

Guide for using the

Levy Information System

via Minnesota Department of Education (MDE)

July 2019
MASBO Monthly Essentials
Briefing Webinar

Disclaimer...

- Information for the upcoming Summer Levy Certification process is not yet available from the **Minnesota Department of Education (MDE)**, so we will be using examples from last year's documents to walk through the process. Pending Legislative changes, MDE policy changes, or other factors could change the way the Summer Levy System will work this summer. Always refer to the MDE web site and memos for the latest information and instructions.

What to have handy...

- Copy of your 2018 Payable 2019 Levy Limitation and Certification Report
- Access to your FY20 Revenue Budget by Finance (FIN) code
- Access to MDE's Minnesota Funding Reports (MFR) area of the website
- We'll check to see if the Levy Information System is available but it may not be

Levy Limitation and Certification Document – What do the dates mean?

INVLM06250119 MINNESOTA DEPARTMENT OF EDUCATION ED-00111-40
 DISTRICT NO. 0625 TYPE 01 LEVY LIMITATION AND CERTIFICATION
 DISTRICT NAME ST. PAUL PUBLIC SCHOOL DI 2018 PAYABLE 2019 PAGE 01 OF 40
 ECSU REGION 11 RAMSEY DATE OF RUN: 11/20/18

The first year is the year that the levy is **CERTIFIED** by the school board. You start the process in the summer of that year.

The second year is the year that taxes are **COLLECTED** by the County and sent to the school districts.

The Levy is attributed to the **NEXT Fiscal Year** from the calendar year taxes are collected.

In this example, the Levy is Certified in **2018** (December), Taxes are Collected in **2019** (May & October), and Districts will record these revenues in **Fiscal Year 2020 (FY20)**.

BUT... we have some **EXCEPTIONS!!** (we'll look at those in a bit)

Where do we find information to complete the annual Levy Limitation and Certification Report?

Home About Students and Families Licensing Districts, Schools and Educators Data Center

MDE > Districts, Schools and Educators > School Finance > Levy Certification Process

Levy Certification Process

The Minnesota Department of Education (MDE) provides forms and instructions to assist county auditors with school district property tax levies.

Proposed Property Tax Levies
School boards are required to certify proposed property tax levies to the home county auditor by September 30 (every year (or next business day, if September 30 falls on a weekend), and to MDE by October 7 (or next business day, if October 7 falls on a weekend). For the 2018 Payable 2019 levy, the certified proposed property tax levies will be due to the home county auditor on October 1, 2018, and to MDE on October 8, 2018.

Final Property Tax Levy
School boards must adopt their final property tax levy and certify the levy to the home county auditor no later than five working days after December 20 (December 28 for the 2018 Payable 2019 levy).

Districts must use the Levy Certification System to certify the final tax levy.

[2018 Payable 2019 Levy Forms and Instructions - 7/12/18](#)
[Levy Limitation and Certification Calendar - 7/12/18](#)
[Levy Information System Instructions - 7/11/18](#)
[2017 Revised Adjusted Net Tax Capacity - 7/7/18](#)
[School Finance Contact List - 7/6/18](#)
[2017 Payable 2018 Process for Final Levy - 11/27/17](#)
[2017 Payable 2018 Process for Certifying or Revising Proposed Levy - 11/9/17](#)
[2017 Payable 2018 Levy Limitation and Certification Report - 9/12/17](#)
[2017 Payable 2018 Levy Limitation and Certification Timelines - 9/9/17](#)

Contact
Daley Lehmann
mde.levy@state.mn.us
651-562-8817

Each year school districts that have levy authority must complete several steps in order to properly prepare their annual Levy Limitation & Certification Report.

The MDE has excellent instructions posted on their web site to help districts complete the required submissions. Depending on the timing of the Legislature, this information should become available at the end of June. (This is last year's info)

This is an online process.

What should you review on the MDE's Web Site?

These will all be found on the Levy Certification Process Web Page

Access the following information for the levy verification process on the [Minnesota Department of Education \(MDE\) website](#).

