

Treasurer's Institute  
Sun, Nov. 17, 2019

# PROPERTY TAX LEVY



# Property Tax Errors

 Chicago Daily Herald

## Miscalculation leads to increased tax bills in Wheeling Township

A "miscalculation" of the senior freeze property tax discount by the Cook ... but a "handful" of errors in other townships were discovered as well.

Jul 5, 2019



 Chicago Tribune

## Computer error means about 1,000 DuPage seniors will receive incorrect property tax bills

An computer error in calculating the property taxes for some DuPage County homeowners who qualify for a senior tax freeze means they have ...

Apr 25, 2019



# Property Tax Errors

## Lake County sent out hundreds of error-filled property tax bills: report

*Over 300 residents received bills without proper exemptions, resulting in higher tax bills*

TRD CHICAGO / Staff

May 24, 2019 03:00 PM

About 350 homeowners in Wauconda Township didn't get the home-improvement exemption that should have been applied, resulting in improperly high property tax bills. Another 290 homeowners improperly received homestead exemptions, culminating in lower tax bills.

The error is mostly due to new software system the county assessor's office rolled out in 2018. Last year, 3,200 property owners, or 1 percent of all property taxpayers, also received faulty tax assessments.

# Property Tax Errors

 Patch.com

## Park District Refunds Over \$250,000 In Wrongly Collected Taxes

GLENVIEW, IL — The Glenview Park District announced it will refund more ... District staff attributed the error to a change in procedures at the the Cook ... Park district staff only learned that the district property tax was  
Jul 24, 2019



# Property Tax Errors

PRINCETON — Due to an administrative error made by the Bureau County Clerk on this year's tax bill, 21 townships are facing an altogether \$949,000 shortage in their road budgets this year.

During Tuesday's county board meeting, Bureau County Clerk Matt Eggers issued a press release stating that a special road tax levy was not extended and therefore omitted from the tax bill. This resulted in tax bills being "a slightly smaller amount" for the 2018 year.



Bureau County Republican

## Corrected tax bills on the way

PRINCETON — Bureau County property owners will soon receive a certified letter informing them of administrative errors that affected this ...

1 month ago



# Historically, DCCA presented the Tax Levy training.



ILLINOIS  
DEPARTMENT  
OF COMMERCE  
& ECONOMIC  
OPPORTUNITY



*Illinois'  
Growth  
is our  
business*

Pat Quinn, Governor    Warren Ribley, Director

**BUSINESS ASSISTANCE**

- Administration/Director's Office
- Office of Accountability
- Advantage Illinois
- Business Development
- Coal
- Community Development
- CDBG Disaster Recovery Programs
- News
- Local Government Assistance & Training

dceo > Business Assistance > Community Development > Local Government Assistance & Training

**Local Government Assistance & Training**

**LOCAL GOVERNMENT ASSISTANCE AND TRAINING**

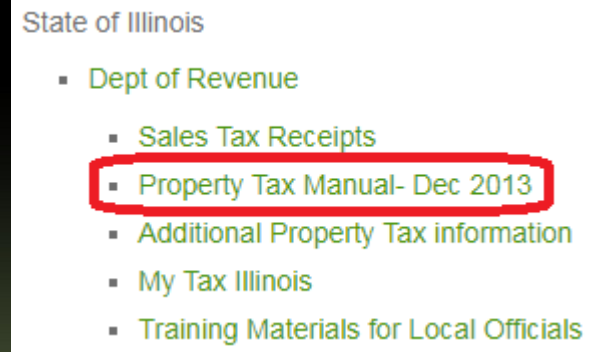
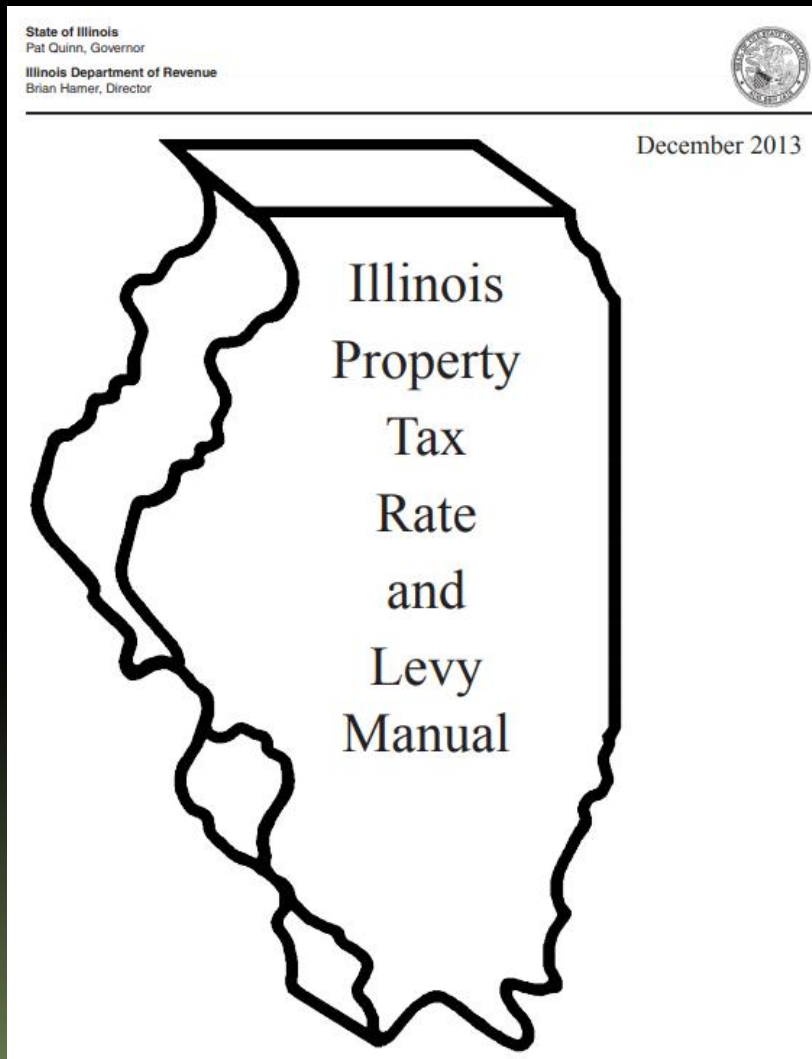
**Training and Technical Assistance for Local Governments**  
The Office of Local Government Management Services (LGMS) produced a series of training programs of interest to local governments and economic development officials. The programs were part of the Community Issues Education sessions originally broadcast via satellite to a number of community colleges, libraries and Cooperative Extension Offices throughout the State of Illinois. The training sessions are available on VHS tape through the Illinois State Library. Contact your local library and ask that the tapes be obtained for you as an interlibrary loan.

**View and/or download the slides used in these training sessions.**

**Illinois State Mandates Catalogs**



# Last Dept of Revenue Property Tax Rate and Levy Manual Dated Dec 2013. (63pages)



Ok for research  
Confirm before usage

# Historical & Interesting Fact

The State of Illinois levied a property tax

## The 1800's

### History of Property Taxes in Illinois

The ability to tax property in Illinois was included in the State of Illinois' first constitution in 1818. The Illinois constitution of 1818 was unique in that it established: "...That the mode of levying a tax shall be by valuation so that every person shall pay a property tax in proportion to the value of the property he or she has in his or her possession." Basically, this established an *"ad valorem"* tax, which in Latin means *"according to value"*. Thus, an *ad valorem* tax is a tax that varies with the value of the property. All property, personal and real, was taxed under this system.

Originally property taxes were collected and used only by the State government. The first significant change in property taxes came in 1839, when growth and political pressure broadened the definition of taxable property, narrowed the scope of exemptions, and identified personal property subject to taxation. In addition, counties were provided the ability to tax personal property.



# Historical & Interesting Fact

The State of Illinois stopped levying a property tax when they introduced a 2% tax sales tax in 1933

[The Telegraph-Herald - Nov 23, 1937](#)

## Illinois' Property Tax to Be Buried

Springfield, Ill.—(INS)—Fitting obsequies again will be paid the Illinois state property tax, burying it for another year, before New Year's day rolls around, state financial authorities said Tuesday.

The first year when no such tax was levied was back in 1933. In July of that year the retailers' occupational (sales) tax became effective. Sufficient revenue was and is being produced by that 3 per cent impost so that a state property tax is unneeded to pay all expenses of the state government formerly taken care of by the property tax.

[The Tuscaloosa News - Dec 27, 1933](#) [Browse all newspapers »](#)

## ILLINOIS PROPERTY TAX DROPPED FOR SALES LEVY

SPRINGFIELD, Ill., Dec. 27—(AP)—Illinois today abolished its state tax on property, which last year was 50 cents on each \$100 of assessed valuation.

