

The seal of the Texas Comptroller of Public Accounts is visible in the background. It features a central five-pointed star surrounded by a wreath. The words "THE COMPTROLLER OF PUBLIC ACCOUNTS" and "TEXAS" are inscribed around the perimeter of the seal.

2013

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Texas Comptroller of Public Accounts

Truth-In-Taxation

A Guide for Setting
School District
Tax Rates



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Introduction

The Texas Constitution (**Exhibit 1**), Tax Code and Education Code embody the concepts of truth-in-taxation to require school districts to comply with certain steps in adopting their tax rates.

The truth-in-taxation laws have two purposes:

- to make taxpayers aware of tax rate proposals; and
- to allow taxpayers, in certain cases, to roll back or limit a tax increase.

The Texas Comptroller of Public Accounts is authorized to issue publications concerning the administration of the local property tax.¹ The Comptroller's office prepared this guide to tax rate setting, also known as truth-in-taxation, as a public

service to school districts in the state that will hold public hearings, consider budgets and set rates to impose property taxes. This guide is specifically intended to help school districts set 2013 tax rates.

By publishing this guide to instruct tax assessor collectors, budget officers and elected officials, the Comptroller's office is providing technical assistance. It is not offering legal advice. Interpretations of law must be made by legal counsel representing governmental entities. Questions about the meaning of the statutes, notice requirements and other matters that are unclear in the law and in this guide should be posed to legal counsel and not to the Comptroller's Property Tax Assistance Division staff.

EXHIBIT 1

Texas Constitution Truth-in-Taxation Provisions

The Texas Constitution sets out the general requirements for truth-in-taxation. Tax Code Chapter 26 provides the specifics.

Article VIII, Section 21. INCREASE IN TOTAL PROPERTY TAXES; NOTICE AND HEARING; CALCULATION.

- (A) Subject to any exceptions prescribed by general law, the total amount of property taxes imposed by a political subdivision in any year may not exceed the total amount of property taxes imposed by that subdivision in the preceding year unless the governing body of the subdivision gives notice of its intent to consider an increase in taxes and holds a public hearing on the proposed increase before it increases those total taxes. The legislature shall prescribe by law the form, content, timing, and methods of giving the notice and the rules for the conduct of the hearing.
- (B) In calculating the total amount of taxes imposed in the current year for the purposes of Subsection (a) of this section, the taxes on property in territory added to the political subdivision since the preceding year and on new improvements that were not taxable in the preceding year are excluded. In calculating the total amount of taxes imposed in the preceding year for the purposes of Subsection (a) of this section, the taxes imposed on real property that is not taxable by the subdivision in the current year are excluded.
- (C) The legislature by general law shall require that, subject to reasonable exceptions, a property owner be given notice of a revaluation of his property and a reasonable estimate of the amount of taxes that would be imposed on his property if the total amount of property taxes for the subdivision were not increased according to any law enacted pursuant to Subsection (a) of this section. The notice must be given before the procedures required in Subsection (a) are instituted.

Source: Texas Constitution, Article VIII, § 21

¹ Tax Code § 5.05.

There are four principles to truth-in-taxation as it relates to school districts:

- Property owners have the right to know of increases in their properties' appraised value and to be notified of the estimated taxes that could result from the new value.
- A school district must publish its proposed tax rate, rollback tax rate and other specific information about its proposed taxes.
- A school district must publish a budget and proposed tax rate hearing notice and hold a public hearing to provide an opportunity for citizen input concerning these issues.
- A school district must hold an election to ratify a tax rate adopted above its rollback rate.

After the appraisal district certifies appraised values, school districts take the first step toward adopting a tax rate by calculating the effective, effective maintenance and operations (M&O) and rollback tax rates.

The effective tax rate is a calculated rate that would provide the school district with about the same amount of revenue it received in the year before, on properties taxed in both years. If property values rise, the effective tax rate will go down and vice versa.

The effective M&O rate is \$1.50, or the 2005 adopted M&O rate if voters approved a rate higher than \$1.50, times the compression rate of 0.6667.

The rollback rate is a calculated maximum rate allowed by law without voter approval. More specifically, it is the **lesser** of:

- the effective M&O rate, plus 4 cents, plus the rate that is equal to the sum of any differences between the adopted tax rate and the rollback tax rate approved by the voters for 2006 and subsequent years, plus the current debt rate; or
- the effective M&O rate as calculated according to Tax Code § 26.08(n)(2)(B), plus the current debt rate.

In future years, the Texas commissioner of education may determine a different compression percentage. If a school district adopts a tax rate that is higher than the rollback rate, school board trustees must hold an election to ask voters to approve the rate.

School districts must publish rollback rates in local newspapers, along with other information about budget and tax revenues in a notice titled *Notice of Public Meeting to Discuss Budget and Proposed Tax Rate*.

If taxpayers believe that the school district has not calculated these rates, published the required notice or otherwise complied with other tax rate adoption laws in good faith, they may ask a district court to stop the school from adopting a tax rate until it complies with the laws.