To get to the levy-related information, select Districts, Schools and Educators > Business and Finance > School Finance > Levy Certification Process. Here you will find:

- A copy of this memo ("2018 Payable 2019 Levy Forms and Instructions")
- Levy Limitation and Certification Calendar
- Excess Debt Redemption Fund Balance Instructions
- Excess Debt Redemption Fund Balance (spreadsheet)
- Levy Information System Instructions

Related offsite resources (right navigation bar)

- Department of Revenue's Truth in Taxation Link
- Minnesota School Boards Association and Election Dates
- Department of Revenue's Economic Development Tax Abatements Link

To access the following data reporting systems, select Districts, Schools and Educators > Business and Finance > Data Submissions:

- Levy Information System
- Health and Safety
- ADM Web Estimates System (ADMWE)

What should you review on the MDE's Web Site?



Levy Information System Instructions

July 16, 2018

The Levy Information System is a web-based interactive data collection system. Data requested on this system is not available at the Minnesota Department of Education (MDE) and is required for MDE to compute the district's 2018 payable 2019 levy limitations under Minnesota Statutes, chapters 122A, 123A, 123B, 124D, 125B and 126C.

After logging into the Levy Information System, review and/or update the data on each of the following screens by using the menu on the left side:

This is usually a 15-20 page document with explanations of what districts need to do.

How do I log into the Levy Information System?

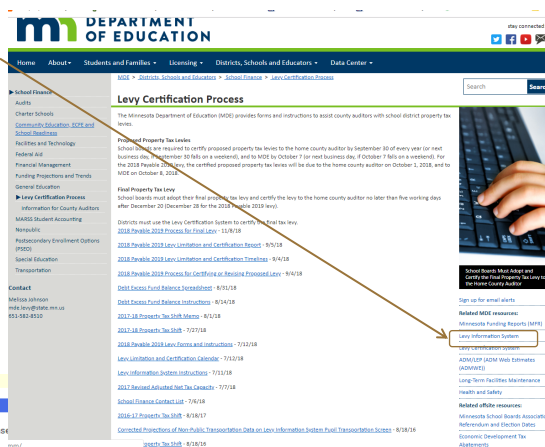
Click on “Levy Information System” link on Levy Certification Process and you should see a screen like this:

Levy Information System Login

This website is for the input of data by site or district officials. Please enter your District Number, District Type and password.

District Number: (4 digit, ex: Aitkin=0001)
District Type: (2 digit, ex: 01)
Password:

[Back to Department of Education Web Site](#)



MDE will send a password for the system to Superintendents & Business Managers when the system is ready for districts to enter data.

Levy Information System

Remember, these are the instructions for last year's levy process (Payable 2019)
– dates and other categories may be added for the Payable 2020 levy.

After logging into the Levy Information System, review and/or update the data on each of the following screens by using the menu on the left side:

- Announcements
- Contact Information
- Health Benefits and Annual Other Postemployment Benefits (OPEB)
- Pupil Transportation
- Elementary Sparsity
- Secondary Sparsity
- Building/Land Lease Payable 2019
- Building/Land Lease FY 2018 Actual Costs
- Building/Land Lease FY 2017/Payable 2017 Adjustment
- Building/Land Lease FY 2017/Payable 2016 Adjustment
- Building/Land Lease FY 2016/Payable 2016 Adjustment
- Debt Service
- General and Community Service
- Levy Information Status

**** Can't get into the Levy Information System?** MDE will provide contact information on troubleshooting and questions for the summer levy in their annual memo.

Levy Information System

- Be sure to check the [Announcements](#) page and the Contact Information page before you begin entering levy data.
- A valid email address is critical in case MDE needs to contact the district with questions or guidance on data.
 - School districts will be able to submit two email addresses for an additional contact
 - Please do not submit the same email address twice. Find someone at your organization who can receive emails for coverage during the levy process.
 - If staff turnover occurs during the Summer Levy process, please update the contact information. After the levy system is closed, please contact Melissa Johnson with updated information.

Levy Information System

- **Health Benefits and Other Post Employment Benefits (OPEB) Pay As You Go**

- Your district **may or may not** be eligible for levy authority for these two levy categories. The Levy Information System instructions will explain the eligibility criteria.
- Health Benefits will be ongoing at this point. If you are new, check your prior year levy (NTC Other), or test your **FIN796** in UFARS to see if you've had prior year expenses.
- OPEB (**Pay-As-You-Go**) gives you reimbursement authority to levy for prior year retiree costs that aren't already being levied for or paid for from another source such as Health Benefits or an OPEB Trust Account. Test your **FIN797** to see if you have received this revenue in the past.