Revenues from property will be replaced next year by the two per cent retail sales tax.

The decision was announced by the board, consisting of Governor Henry Horner, State Treasurer J. C. Martin and State Auditor Edward J. Barrett, at its annual meeting.

A year ago the levy board increased the state tax from 35 to 50 cents on each \$100 assessed property valuation.

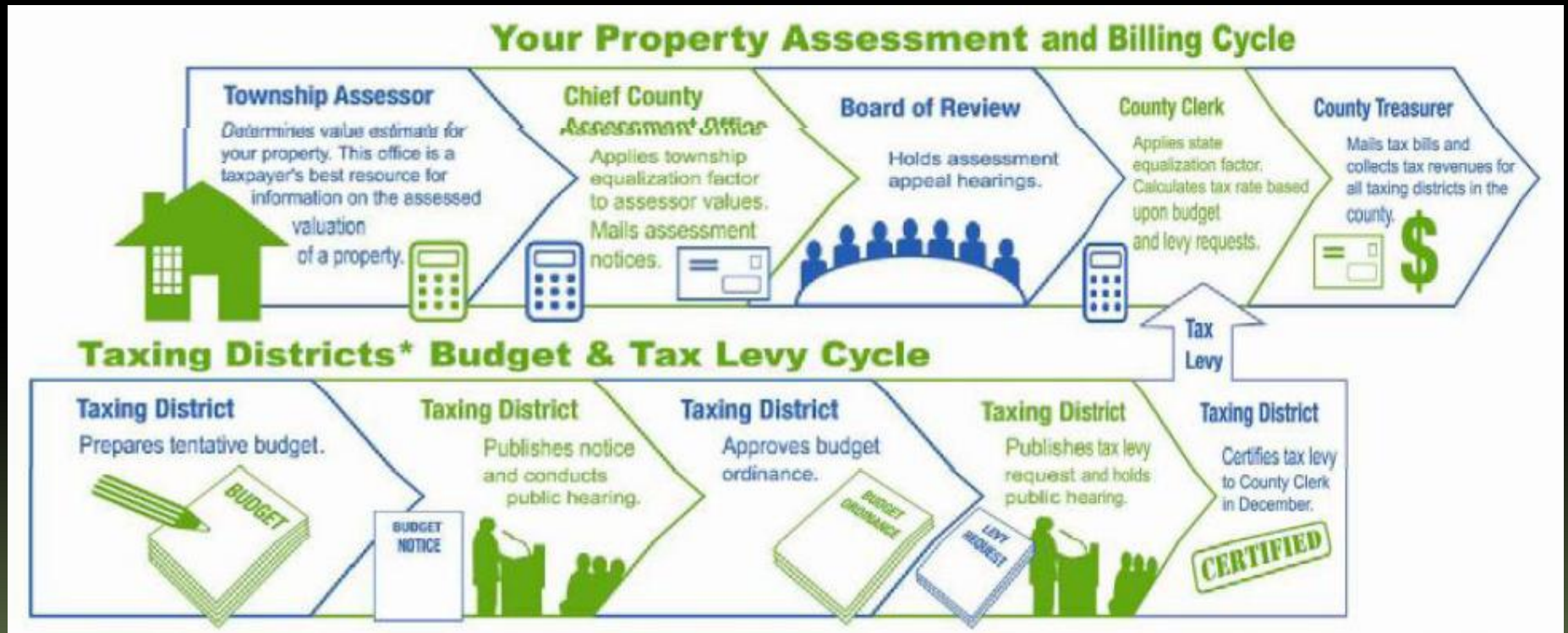
"Thus Illinois for the first time in 115 years has been able to relieve real estate and personal property of the state tax," said Governor Horner.

"The elimination of the state tax lifts a burden of approximately \$35,000,000 from the taxpayers in 1934."

# Common Terms Used with Property Taxes

- .. **LEVY** - Amount of money sought from property taxes by municipality
- .. **TAX RATE** - Amount of the allowable tax levy stated in terms of a percentage of the tax base
- .. **EXTENSION** - Actual dollar amount of taxes billed to property tax payers in a taxing district
- .. **BUDGET** - Spending plan
- .. **APPROPRIATION** - money set aside by formal action for a specific use . Establishes the legal spending authority.

# Typical Property Assessment and Tax Cycle





# Approximate Assessment & Tax Levy Process Calendar based on 1/1 – 12/31 fiscal year

Actual Tax Year 2018	Tax Year 2019	Tentative Tax Year 2020		MUNICIPAL SCHEDULE	ASSESSOR'S SCHEDULE	OTHER'S SCHEDULE	COUNTY SCHEDULE	RESIDENT'S SCHEDULE	
06/xx/2017	06/xx/2018	06/xx/2019	1	Financial Forecast meeting Board, Staff & public					
07/10/2017	07/09/2018	06/24/2019	2	Capital Improvement Projects Board & Staff					
not necessary	not necessary	not necessary	3	Are Bonds Needed? More steps not listed here					
09/01/2017	09/01/2018	09/01/2019	4	Dept Heads prepare working budget requests					
12/xx/2017	11/26/2018	11/25/2019	5	Board Approves working budget					
				2019 FISCAL YEAR BEGINS					
1/16/2018	1/16/2019	1/16/2020	6			CPI for PTELL is announced (Dec) <a href="http://www.revenue.state.il.us/LocalGovernment/PropertyTax/CPIhistory">http://www.revenue.state.il.us/LocalGovernment/PropertyTax/CPIhistory</a>			
2/10/2018	2/10/2019	2/10/2020	7	Appropriation Notice is published & conduct Public Hearing					
2/24/2018	2/24/2019	2/24/2020	8	Appropriation Ordinance (legal spending authority) is passed					
05/xx/2018	05/xx/2019	05/xx/2020	9			DOI files are retrieved online by Pension Actuary			
06/xx/2018	06/xx/2019	06/xx/2020	10		Optional:	Pension Actuary prepares Valuation & recommended tax levy letter to Pension Board			
06/xx/2018	06/xx/2019	06/xx/2020	11			Pension Actuary assist with preparation of Required Reporting to Municipality by Pension Board			
6/01/2018	6/01/2019	6/01/2020	12	Municipality reviews auditors first draft of 12/31/2018 year end audit					
6/06/2018	6/06/2019	6/06/2020	13			Auditors finalize Village & Pension Audit			
9/15/2018	9/15/2019	9/15/2020	14	Department of Insurance pension filing is completed					
6/23/2018	6/23/2019	6/23/2020	15			DOI completes Recommended Employer Contribution			
7/01/2018	7/01/2019	7/01/2020	16			Deadline to file Senior Citizen Assessment Freeze (PTAX 340)			
7/1-10/15/2018	7/1-10/15/2019	7/1-10/15/2020	17			Township Assessor determines property value estimates			
8/11-11/2/2018	8/11-11/2/2019	8/11-11/2/2020	18			Chief County Assessment Officer applies township equalization factor			
8/11-11/2/2018	8/11-11/2/2019	8/11-11/2/2020	19			County Assessor publishes Assessment Roll			
9/10-12/1/2018	9/10-12/1/2019	9/10-12/1/2020	20				Assessment Appeal filing deadline to County Assessor (30 days after publishing assessment roll)		
9/10-12/1/2018	9/10-12/1/2019	9/10-12/1/2020	21			Assessment Appeal filing deadline to County Board of Review (30 days after publishing assessment roll)			
10/15/2018	10/15/2019	10/15/2020	22				Deadline for Township Assessor to submit property value estimates		
08/03/2018	11/12/2019	10/xx/2020	23				Blue assessment letters are mailed to tax payers		
08/23/2018	08/23/2019	08/23/2020	24				Police Pension Board approves tax levy request to Village		
09/01/2018	09/01/2019	09/01/2020	25				Police Pension Secretary forwards Required Reporting & Pension Board's levy request to Village Board		
10/10/2018	10/15/2019	10/10/2020	26	Determine Tax Levy 20 Days before adoption ( <b>Lincolnshire by VM memo to Board</b> )					IMPORTANT NOTE: 20 days prior would be Nov
10/10/2018	10/15/2019	10/10/2020	27	Municipalities & Taxing Districts determine if levy is more than 5% over prior year's extension					
11/01/2018	11/01/2019	11/01/2020	28				Deadline for districts to file notification of TIF dissolution to County Clerk		
not necessary	not necessary	11/xx/2021	29	Trustees "Set Public Hearing for Tax Levy" and the approve levy amount					
not necessary	not necessary		30	Pass Supplemental Appropriation Ordinance or Amended Appropriation Ordinance.					
10/11/2018	10/11/2019	11/xx/2021	31	Staff prepares: Tax Levy Ordinance based on Trustee amount necessary for 1/1/2019 to 12/31/2019					
not necessary	not necessary	11/xx/2021	32	Newspaper will publish "Truth in Taxation" 7 to 14 days prior to hearing					
							Public Act 99-367, which was recently signed by the Governor, establishes a new requirement that all public bodies that are subject to the Truth in Taxation Act, in addition to publishing the "black box" hearing notice in the newspaper, must also post that notice on their website if the public body has a website maintained by full time staff. Failure to post on the website does not invalidate the notice or action taken on the tax levy.		
not necessary	not necessary	11/8/2020	33	Website posting "Truth in Taxation"					



