SURCHARGE REPORT

**City/Town of _____
Fiscal Year Ended June 30, _____
Surcharge % _____**

Total Surcharge Committed to Collector for FY	\$ _____
<u>Less</u> Surcharge Abatements/Exemptions	_____
Net Surcharge Raised for FY	\$ _____

Completed by:

_____	_____
	Date
_____	_____
	Date
_____	_____
Board of Assessors	Date
_____	_____
Accounting Officer	Date

SAMPLE ACCOUNTING ENTRIES

1. The legislative body appropriates the following amounts from *estimated revenues*:

\$300,000	For open space acquisitions
60,000	For open space reserve
60,000	For historic resources reserve
60,000	For community housing reserve
20,000	For committee operating expenses

In addition, \$100,000 was appropriated from *the Historic Resources Reserve Fund Balance* for the acquisition of an historic site.

Accounting entries 1a, 1b, 1c, 1d and 1e are recorded in the Community Preservation Special Revenue Fund. Budgetary entries (1a, 1b and 1c) are illustrated in uppercase to distinguish them from actual entries (1d and 1e).

1a. To record estimated revenues budgeted.

ESTIMATED REVENUE	\$ 500,000	
BUDGETARY CONTROL		\$ 500,000

Subsidiary Ledger

COMMUNITY PRESERVATION SURCHARGE	\$ 500,000	
SUBSIDIARY REVENUE CONTROL		\$ 500,000

1b. To record amounts appropriated from estimated revenues.

BUDGETARY CONTROL	\$ 500,000	
APPROPRIATIONS		\$ 500,000

Subsidiary Ledger

SUBSIDIARY APPROPRIATION CONTROL	\$ 500,000	
OPEN SPACE LAND AQUISION		\$ 300,000
RESERVE FOR OPEN SPACE		\$ 60,000
RESERVE FOR HISTORIC RESOURCES		\$ 60,000
RESERVE FOR COMMUNITY HOUSING		\$ 60,000
OPERATING EXPENSES		\$ 20,000

1c. To record amounts appropriated from Historic Resources Reserve fund balance.

BUDGETARY FUND BALANCE	\$ 100,000	
APPROPRIATION		\$ 100,000

Subsidiary Ledger

SUBSIDIARY APPROPRIATION CONTROL	\$ 100,000	
HISTORIC SITE AQUISITION		\$ 100,000

1d. Actual entry to record amounts appropriated to fund balance reserves.

Unreserved, undesignated Community Preservation Fund Balances	\$ 180,000	
Fund balance reserved for open space		\$ 60,000
Fund balance reserved for historic resources		\$ 60,000
Fund balance reserved for community housing		\$ 60,000

1e. Actual entry to record appropriation from fund balance reserved for historic resource.

Fund balance reserved for historic resources	\$ 100,000	
Fund balance reserved for expenditures		\$ 100,000

2. The assessors forward a notice of commitment for FY2002 to the accounting officer showing a committed real estate tax of \$2,000 and community preservation surcharge of \$60.

General Fund

Real estate tax receivable 2002	\$ 2000.	
Deferred revenue property tax		\$ 2000.

Other Special Revenue Fund

Community preservation surcharge receivable 2002	\$ 60.	
Deferred revenue community preservation		\$ 60.

3. The taxpayer pays the full amount of the bill for \$2,060.

<u>General Fund</u>		
Cash	\$ 2000.	
Real estate tax receivable 2002		\$ 2000.
Deferred revenue property tax	\$ 2000.	
Revenue		\$ 2000.
<u>Other Special Revenue Fund</u>		
Cash	\$ 60.	
Community preservation surcharge receivable 2002		\$ 60.
Deferred revenue community preservation	\$ 60.	
Revenue		\$ 60.

4. The taxpayer pays the entire bill of \$2,060 and applies for an abatement. The assessors grant an abatement of \$500 in the real estate tax and \$15 in the community preservation surcharge.

<u>General Fund</u>		
Overlay 2002	\$ 500.	
Real estate tax receivable 2002		\$ 500.
<u>Other Special Revenue Fund</u>		
<i>Deferred revenue community preservation</i>	\$ 15.	
<i>Community preservation surcharge receivable 2002</i>		\$ 15.

5. The collector issues a refund for \$500 for the real estate tax and \$15 for the community preservation surcharge.

<u>General Fund</u>		
Real estate tax receivable 2002	\$ 500.	
Cash		\$ 500.
Revenue	\$ 500.	
Deferred revenue property tax		\$ 500.
<u>Other Special Revenue Fund</u>		
<i>Community preservation surcharge receivable 2002</i>	\$ 15.	
<i>Cash</i>		\$ 15.
<i>Revenue</i>	\$ 15.	
<i>Deferred revenue community preservation</i>		\$ 15.