Levy Information System

- If you are eligible for **Health Benefits** levy authority – remember – this is an **early recognition** item. The amount you are levying for is for expenses in the Fiscal Year prior to the majority of the levy.
- Normally, for the Payable 2019 levy you would have estimated costs for FY20. **For Health Benefits, you are estimating costs for FY19 instead.**
- Health Benefits is adjusted based on actual expenses coded to **FIN796**. Should your actual FY19 costs be different from your summer levy submission, a future levy will be adjusted to account for it.

Levy Information System

- If you have **OPEB retiree costs** not already accounted for through another payment option (OPEB Trust or Health Benefits), you **may** have authority to levy for the **2nd Prior Year ACTUAL COST** of those benefits.
- For example, for the **Payable 2019** certification, you would levy for your costs from **FY18** (the FY that just finished). **The revenue will be recognized in FY20.**
- You must have a **sunset clause** in your contracts and an **actuarial study** on file at MDE in order to qualify for this levy option.
- There is also a **statewide cap** on how much can be levied in this category. For the Payable 2019 levy all districts could levy 100% (we didn't hit the cap).
- Remember, they are testing the costs in UFARS against your levy using **FIN797**, so make sure you have these costs coded correctly.

Levy Information System

- You can find the definitions of **sunset clauses** and **actuarial studies** in the Levy Information System Instructions.

! Remember – each retiree benefit obligation can only be applied to 1 method of payment or reimbursement. You must be able to document all of your costs and how they relate to different funding. **Correct UFARS coding is critical** in order to avoid future adjustments.

Levy Information System

- **Pupil Transportation Projections**

- MDE populates part of this section with estimates, and the information is used to estimate **non-public transportation aid** and **integration transportation aid**. If you are an Integration District, you may need to provide information.

! Check your Aid Entitlement reports in MFR to find prior year **non-public transportation** reports. This AID is shown on the levy certification, but has no impact on taxes. **Contact MDE if you have any questions.**

Levy Information System

- **Elementary and Secondary Sparsity**

- These two **AID** categories should already be populated in the summer levy system and are there for your review. Since both are based on miles to the next qualifying building, be sure to check if buildings have closed in neighboring districts.
- Be sure to check with proper MDE staff if you see differences.
- This revenue is paid through IDEAS and does not impact the total proposed LEVY amount.

Levy Information System

- **Building/Land Lease Authority**
 - Be sure to review instructions on updating, adding, or removing lease authority. Information could be based on different fiscal years depending on the start of the lease so be sure to follow **proper dates**.
 - Districts are also asked to provide **actual costs** for prior lease authority.
 - Prior Year lease authority will be adjusted based on actual costs.
 - There is a levy limit of **\$212*** per **Adjusted Pupil Unit**

*per 2019 law

Levy Information System

- **Required Debt Service Levy**
 - Districts should submit newly issued debt service principal & interest schedules to MDE to be included on the yearly Levy Certification.
 - Districts should **review** the data (**FY20 payments**) to make sure that current schedules are being used. Along with updating any needed amounts, be sure to **send entire bond payment schedules to MDE** for their records.
 - This is for both Regular Debt Service (**Fund 07**) and OPEB Debt Service (**Fund 47**)

Levy Information System

- **General & Community Service Levies**
 - There will be a group of other levy categories that you may or may not be eligible for.
 - These include in the General Fund: **Reemployment, Judgment, Integration, Safe Schools, and Local Optional.**
 - The Community Service Fund includes: **Youth Service, After-school Enrichment, School Age Care, Early Childhood Family Education (ECFE), and Home Visiting.**

Levy Information System

- On each screen there should be a **“Save”** button. Be sure to check that all dates on the **status screen** have been updated and MDE is receiving your most current information. If you aren’t eligible for certain levies, you do not have to go and click save.
- Check the **Levy Information Status** page for the last saved date.
- You can go in and change information as long as it’s within the MDE’s data collection timeframe.

Do I need to do anything else to
prepare for the levy?

YES!

Other Levy Certification Check List Items:

- **ADM/LEP Projections:** All districts should update their **ADM/LEP student estimates!** A majority of levy components use some type of student count to drive the calculation. Check with MDE on pupil upload deadlines.