# Approximate Assessment & Tax Levy Process Calendar based on 1/1 – 12/31 fiscal year

Actual Tax Year 2018	Tax Year 2019	Tentative Tax Year 2020	MUNICIPAL SCHEDULE	ASSESSOR'S SCHEDULE	OTHER'S SCHEDULE	COUNTY SCHEDULE	RESIDENT'S SCHEDULE
not necessary	not necessary	11/8/2020	34	Municipalities & Taxing Districts file for property tax exemptions (deadline 11/15)			
not necessary	not necessary	11/28/2020	35	Tax Levy must be made available to public at least 10 days prior to hearing. Pamphlet form			
			36	Public Hearing: 2019 Tax Levy			
12/12/2018	11/25/2019	12/12/2020	37	<b>Municipal Board approves/passes the 2019 Annual Tax Levy Ordinance</b>			
12/16/2018	11/26/2019	12/16/2020	38	Tax Levy Ordinance docs are filed with Lake Co Clerk's Office			
12/16/2018	12/16/2019	12/16/2020	39	Lincolnshire file tax abatements with County			
12/15/2018	12/15/2019	12/15/2020	40	Lincolnshire filed Certificate of Status of Exempt Property with Lake Co Assessors Office			
12/31/2018	12/31/2019	12/31/2020	41	Deadline for Districts to file Certificate of Status of Exempt Property with Lake Co Assessment			
12/27/2018	12/27/2019	12/27/2020	42	Deadline for districts to file levy ordinance			
12/31/2018	12/31/2019	12/31/2020		2019 FISCAL YEAR ENDS			
1/01/2019	1/01/2020	1/01/2021		2020 FISCAL YEAR BEGINS			
1/1-3/31/2019	1/1-3/31/2020	1/1-3/31/2021	43	Appropriation Notice is published & conduct Public Hearing			
1/1-3/31/2019	1/1-3/31/2020	1/1-3/31/2021	44	Appropriation Ordinance includes projected property tax			
1/03/2019	1/03/2020	1/03/2021	45	Deadline to submit Referenda to be placed on March ballot			
2/01/2019	2/01/2020	2/01/2021	46	Assessment appeal hearings completed			
2/28/2019	2/28/2020	2/28/2021	47	Deadline for districts to file new bond ordinances			
3/2-15/2019	3/2-15/2020	3/2-15/2021	48	Pre-multiplier EAVs certified by Chief County Assessor's Office			
3/13/2019	3/13/2020	3/13/2021	49	Deadline for districts to file abatements			
3/23/2019	3/23/2020	3/23/2021	50	Lake County Clerk emails district's special tax roll SSA forms for accuracy review			
4/1-7/2019	4/1-7/2020	4/1-7/2021	51	State multiplier issued by IL Department of Revenue			
			52	Lake County Clerk sends taxing entities the estimated EAVs for all Townships and Municipalities			
4/05/2019	4/05/2020	4/05/2021	53	Lake County Clerk sends taxing entities the Property Tax Extension Limitation Law (PTELL) v			
4/15/2019	4/15/2020	4/15/2021	54	Deadline for taxing entities to notify LC Clerk of adjustments & reductions needed to meet "Limit Rates"			
4/16/2019	4/16/2020	4/16/2021	55	Lake County Clerk faxes rates & extension amounts to taxing entity for final review & confirma			
4/16/2019	4/16/2020	4/16/2021	56	District may sign "Tax Levy Extension Certification" and return ASAP to County Clerk			
4/17/2019	4/17/2020	4/17/2021	57	Lake County Treasurer prints Property Tax bills			
4/17/2019	4/17/2020	4/17/2021	58	Lake County Treasurer sends taxing bodies the upcoming tax distribution schedule			
4/18/2019	4/18/2020	4/18/2021	59	District arranges direct deposit instructions with County Treasurer??			
5/17/2019	5/17/2020	5/17/2021	60	Lake County Treasurer distributes the 1st of 13 Real Estate Tax Distribution			
6/3/2019	6/3/2020	6/3/2021	61	Final day for 1st installment payment			
9/3/2019	9/3/2020	9/3/2021	62	Final day for 2nd installment payment			
9/15/2019	9/15/2020	9/15/2021	63	Auditors present first draft of 4/30/2019 year end audit			
10/31/2019	10/31/2020	10/31/2021	64	Deadline to publish Annual Treasurer's Report; penalty: County Treasurer may stop tax distribution			
11/21/2019	11/21/2020	11/21/2021	65	Deadline to pay property taxes to avoid tax sale is 5pm			
11/26-27/2019	11/26-27/2020	11/26-27/2021	66	Tax Sale Dates			
			67	County Clerk calculates "Redemption Price" which includes 1.5% penalty, past due taxes..			
				2020 FISCAL YEAR ENDS			
1/03/2020	1/03/2021	1/03/2022	68	Lake County Treasurer distributes the last of 13 Real Estate Tax Distribution			
5/15/2020	5/15/2021	5/15/2022	69	Auditors finalize Audit			

## Approximate Assessment & Tax Levy Process Calendar based on 1/1 – 12/31 fiscal year

Tax Year 2019	Tentative Tax Year 2020		MUNICIPAL SCHEDULE	ASSESSOR'S SCHEDULE	OTHER'S SCHEDULE	COUNTY SCHEDULE	RESIDENT'S SCHEDULE
06/xx/2018	06/xx/2019	1	Financial Forecast meeting Board, Staff & public				
07/09/2018	06/24/2019	2	Capital Improvement Projects Board & Staff				
not necessary	not necessary	3	Are Bonds Needed? More steps not listed here				
09/01/2018	09/01/2019	4	Dept Heads prepare working budget requests				
11/26/2018	11/25/2019	5	Board Approves working budget				
			2019 FISCAL YEAR BEGINS				
1/16/2019	1/16/2020	6			CPI for PTELL is announced (Dec) <a href="http://www.revenue.state.il.us/LocalGovernment/PropertyTax">http://www.revenue.state.il.us/LocalGovernment/PropertyTax</a>		
2/10/2019	2/10/2020	7	Appropriation Notice is published & conduct Public Hearing				
2/24/2019	2/24/2020	8	Appropriation Ordinance (legal spending authority) is passed				
05/xx/2019	05/xx/2020	9			DOI files are retrieved online by Pension Actuary		
06/xx/2019	06/xx/2020	10		Optional:	Pension Actuary prepares Valuation & recommended tax levy letter to Pension Board		
06/xx/2019	06/xx/2020	11			Pension Actuary assist with preparation of Required Reporting to Municipality by Pension Board		

*Side note:*

*Step 11 "Required Reporting to Municipality"  
is taught in PAC training.*

# Pension- Independent Actuary

Step 10

## SUMMARY OF REPORT

The regular annual actuarial valuation of the Village of Lincolnshire Police Pension Fund, performed as of January 1, 2019, has been completed and the results are presented in this Report. The contribution amounts set forth herein are applicable to the plan/fiscal year ended December 31, 2020.

The contribution requirements, compared with those set forth in the January 1, 2018 actuarial report, are as follows:

Valuation Date	1/1/2018	1/1/2019
Applicable to Fiscal Year Ending	<u>12/31/2019</u>	<u>12/31/2020</u>
Total Recommended Contribution	\$1,033,134	\$1,261,131
% of Projected Annual Payroll	50.9%	54.3%
Member Contributions (Est.)	200,997	230,341
% of Projected Annual Payroll	9.9%	9.9%
Village Recommended Contribution	832,137	1,030,790
% of Projected Annual Payroll	41.0%	44.4%

Independent Actuary may prepare a statutorily required contribution and possibly a “recommended” minimum contribution.



## Approximate Assessment & Tax Levy Process Calendar based on 1/1 – 12/31 fiscal year

		MUNICIPAL	ASSESSOR'S	OTHER'S	COUNTY	RESIDENT'S
Tax Year 2019		SCHEDULE	SCHEDULE	SCHEDULE	SCHEDULE	SCHEDULE
6/01/2019	12	Municipality reviews auditors first draft of 12/31/2018 year end audit				
6/06/2019	13			Auditors finalize Village & Pension Audit		
9/15/2019	14	Department of Insurance pension filing is completed				
6/23/2019	15			DOI completes Recommended Employer Contribution		



# Pension- typical DOI Valuation Report

Step 15

## **LINCOLNSHIRE POLICE PENSION FUND Actuarial Valuation Report**

**Showing Assets and Liabilities of the Fund in  
Accordance with Actuarial Reserve Requirements  
as of January 1, 2019  
Summary**

Accrued Liability	\$28,123,966
Actuarial Value of Assets	\$22,842,898
Unfunded Accrued Liability	<hr/> \$5,281,068
Funded Ratio	81%

# Pension- typical DOI Valuation Report

Step 15

## Actuarially Determined Employer Contributions

Actuarially determined amount to provide the employer normal cost based on the annual payroll of active participants as of January 1, 2019.	\$504,547
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Amount necessary to amortize the unfunded accrued liability as determined by the State of Illinois Department of Insurance over the remaining 22 years as prescribed by Section 3-125 of the Illinois Pension Code.	\$149,013
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Interest to the end of the fiscal year.	\$42,481
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Total suggested amount of employer contributions to arrive at the annual requirements of the fund as prescribed by Section 3-125 of the Illinois Pension Code. *	<b>\$696,041</b>
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Note:

Independent Actuary Entry Age Normal (100%) \$1,030,790

IDOI Projected Unit Credit (90%) \$ 696,041

# Pension- typical DOI Valuation Report

Step 15

## Actuarial Assumptions:

- PUC
- 90% by 2040
- 6.5% interest rate
- 2014 mortality tables

### LINCOLNSHIRE POLICE PENSION FUND Actuarial Valuation Report

#### Actuarial Information

The following methods have been prescribed in accordance with Section 3-125 of the Illinois Pension Code.

Funding method	Projected Unit Credit
Amortization method	Normal cost, plus an additional amount (determined as a level percentage of payroll) to bring the plan's funded ratio to 90% by the end of fiscal year 2040.
Asset valuation method	Investment gains and losses are recognized over a 5-year period.

#### Actuarial Assumptions

Interest rate	6.50%
Interest rate, prior fiscal year	6.75%
Healthy mortality rates - Male	RP-2014 Healthy Annuitant with Blue Collar Adjustment, males
Healthy mortality rates - Female	RP-2014 Healthy Annuitant with Blue Collar Adjustment, females
Disability mortality rates - Male	115% of RP-2014 Healthy Annuitant with Blue Collar Adjustment, males
Disability mortality rates - Female	115% of RP-2014 Healthy Annuitant with Blue Collar Adjustment, females
Decrements other than mortality	Experience tables
Rate of service-related deaths	10%
Rate of service-related disabilities	60%
Salary increases	Service-related table with rates grading from 11.00% to 3.50% at 33 years of service
Payroll growth	3.50%
Tier 2 cost-of-living adjustment	1.25%
Marital assumptions	80% of members are assumed to be married; male spouses are assumed to be 3 years older than female spouses.

## Steps 16-25

### Approximate Assessment & Tax Levy Process Calendar based on 1/1 – 12/31 fiscal year

		MUNICIPAL SCHEDULE	ASSESSOR'S SCHEDULE	OTHER'S SCHEDULE	COUNTY SCHEDULE	RESIDENT'S SCHEDULE
<b>Tax Year 2019</b>						
7/01/2019	16		Deadline to file Senior Citizen Assessment Freeze (PTAX 340)			
7/1-10/15/2019	17		Township Assessor determines property value estimates			
8/11-11/2/2019	18		Chief County Assessment Officer applies township equalization factor			
8/11-11/2/2019	19		County Assessor publishes Assessment Roll			
9/10-12/1/2019	20					Assessment Appeal filing deadline to County Assessor (30 days after publishing assessment roll)
9/10-12/1/2019	21		Assessment Appeal filing deadline to County Board of Review (30 days after publishing assessment roll)			
10/15/2019	22				Deadline for Township Assessor to submit property value estimates	
11/12/2019	23		Blue assessment letters are mailed to tax payers			
08/23/2019	24			Police Pension Board approves tax levy request to Village		
09/01/2019	25			Police Pension Secretary forwards Required Reporting & Pension Board's levy request to Village Board		



*Side note:  
Step 11 & 25 "Required Reporting to Municipality" is taught in PAC training.*



# Pension Board- October Meeting

Step 24 & 25

- Determine Tax Levy amount
- Approve amount
- Authorize Secretary to prepare request to Village Board

Dear Mayor Taylor & Village Trustees:

The Grayslake Police Pension Fund respectfully requests a Village contribution (tax levy & personal property replacement tax) of **\$509,137** or 17.39% of participating payroll for fiscal year end 2013 (tax year 2011). This requested amount is based on the "Entry Age Normal Method" for calculating the annual contribution.

The recently passed Pension Reform (public act 96-1495) directs the Department of Insurance to utilize the Projected Unit Credit (PUC) Method for calculating the recommended contribution and to determine the percentage funded. It is estimated that use of this method would reduce annual contributions. DOI however, does not have the software to perform the calculation for this tax year and therefore is unable to produce a report.

As you know, the Fund has utilized Tepfer Consulting Group for the past several years to prepare a "Grayslake sensitive" actuarial valuation, which utilizes the Entry Age Normal Method, and in our opinion this is a more sound method.

Our Board believes that Tepfer's recommended Entry Age Normal Method produces a better approach to budgeting for the future estimated costs and past Village contributions have met, or exceeded, the results of calculations using this method. We believe the fund is best served by continuation of this approach in the future.

# Truth in Taxation Law (35 ILCS 200/18-60)

- .. Board must *determine* the estimate of levy at least 20 days before it takes action to formally adopt the levy.



# TRUTH IN TAXATION

**“30 Day Cook County Rule” was repealed 1/1/2003**

## **Estimate of Taxes to be Levied**

**CHAPTER 35. REVENUE  
PROPERTY TAXES  
ACT 200. PROPERTY TAX CODE  
TITLE 6. LEVY AND EXTENSION  
ARTICLE 18. LEVY AND EXTENSION PROCESS  
DIVISION 2.1. COOK COUNTY TRUTH IN TAXATION**

### **200/18-101.15. Estimate of taxes to be levied**

§ 18-101.15. Estimate of taxes to be levied. Not less than 30 days before the adoption of its aggregate levy, the corporate authority of each taxing district shall determine the amounts of money, exclusive of any portion of that levy attributable to the cost of conducting an election required by the Election Code<sup>1</sup> ("election costs"), estimated to be necessary to be raised by taxation for that year upon the taxable property in its taxing district.

<sup>1</sup> 10 ILCS 5/1-1 et seq.

#### **CERTIFICATION OF TAX LEVY ORDINANCE**

##### **VILLAGE OF POSEN**

The undersigned, duly elected, qualified and acting Clerk of the Village of Posen, Cook County, Illinois, does hereby certify that the attached hereto is a true and correct copy of the Tax Levy Ordinance of said village for the fiscal year beginning May 1, 2011 and ending April 30, 2012, as adopted on \_\_\_\_\_, 2011.

This certification is made and filed pursuant to the requirements of the Illinois Compiled Statutes as well as to assure the County Clerk that there has been compliance by and on behalf of the Village of Posen, Cook County, Illinois, of all statutory requirements of the "Truth in Taxation Act" including but not limited to Division 2.1 entitled "Cook County Truth in Taxation."



# TRUTH IN TAXATION

Step 26

## “20 Day Rule”

### 20 DAY RULE COMPLIANCE:

#### **East Alton-**

They would have a first reading of the tax levy ordinance and make a motion to “lay it on the table for 20 days” before passage.

#### **Grayslake-**

During a Regular Board meeting, the board accepts the Village Manager’s memo and tax levy recommendation.

#### **Lincolnshire & Tinley Park-**

During a meeting of the Committee Of a Whole, the committee accepts the Treasurer’s recommended tax determination.

***Does anyone do something different than these three examples?***

# TRUTH IN TAXATION

## “20 Day Rule”

Step 26

**From:** Connie Tate  
**Sent:** Wednesday, November 24, 2010 6:11 AM  
**To:** Mike Peterson  
**Subject:** Thank You

Mike,

Just want to say thanks for your help yesterday, I greatly appreciated it. I think our council is going to go ahead and levy for a police protection tax. We are going to do this without going over the 5%, so no truth and taxation hearing.

Have a great Thanksgiving.