[ADMWE webpage](https://education.mn.gov/MDE/dse/datasub/ADM/) (<https://education.mn.gov/MDE/dse/datasub/ADM/>)

Home About Students and Families Licensing Districts, Schools and Educators Data Center

MDE > Districts, Schools and Educators > Data Submissions > ADM Web Estimates (ADMWE)

ADM Web Estimates (ADMWE)

The Average Daily Membership Web Estimates (ADMWE) system is the means by which districts and charter schools provide the department with their estimated Average Daily Membership (ADM) for three school years. All independent school districts use this system as well as charter schools in their fourth or later year of operation. For charter schools in their first three years, the Minnesota Department of Education (MDE) uses a quarterly updated paper report and requires rosters and mid-year Minnesota Automated Reporting Student System (MARSS) submissions to support the estimated ADM.

It is important the data be as accurate as the districts and charter schools are able to provide because they will be used for a variety of purposes, including levies, aid entitlements, forecasts and analysis. All three years will be used in forecasts and legislative analysis starting in late December. MDE may not be able to use updates to the current year's estimates after the December deadline for aid entitlement calculations, because MDE's appropriation is held at the February forecast estimates.

The following data are provided by independent districts:

- Districtwide resident ADM by grade
- Extended time ADM by grade and site
- Adjusted ADM by grade and site
- English learner (EL) ADM by site

Charter schools provide adjusted ADM by grade and site and EL ADM by site.

[Enrollment Projections Report for Charter Schools School Year 2017-18](#)
[Enrollment Projections Report for Charter Schools School Year 2018-19](#)
[Enrollment Projections Report for Charter Schools School Year 2019-20](#)

Districts and charter schools in their fourth or later year are requested to update their estimates at least twice a year. If the existing data are accurate, districts should sum and authorize so that MDE knows the data have been reviewed.

Refer to the timelines posted below for a detailed description of when and for what the data will be used.

[District/School ADM \(Average Daily Membership\) Projections as Provided via ADMWE \(Average Daily Membership Web Estimates\) System](#)

> [Enter ADM Web Estimates \(ADMWE\)](#)

The “**ADM Web Estimates (ADMWE)**” can be found by from the Districts, Schools and Educators dropdown menu on the MDE homepage and then hovering over Business and Finance and then clicking **Data Submissions**.

Each district should have a staff person authorized for access to ADMWE to update the data. This system uses the MIDMS security.

Other Levy Certification Check List Items:

Other Items: Long-Term Facilities Maintenance (LTFM)

LTFM Ten-Year Plan

- For School districts (not including charter schools), intermediates or cooperative units
- LTFM ten-year plan is updated annually and submitted by July 31
- LTFM guidance and required documentation may be found on the LTFM webpage
MDE > Districts, Schools and Educators > Business and Finance > School Finance > Facilities and Technology, select Long-Term Facilities Maintenance
- Unapproved LTFM ten-year plans will not be eligible for LTFM funding

Minnesota Statutes, section 123B.595

4/25/2019

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Other Levy Certification Check List Items:

Watch for...

Information on **Career & Technical Education Levy** submission requirements.

Submission of the **Early Childhood Family Education Report**. It is due July 15. If not submitted by November, districts can lose ECFE & Home Visiting levy authority.

Review **levy forms and instructions memo** for procedures for applying for other levy authorities that may apply to your district, such as ice arena, swimming pool, or special severance levies.

Legislative Changes!!

New legislative changes will be outlined in the MDE Memos

A Quick Review:

- Check the MDE web site for summer levy instructions, passwords, and updates.
- Be sure to update **contact information** on the Levy Information System so MDE can contact you with any questions or changes.
- You may not qualify for every levy item, so be sure to **check** a prior levy to see what categories were levied in the past.

A Quick Review:

- You may need to submit information in other systems on MDE's web site, such as **ADM/LEP and LTFM/Health & Safety**
- Be sure to check deadlines:
 - LTFM submissions by July 31 need school board approval.
 - Pupil Data will be uploaded through the Proposed process, but check with MDE if there are late changes needed to assure there will be another upload.

A Quick Review:

- **MDE staff is there to help you!** If you have questions, be sure to contact the appropriate contacts for assistance.
- Don't forget to think about potential impacts of referendums you may be running in November.
- **Errors can happen.** Even if you submitted data correctly, be sure to review all pages of your levy for accuracy.

Any Questions?

- **Thank you for attending!**

And watch for your Summer Levy Memo from
MDE coming soon (if it's not already out!)

(It is the best time of the year!)