Connie Tate, Treasurer  
City of Newton

Yes, it's true that you do not have to have a "hearing"; however your county may still require that you file a "Truth in Taxation" certification that your board determined the necessary tax amount 20 days prior to passage. In East Alton we would read the levy for the first time and then "lay it on the table" for 20 days prior to passage. In Grayslake, during a regular Board meeting a motion is approved to accept the Village Manager's memo indicating the necessary tax. I believe that, in Tinley Park, during a meeting of the committee of a whole, the committee accepts the Treasurer's recommended tax determination. There are various interpretations of what is acceptable, just be sure that you do something to address the 20 day rule.

Not going over 5% exempts you from the "Truth in Taxation" published notice in the newspaper, but it does not exempt you from the 20 Rule to determine an estimated levy amount.

# TRUTH IN TAXATION

Step 27

5%

(35 ILCS 200/18-55)

- ; Each district determines if levy is more than 5% over prior year's extension (what they received, not what they levied).
- ; Does not include levies for debt service.
- ; If over, district must publish special Truth in Taxation notice ("Black Box") and hold public Truth in Taxation hearing separate from levy approval meeting.



# TRUTH IN TAXATION

## 5%

Step 27

### Council sets upper limit for tax levy

Posted Nov 23, 2010  
Olney, Ill. —

Olney City Council voted at its regular meeting Monday to not set the property tax levy at more than 4.99 percent, avoiding a Truth in Taxation hearing before it has to approve a final levy at its December meeting.

The discussion began when City Treasurer Brad Yockey approached the council, recommending it adopt a resolution that the levy would not be more than a 12-percent increase over last year's. He said this would be the maximum amount the city could ask for. Because this would be more than a 5-percent increase, however, the city would have had to have held a Truth in Taxation hearing before setting a levy.

Councilman Bob Ferguson asked what it would cost the city to hold a hearing. Hearing that it would cost \$152 to advertise it in the newspaper, he wondered if there was interest among council members to set a levy that would be greater than 5-percent over last years. Council members indicated there was not.

He said if there wasn't, he wondered why the city would vote to spend money to hold a hearing.

Councilman Gary Foster said he did not have a desire to raise the rate by more than 5-percent, either, but wondered if the council should adopt the resolution in case there were problems before the December meeting that would lead to the city having to go above 5 percent.

Steps 29- 31

## Approximate Assessment & Tax Levy Process Calendar based on 1/1 – 12/31 fiscal year

		MUNICIPAL	ASSESSOR'S	OTHER'S	COUNTY	RESIDENT'S
		SCHEDULE	SCHEDULE	SCHEDULE	SCHEDULE	SCHEDULE
<b>Tax Year 2019</b>						
<i>not necessary</i>	29	Trustees "Set Public Hearing for Tax Levy" and the approve levy amount				
<i>not necessary</i>	30	Pass Supplemental Appropriation Ordinance or Amended Appropriation Ordinance.				
10/11/2019	31	Staff prepares: Tax Levy Ordinance based on Trustee amount necessary for 1/1/2019 to 12/31/2019				

## Tax Levy Ordinance

Step 30

**SITUATION:** A municipality creates a budget, passes an appropriation ordinance (at the line item level); and prepares, passes and files a tax levy ordinance based on that appropriation in December. Before the fiscal year ends on 4/30, the Board approves a Supplemental Appropriation Ordinance which reduces several line items below the dollar amount that you levied.

### BEFORE

Line Item	Approp Exp	Tax Levy	Other
Revenue			
Office Supplies	\$1,000	\$ 900	\$100
Equipment	\$2,000	\$1,900	\$100

### AFTER

Line Item	Supplemental Approp Exp	Tax Levy	Other
Revenue			
Office Supplies	\$ 800	\$ 900	-\$100
Equipment	\$1,800	\$1,900	-\$100
Maintenance Equip	<u>\$ 400</u>		
	\$3,000		

*continued*



## Tax Levy Ordinance

Step 30

**SITUATION:** A municipality creates a budget, passes an appropriation ordinance (at the line item level); and prepares, passes and files a tax levy ordinance based on that appropriation in December. Before the fiscal year ends on 4/30, the Board approves a Supplemental Appropriation Ordinance which reduces several line items below the dollar amount that you levied.

**QUESTION:** Will the county treasurer?

**A:** Reduce the remaining tax distribution to match the lowered supplemental appropriation amounts.

**B:** Continue to distribute funds based on the original appropriation ordinance.

**C:** Continue to distribute funds based on the original appropriation ordinance, and reduce next year's tax extension.

# Tax Levy Ordinance

Step 30

**SITUATION:** A municipality creates a budget, passes an appropriation ordinance (at the line item level); and prepares, passes and files a tax levy ordinance based on that appropriation in December. Before the fiscal year ends on 4/30, the Board approves a Supplemental Appropriation Ordinance which reduces several line items below the dollar amount that you levied.

**QUESTION:** Will the county treasurer?

answer

**B:** Continue to distribute funds based on the original appropriation ordinance.

# Tax Levy Ordinance

- .. Legal document requesting property tax
- .. Based upon current year's appropriation
- .. Subject to “Tax Caps”



### QUESTION:

What is the proper Tax Levy Ordinance format that we should follow?

### QUESTION:

What is the proper Tax Levy Ordinance format that we should follow?

### RESPONSE:

Ask five treasurers to prepare a tax levy for the same municipality and you will find five different answers. There isn't an exact format prescribed by the Illinois Compiled Statutes.

Ask your municipal attorney to review. Don't trust your neighbors levy to be the correct format.

***see samples***

# Tax Levy Ordinance Format

## Step 31

Tax Levy Ordinance FORMATS  
all include Summary by Fund:

- 4 NO line item detail
- 2 Line item Approp with levy at line item level
- 2 Line item Approp with levy at fund level

	PROPOSED LEVY
Band	\$ 49,999.74
Liability Insurance	\$ 526,600.50
Playground & Recreation	\$ 211,640.08
Park	\$ 178,310.92
Retirement (IMRF)	\$ 529,827.66
FICA	\$ 392,284.05
Police Pension	\$ 1,738,023.28
Fire Pension	\$ 1,738,023.28
Bond #6942 (2006A)	\$ 332,406.00
Bond #6943 (2006B)	ABATED
Bond #7202 (Marina 2010)	ABATED
Bond #6855 (Series 2004)	ABATED
<b>TOTAL</b>	<b>\$ 5,697,115.50</b>

ITEMS OF APPROPRIATION	AMOUNT APPROPRIATED	AMOUNT LEVIED
<b>1. Salaries &amp; Benefits</b>		
Salaries	5,223,652	807,600
Overtime	836,950	129,400
Health Insurance	1,051,544	162,600
Life Insurance	16,662	2,600
Unemployment	50,365	7,800
<b>2. Contractual:</b>		
Building Maintenance	69,000	10,700
Contractual Cleaning	28,554	4,500
Contract Accounting Services	56,900	8,800
Legal Services	760,000	117,500
Landscaping	96,250	14,900
<b>3. Other Expenses</b>		
Postage	10,720	1,700
Telephone	43,000	6,700
Publishing	15,000	2,400
Monthly Newsletter	20,600	3,200
Printing	8,000	1,300
Office Supplies	48,780	6,967
<b>TOTAL TAXES LEVIED FOR GENERAL CORPORATE PURPOSES</b>		<b>1,288,667</b>

# Tax Levy Ordinance Format

Step 31

## TORT LIABILITY FUND

Amount to be Raised by Tax Levy

\$1,100,000

The foregoing amount is hereby levied for tort liability purposes under and pursuant to the provisions of 745 ILCS 10/9-107.

## AMOUNT TO BE RAISED BY TAX LEVY:

### Corporate Fund

\$72,312.00

The foregoing amount is hereby levied for general corporate purposes pursuant to the provisions of 65 ILCS 5/8-3-1.

10-11 LEVY BUDGET DESCRIPTION DESCRIPTION	AMOUNT (Appropriated) BUDGETED	TOTALS	ESTIMATED RECEIPTS FROM SOURCES OTHER THAN TAX LEVY	TO BE RAISED BY TAX LEVY
<b>STORM SEWERS</b>				
Wages & Benefits	\$24,438.59			
Mtnc Svc & Rpr	\$8,000.00			
JULIE Facsimile	\$750.00			
Mtnc & Rpr - Supplies	\$9,000.00			
Operation Supplies -Locator	\$500.00			
Office Supplies	\$500.00			
Storm sewer mains	\$28,000.00			
<b>Total Amount Budgeted</b>		\$71,188.59		
<b>Estimates Receipts From Source Other Than Tax Levy</b>			\$21,188.59	
<b>To Be Raised From Tax Levy</b>				\$50,000.00



# Tax Levy Ordinance Format

Step 31

	<i>BUDGETED (APPROPRIATED)</i>	<i>LEVY</i>
1. <span style="border: 1px solid black; padding: 2px;">ELECTED OFFICIALS</span>		
Salaries	209,700	150,000
Telephone Communications	1,080	
Pagers	900	
Travel Expense	500	
Meetings and Conferences	3,000	
Legislative Meetings	0	
Reception and Meals	12,000	
Employee Health and Life	32,080	
Maintain Computer Equipment	500	
Software Licensing	1,948	
Dues and Subscription	5,000	
Office Supplies	750	
	<hr/>	<hr/>
	267,458	150,000

# Tax Levy Ordinance Format

Step 31

				Anticipated	
				Sources Other	To Be Raised
Description				Than Tax Levy	By Tax Levy
1.00	<u>General Administration</u>				
1.01	<u>Admin. Svc. &amp; Expenses</u>			\$ 1,019,496	\$ 75,101
	For Advertising		-		(corporate)
	For Salary for Elected Officials		50,000		
	For Salaries - Regular		210,000		
	For State Unemployment Tax		5,000		
	For Substance Abuse Program		10,000		
	For Pub. Of Ord. & Notices		15,000		
	For Legal Expenses		100,000		
	For Audit Expenses		50,000		\$ 5,403
	For Postage		20,000		(audit)
	For Supplies		25,000		
	For Capital Outlay		200,000		
	For Utilities		20,000		
	For Animal & Bird Control		20,000		
	For New Equipment		50,000		
	For Community Subsidy Grants		25,000		
	For Ambulance Subsidy		150,000		
	For Cashford Fund Requests		5,000		
	For Misc. Expenses		25,000		
			\$ 1,100,000	\$ 1,019,496	\$ 80,504

## Tax Levy Ordinance- Legal Authority cited

Legal References identified?

- 3 Statutory authority to levy
- 2 Statutory authority by purpose
- 3 No Reference provided within Tax Levy Ordinance

The taxes levied hereunder are levied pursuant to the home rule powers

and pursuant to the authority granted under  
Article VIII of the Illinois Municipal Code.

### SOCIAL SECURITY FUND

For contribution to be made to the Social Security Fund under "Social Security Enabling Act" as amended 40 ILCS 5/21, this municipality having become a participating municipality there under pursuant to a resolution adopted by the Corporate Authorities of the Village on October 1, 1956, and having set up a plan through Social Security Unit of the State Employees Retirement System of Illinois.

provisions of 745 ILCS 10/9-107.

Home Rule Authority and 65 ILCS 5/8-3-1.

(hereafter the "Village") is a home rule municipality and  
pursuant to the Illinois Constitution, Article VII, Section 6, has certain powers

# Interesting Observations

Step 31

	PROPOSED LEVY
Band	\$ 49,999.74
Liability Insurance	\$ 526,600.50
Playground & Recreation	\$ 211,640.08
Park	\$ 178,310.92
Retirement (IMRF)	\$ 529,827.66
FICA	\$ 392,284.05
Police Pension	\$ 1,738,023.28
Fire Pension	\$ 1,738,023.28
Bond #6942 (2006A)	\$ 332,406.00
Bond #6943 (2006B)	ABATED
Bond #7202 (Marina 2010)	ABATED
Bond #6855 (Series 2004)	ABATED
TOTAL	\$ 5,697,115.50



# Interesting Observations

## Step 31

ITEMS OF APPROPRIATION	AMOUNT APPROPRIATED	AMOUNT LEVIED
<b>1. Salaries &amp; Benefits</b>		
Salaries	5,223,652	807,600
Overtime	836,950	129,400
Health Insurance	1,051,544	162,600
Life Insurance	16,662	2,600
Unemployment	50,365	7,800
<b>2. Contractual:</b>		
Building Maintenance	69,000	10,700
Contractual Cleaning	28,554	4,500
Contract Accounting Services	56,900	8,800
Legal Services	760,000	117,500
Landscaping	96,250	14,900
<b>3. Other Expenses</b>		
Postage	10,720	1,700
Telephone	43,000	6,700
Publishing	15,000	2,400
Monthly Newsletter	20,600	3,200
Printing	8,000	1,300
Office Supplies	48,780	6,967
<b>TOTAL TAXES LEVIED FOR GENERAL CORPORATE PURPOSES</b>		<b>1,288,667</b>

### POLICE PROTECTION

The Village of Grayslake, pursuant to section 11-1-3 of the Illinois Municipal Code as amended, exercises the power to levy a tax for police protection at the rate of .075 percent of the value, as equalized or assessed by the Department of Revenue of the State of Illinois, of all taxable property in the Village of Grayslake, Illinois, all as provided for by Ordinance No. 69-0-4 of said Village, duly passed and approved September 2, 1969.

1. Salaries- Sergeants	1,645,486	422,431
<b>TOTAL TAXES LEVIED FOR POLICE PROTECTION</b>		<b>422,431</b>

# Interesting Observations

## Step 31

		Management <u>Services</u>	Police <u>Dept</u>	Building & Grounds	Building <u>Dept</u>		<u>Levy</u>
<b>SALARY/BENEFITS</b>							
110-05-410-100	Staff Salaries	640,708					
110-05-410-200	President	975					
110-05-410-210	Liquor Commissioner	225					
110-05-410-220	Trustees	2,715					
110-05-410-230	Village Clerk	435					
110-15-410-110	Salaries- Adm/ Records		583,560				
110-15-410-112	Salaries- Sergeants (see Police Protection)		-				
110-15-410-114	Salaries- Officers		3,610,006				
110-15-410-446	Salaries- CSO		178,000				
110-15-410-370	Salaries- Part Time Officers		207,028				
	<b>TOTAL SALARIES</b>	645,058	4,578,594			5,223,652	807,600
110-15-410-400	Overtime		833,550				
110-15-410-410	Overtime- Admin		400				
110-15-410-470	Overtime- PT Officers		3,000				
	<b>TOTAL OVERTIME</b>	-	836,950	-	-	836,950	129,400
110-05-451-100	Health Insurance	48,086					
110-15-451-100	Health Insurance		908,736				
110-40-451-100	Health Insurance				94,722		
	<b>TOTAL HEALTH INSURANCE</b>	48,086	908,736	-	94,722	1,051,544	162,600
110-05-451-200	Life Insurance	686					
110-15-451-200	Life Insurance		15,298				
110-40-451-200	Life Insurance				678		
	<b>TOTAL LIFE INSURANCE</b>	686	15,298	-	678	16,662	2,600

# Interesting Observations

## Step 31

10-11 LEVY BUDGET DESCRIPTION	AMOUNT (Appropriated)		ESTIMATED RECEIPTS FROM SOURCES OTHER THAN TAX LEVY	TO BE RAISED BY TAX LEVY
DESCRIPTION	BUDGETED	TOTALS		
Police Pension Prty Tax Contr	\$11,261.00			
Aurora Area Conv	\$0.00			
Credit Card Processing	\$1,500.00			
Payroll Processing Fee	\$9,600.00			
Special Census/Projects	\$0.00			
Consortium	\$15,200.00			
Metra StudyProjects	\$0.00			
Doubtful Expense Allowance	\$1,500.00			
<b>Total Contractural Svc &amp; Exp</b>		\$60,561.00		
Advertising, Bids, Publications	\$2,000.00			
Postage & Freight	\$4,000.00			
Telephone Exp - Land Lines	\$5,500.00			
Telephone Exp - Cellular	\$1,460.00			
Web Site	\$1,244.00			
<b>Total Communication</b>		\$14,204.00		
<b>Professional Development</b>		\$26,600.00		
<b>Total Economic Development</b>		\$35,125.00		
New Office Equipment	\$4,000.00			
Office Supplies	\$10,000.00			
Misc Supplies	\$500.00			
Misc Expense	\$1,000.00			
Contingencies	\$100,000.00			
<b>Total Operations</b>		\$115,200.00		
<b>Total Amount Budgeted</b>		\$630,716.99		
<b>Estimated Receipts from Sources Other Than Tax Levy</b>				
<b>To Be Raised by Tax Levy</b>			\$430,716.99	
				\$200,000.00

Contingencies	\$100,000.00
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# Interesting Observations

Step 31

## Appropriation Ordinance

### POLICE PENSION FUND

For the benefit of the Police Pension Fund of the Village of Grayslake, Illinois, from funds derived by the special property tax, established by Ordinance 74-0-1 (40 ILCS 5/3-125).

700-00-930-410	Pension Payments & Reserves	908,000
700-00-930-411	Refund and Portability	200,000
700-00-930-453	Conference Expenses	20,000
700-00-930-455	IPPFA Dues	2,000
700-00-930-456	Dept of Insurance	4,000
700-00-930-460	Fiduciary Liability Insurance	4,000
700-00-930-530	Actuarial Services	4,000
700-00-930-534	Legal Fees	50,000
700-00-930-535	Secretarial Services	4,000
700-00-930-536	Trust Portfolio Fees	50,000
700-00-930-900	Miscellaneous	6,000
<b>Total Police Pension Appropriation</b>		<b>1,252,000</b>

## Tax Levy Ordinance

	AMOUNT APPROPRIATED	AMOUNT LEVIED
<u>POLICE PENSION FUND</u>		
For the benefit of the Police Pension Fund of the Village of Grayslake, Illinois, from funds derived by the special property tax, provided for by statute (established by Ordinance No. 74-0-1).	908,000	577,000
<b>TOTAL TAXES LEVIED FOR POLICE PENSION FUND</b>		<b>577,000</b>



# Interesting Observations

## Step 31

**ITEM 3:** The Village has separate tax levies for IMRF & Social Security and a commingled cash account with no separate accounting of how much of the cash balance is IMRF levied funds vs Social Security funds. Please provide the composition of the commingled cash balance at 4/30/2009.

**RESPONSE:** 4/30/2009- IMRF \$0 and Social Security cash balance \$619,742.49

My attached worksheet indicates that assuming the entire 4/30/2002 cash balance of \$540,614.13 to be IMRF, the Village subsidized \$746,767.50 of IMRF expenditures from 5/1/2002 to 4/30/2010 with non-IMRF Property Tax funds.

### VILLAGE OF GRAYSLAKE

Prepared by: Michael R Peterson, Authorized Agent  
as of 9/28/2010

Legend:  
Accounting Credits are represented by (xxx)  
Accounting Debits are represented by positive amounts

### TRIAL BALANCE OF RETIREMENT FUND

		4/30/2002	4/30/2003	4/30/2004	4/30/2005	4/30/2006	4/30/2007	4/30/2008	4/30/2009	4/30/2010
Checking & Money Market	A	540,614.13	620,459.19	337,166.78	378,285.23	374,147.75	499,664.91	575,938.00	619,742.49	707,773.82
Revenue Receivable	A	1,222.00	1,222.00	1,506.18						
Taxes Receivable	A	334,927.00	334,927.00							
Due to Other Funds	L	(104.41)	(595.98)							
Deferred Revenue	L	(172,211.00)	(172,211.00)							
Fund Balance	C	(622,880.75)	(704,447.72)	(619,042.86)	(326,478.84)	(378,285.23)	(374,147.75)	(499,664.91)	(575,938.00)	(619,742.49)
Property Tax IMRF	R	(93,549.71)	(101,118.35)	(91,429.77)	(135,490.71)	(137,717.78)	(148,631.57)	(100,825.25)	(110,705.92)	(129,774.58)
Property Tax Social Security	R	(241,068.89)	(268,352.55)	(282,996.95)	(292,934.87)	(314,783.46)	(297,263.14)	(278,752.13)	(273,508.75)	(293,700.40)
Replacement Tax	R	(16,974.54)	(13,850.07)	(14,494.84)	(18,563.70)	(22,610.90)	(24,520.40)	(28,069.99)	(25,718.43)	(21,411.01)
Interest Income	R	(18,742.53)	(7,692.46)	(7,349.40)	(7,096.23)	(15,013.21)	(30,417.30)	(29,143.73)	(10,866.49)	(5,088.23)
Transfer In to subsidize Soc Sec	R	(53,241.00)	(68,701.00)	(68,778.00)	(63,262.00)	(74,535.00)	(88,986.00)	(94,750.00)	(97,121.00)	(113,310.00)
Transfer In to subsidize IMRF	R	(38,277.00)	(48,982.75)	(49,987.00)	(65,825.00)	(86,368.00)	(81,409.00)	(83,070.00)	(88,436.00)	(88,750.00)
Section 125 Flex Benefit Expense	E			1,038.50	1,622.50		1,893.00	895.00	965.00	814.59
Social Security- Employer Share	E	268,191.99	304,310.96	337,438.61	329,251.61	345,552.47	353,090.55	357,843.73	376,804.20	374,227.48
IMRF- Employer Share	E	100,401.71	112,765.73	140,728.25	171,118.26	233,039.93	176,111.77	163,193.35	161,834.52	154,697.62
IMRF- SLEP	E			300,000.00	16,500.00	10,720.00		1,280.00	1,340.00	9,132.00
IMRF- ERI	E									
Contract Deferred Comp	E	3,700.00	3,875.00	8,424.00	4,211.75	4,410.93	4,410.93	4,410.93	8,000.00	13,318.20
Contingent- ERI	E					50,000.00				
Contingent	E								2,358.38	
Transfer Out- Salary Reimburse	E	7,993.00	8,392.00	8,815.00	9,256.00	10,200.00	10,204.00	10,714.00	11,250.00	11,813.00
Accounting: Debits vs Credits		(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	0.00	0.00

### FUND BALANCE COMPOSITION WORKSHEET

Property Tax IMRF	93,549.71	101,118.35	91,429.77	135,490.71	137,717.78	148,631.57	100,825.25	110,705.92	129,774.58
IMRF- Employer Share	(100,401.71)	(112,765.73)	(140,728.25)	(171,118.26)	(233,039.93)	(176,111.77)	(163,193.35)	(161,834.52)	(154,697.62)
IMRF- SLEP	-	-	-	-	-	-	(1,280.00)	(1,340.00)	(9,132.00)
IMRF- ERI	-	-	(300,000.00)	(16,500.00)	(10,720.00)	-	-	-	-
Contingent- ERI	-	-	-	-	(50,000.00)	-	-	-	-
Loss Subsidized by non IMRF Property Tax	(6,852.00)	(11,647.38)	(349,298.48)	(52,127.55)	(156,042.15)	(27,480.20)	(63,648.10)	(52,468.60)	(34,055.04)
Fiscal Year Beginning Cash Balance		540,614.13	528,966.75	179,668.27	127,540.72	(28,501.43)	(55,981.63)	(119,629.73)	(172,098.33)
Less: Subsidy		(11,647.38)	(349,298.48)	(52,127.55)	(156,042.15)	(27,480.20)	(63,648.10)	(52,468.60)	(34,055.04)
Fiscal Year Ending Cash Balance		540,614.13	528,966.75	179,668.27	127,540.72	(28,501.43)	(55,981.63)	(119,629.73)	(172,098.33)

(746,767.50)

# Interesting Observations

## Step 31

Levy Summary indicates "Sewage", however the Property Tax Code identifies 3 options for a Sewage levy.

There is Sewage (Disposal), Sewage System (Extension and Maintenance) and Sewage (Treatment and Disposal).

There are specific levy limits for each property tax code.

### **Sewage (Disposal)**

65 ILCS 5/11-143-2

DOR Code 026

.075% (7-1/2¢ per \$100 of assessed valuation). Applies to cities of less than 100,000 population. Authorized by referendum.

### **Sewage System (Extension and Maintenance)**

65 ILCS 5/11-143-1

DOR Code 026

.01666% (1-2/3¢ per \$100 of assessed valuation). May be increased to .10% (10¢ per \$100 of assessed valuation) by 2/3 vote of city council. Included within the corporate rate limit.

### **Sewage (Treatment and Disposal)**

65 ILCS 5/11-142-1

DOR Code 026

.075% (7-1/2¢ per \$100 of assessed valuation). Applies to municipalities not within any sanitary district. Authorized by referendum.

## **SUGGESTIONS / RECOMMENDATIONS    Step 31**

- 1. Keep the line item order the same in your Budget, Appropriation, Tax Levy Ordinance, Recap/Summary, Monthly & Quarterly Reports**
- 2. Avoid mismatches or differences in the headings:**

<b>Debt Service Fund</b>	<b>levy worksheet</b>	<b>refers to Fund level</b>
<b>Bond &amp; Interest</b>	<b>tax levy ordinance</b>	<b>refers to Line Item level</b>
- 3. Keep your levy titles/ descriptions the same as the State Compiled Statutes**
- 4. Reference the Appropriation expenditures that the Tax Levy is defraying.**
- 5. Include legal authority (best is to the Illinois Compiled Statutes reference)**
- 6. Double check that your district has passed a resolution or ordinance that authorizes your entity to levy the specific tax.**
- 7. Report the levy amount by line item (purpose), not the fund level.**

## Steps 32-37

### Approximate Assessment & Tax Levy Process Calendar based on 1/1 – 12/31 fiscal year

		MUNICIPAL	ASSESSOR'S	OTHER'S	COUNTY	RESIDENT'S
		SCHEDULE	SCHEDULE	SCHEDULE	SCHEDULE	SCHEDULE
Tax Year 2019						
not necessary	32	Newspaper will publish "Truth in Taxation" 7 to 14 days prior to hearing				Public Act 99-367, which was recently signed by the Governor, establishes a new requirement that all public bodies that are subject to the Truth in Taxation Act, in addition to publishing the "black box" hearing notice in the newspaper, must also post that notice on their website if the public body has a website maintained by full time staff. Failure to post on the website does not invalidate the notice or action taken on the tax levy.
not necessary	33	Website posting "Truth in Taxation"				
	34	Municipalities & Taxing Districts file for property tax exemptions (deadline 11/15)				
not necessary	35	Tax Levy must be made available to public at least 10 days prior to hearing. Pamphlet form				
not necessary	36	Public Hearing: 2019 Tax Levy				
11/25/2019	37	Municipal Board approves/passes the 2019 Annual Tax Levy Ordinance				



# TRUTH IN TAXATION

## Set the Public Hearing

Step 32

### NOTICE OF PROPOSED PROPERTY TAX INCREASE FOR THE VILLAGE OF GRAYSLAKE LAKE COUNTY, ILLINOIS

I. A Public Hearing to approve a proposed property tax levy increase for the Village of Grayslake for 2008 will be held on December 16, 2008 at 6:55 p.m. at the Village Hall, 10 South Seymour Avenue.

Any person desiring to appear at the Public Hearing and present testimony to the taxing district may contact Michael J. Ellis, Village Manager, 10 South Seymour Avenue, Grayslake, Illinois (847) 223-8515.

II. The corporate and special purpose property taxes extended for 2007 was \$2,636,245.

The proposed corporate and special purpose property taxes to be levied for 2008 are \$2,885,601. This represents a 9.45% increase over the previous year.

III. The property taxes extended for debt service and public building commission leases for 2007 was -0-.

The estimated property taxes to be levied for debt service and public building commission leases for 2008 is -0-. This represents a 0% increase over the previous year.

IV. The total property taxes extended for 2007 was \$2,636,245.

The estimated total property taxes to be levied for 2008 are \$2,885,601.

This represents an increase of 9.45% over the previous year.

Cynthia Lee  
Village Clerk  
Village of Grayslake  
November 20, 2008

Published in Pioneer Press  
12/4/08 (1551863) LX

# TAX LEVY ORDINANCE

Step 35

Available for inspection 10 days prior to passage  
pamphlet form

VILLAGE OF GRAYSLAKE  
ORDINANCE NO. 2008-0-28  
ANNUAL TAX LEVY ORDINANCE

Published in Pamphlet Form December 16, 2008

PAMPHLET

FRONT OF PAMPHLET

ORDINANCE NO. 2010-O-050

AN ORDINANCE LEVYING TAXES FOR CORPORATE PURPOSES  
FOR THE VILLAGE OF TINLEY PARK FOR THE CURRENT FISCAL YEAR  
COMMENCING ON THE FIRST DAY OF MAY, 2010 AND ENDING ON THE  
THIRTIETH DAY OF APRIL, 2011

Published in pamphlet form this 21<sup>st</sup> day of December, 2010, by Order of the  
Corporate Authorities of the Village of Tinley Park, Cook and ~~Will~~ Will Counties, Illinois.

# Truth in Taxation Law

- .. If levy is more than 5% larger than extension - Publish notice & hold hearing
- .. Certify to county clerk that the requirement have been met (regardless of whether a notice or public hearing are required)
- .. Filing deadline is 12/24/2019 (last Tues of Dec)

## Steps 32-37

# Approximate Assessment & Tax Levy Process Calendar based on 1/1 – 12/31 fiscal year

		MUNICIPAL	ASSESSOR'S	OTHER'S	COUNTY	RESIDENT'S
Tax Year 2019		SCHEDULE	SCHEDULE	SCHEDULE	SCHEDULE	SCHEDULE
11/26/2019	38	Tax Levy Ordinance docs are filed with Lake Co Clerk's Office				
12/16/2019	39	Lincolnshire file tax abatements with County				
12/15/2019	40	Lincolnshire filed Certificate of Status of Exempt Property with Lake Co Assessors Office				
12/31/2019	41				Deadline for Districts to file Certificate of Status of Exempt Property with Lake Co Assessment	
12/27/2019	42				Deadline for districts to file levy ordinance	
12/31/2019		2019 FISCAL YEAR ENDS				

## File Tax Levy Documents with County Clerk Certification

To All Taxing District Officials:

This is just a reminder from your friendly neighborhood County Clerk's Office that when planning on filing your levy ordinances, you should keep the following in mind:

1. Levies must be filed by the last Tuesday in December. This year, that is December. 27, 2011
2. The County Clerk's Office is closed November 25-26 for Thanksgiving, and Dec. 24 for Christmas
3. The levy ordinance filed must either be an original (with original signatures) or a certified copy.
4. With your levy ordinance, we ask that all districts file a Truth in Taxation certificate signed by the district's presiding officer, even if a Truth in Taxation hearing was not required.
5. New bond ordinances must be filed before March 1.
6. Bond or tax abatements will be accepted up to March 15.

-----  
Kipp D. Wilson  
Tax Extension Administrator  
Lake County Clerk's Office



# File Tax Levy Documents with County Clerk

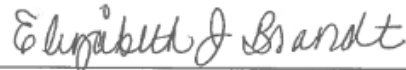
Steps 38

## CERTIFICATE

I, Elizabeth J. Brandt, President of the Village of Lincolnshire, hereby certify that I am the presiding officer of the Village of Lincolnshire, and as such presiding officer, I hereby certify that the Levy Ordinance, a copy of which is appended hereto, was adopted pursuant to, and in all respects in compliance with, the provisions of Section 4 through 7 of the so-called "The Truth in Taxation Act".

Specifics: For tax year 2018 the Village's tax levy did not exceed 5% of the 2017 tax year levy extended and therefore was not required to publish a notice. On October 09, 2018, as prescribed by the Truth in Taxation Act, the Village Board "did determine how many dollars in aggregate property tax extensions will be necessary" during its regular meeting, which was not less than 20 days before the Tax Levy Ordinance's passage on November 26, 2018. A certified copy of the October 09, 2018 minutes are appended hereto attached.

Dated: November 26, 2018



Elizabeth J. Brandt, President  
Village of Lincolnshire, Illinois

## Truth in Taxation CERTIFICATE:

The Levy did NOT exceed  
5%

The "20 Day Rule"

Specifics: For tax year 2018 the Village's tax levy did not exceed 5% of the 2017 tax year levy extended and therefore was not required to publish a notice. On October 09, 2018, as prescribed by the Truth in Taxation Act, the Village Board "did determine how many dollars in aggregate property tax extensions will be necessary" during its regular meeting, which was not less than 20 days before the Tax Levy Ordinance's passage on November 26, 2018. A certified copy of the October 09, 2018 minutes are appended hereto attached.

# DEFECTIVE PUBLICATION

CHAPTER 35. REVENUE  
PROPERTY TAXES  
ACT 200. PROPERTY TAX CODE  
TITLE 6. LEVY AND EXTENSION  
ARTICLE 18. LEVY AND EXTENSION PROCESS  
DIVISION 2. TRUTH IN TAXATION

**200/18-100. Defective publication**

§ 18-100. Defective publication. A levy of a taxing district shall not be invalidated for failure to comply with the provisions of this Article if the failure is attributable to the newspaper's failure to reproduce the information in the notice accurately or to publish the notice as directed by the taxing district.

# DIRECT DEPOSIT AUTHORIZATION

## AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)

DISTRICT NAME VILLAGE OF GRAYSLAKE

I (We) hereby authorize the **Lake County Collector** to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error, to my (our)

☒ Checking Savings Account (select one) indicated below at the depository financial institution named below, hereinafter called Depository, and to credit and/or debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U. S. law.

### DEPOSITORY

NAME FIRST MIDWEST BANK BRANCH GRAYSLAKE

CITY GRAYSLAKE STATE ILLINOIS ZIP 60030

ROUTING/ABA NO. xxxxxx04 ACCOUNT NO. 81xxxx598 80.00%

ROUTING/ABA NO. 071xxxxx ACCOUNT NO. 81xxxx4300 20.00%

| TOTAL 100%

This authority is to remain in full force until the Lake County Collector has received notification from me (or either of us) of its termination in such time and in such manner as to afford Lake County Collector and Depository a reasonable opportunity to act on it.

# PROPERTY TAX LEVY

## *QUESTIONS?*

Brad Bettenhausen  
Tinley Park



Michael Peterson  
Lincolnshire