CHAPTER 1:

Truth-in-Taxation Overview

Creating a budget and adopting a property tax rate to support that budget are major functions of the school board. This is accomplished by following legislative guidelines to ensure the public is informed of any increases.

Important Dates

The Tax Code establishes target dates for many truth-in-taxation activities. Although circumstances may require an appraisal district or a taxing unit to alter the timetable, **Exhibit 2** sets out the framework for the required activities.

EXHIBIT 2

2013 Truth-in-Taxation Calendar

Date	Activity
April 1 – May 1	The chief appraiser sends notices of appraised value.
April 30	The chief appraiser prepares and certifies to the school assessor an estimate of the taxable value of property in that school district.
July 20* (Aug. 31)	The appraisal review board (ARB) approves the appraisal records.
July 25	The chief appraiser certifies the approved appraisal roll to the school district.
August – September	A school district adopts its budget according to its fiscal year but first must publish a <i>Notice of Public Meeting to Discuss Budget and Proposed Tax Rate</i> 10 to 30 days before the public meeting date. (School districts with a July 1 fiscal year adopt budgets in June and comply with notice and hearing provisions during June). After adopting the budget, the school adopts a tax rate.
Sept. 29	A school district must adopt its tax rate by this date or 60 days after it receives the appraisal roll, whichever date is later.
October	The tax assessor prepares and mails tax bills.

*Note: Tax Code § 1.06 states that “If the last day of the performance of an act is a Saturday, Sunday, or legal state or national holiday, the act is timely if performed on the next regular business day.”

Source: Texas Comptroller of Public Accounts, 2013.

A school district that receives an equalized wealth notice from the commissioner of education may not adopt its tax rate until the commissioner certifies that the school district has reached its equalized wealth level.² At the same time it publishes the tax rate meeting notice, a school district must post a summary of its proposed budget.

Appendix 1 provides a more detailed schedule school districts can consult when planning their truth-in-taxation activities.

Chapter 313, added in 2001, allows schools to negotiate limitations on a property’s appraised value for maintenance and operations taxes with qualifying companies. To qualify, companies must agree to make certain levels of investment and create a certain number of new jobs within the district, according to a schedule in the law based on the amount of taxable property value within the district. This provision in the Tax Code allows school districts to attract new taxable property by offering a tax credit and an eight-year limitation on the appraised value of a property for the maintenance and operations portion of the school district property tax.

Tax Code § 26.012 (6) excludes from “current total value” any new property value that is subject to a limitation agreement under Tax Code Chapter 313. The information provided on Lines 2B (for the previous year) and 17B (for the current year) account for this adjustment in the effective tax rate worksheet. A school district should always check with professional counsel before making this adjustment for the first time as there could be time delay modifications in the agreement.

You may download and print Chapter 313 at <http://www.window.state.tx.us/taxinfo/proptax/tc04/ch313a.htm>.

School District Calculations

Truth-in-taxation requires school districts to calculate two rates after receiving a certified appraisal roll from the chief appraiser — the effective tax rate and the rollback tax rate.

² Education Code § 41.004(c).

EXHIBIT 3

The rollback tax rate is a calculated rate that limits the school district tax rate to the lesser of:

the sum 0.6667 times \$1.50 (or times the 2005 M&O rate for school districts with 2005 M&O rates of more than \$1.50)

+

4 cents

+

the rate that is equal to the sum of any differences between the adopted tax rate and the rollback tax rate approved by the voters for 2006 and subsequent years, plus the current debt rate.

the sum of the effective M&O rate

+

0.6667 times 0.06 (this amounts to 4 cents in 2013)

+

the current debt rate.

School districts are not required to publish the effective tax rate, but must publish the rollback rate in a public meeting notice. The school board must perform the following:

- calculate the effective tax rate and the rollback tax rate;
- decide how much revenue it needs and calculate the rate required to raise that amount;
- hold a hearing on the budget and proposed tax rate;
- adopt a budget and then adopt the tax rate; and
- administer a rollback election if the adopted rate exceeds the rollback rate.

A planning calendar for these steps appears on **Appendix 1**. Chapter 5 of the guide discusses rollback elections.

Calculating required rates

All school districts must calculate an effective tax rate and a rollback tax rate. School districts must publish the rollback tax rate.

A school district’s effective tax rate is a calculated rate that is generally equal to the prior year’s taxes divided by the current taxable value of properties that were also on the tax roll in the prior year. The resulting tax rate, used for comparison only, shows the relation between the prior year’s revenue and the current year’s values.

To calculate the effective M&O rate, school districts should consult with the Texas Education Agency or their Regional Education Service Center. The debt service portion of the rollback tax rate is the current year’s debt payments divided by the current year’s property values. The debt service tax rate may rise as high as necessary to cover qualified debt expenses. The overall rollback rate calculation is explained in greater detail in **Chapter 3**.

Failure to comply

If a school district fails to calculate or publish the required rates and notices properly, a property owner in the school district may seek an injunction to prohibit the school district from adopting a tax rate. The district court may issue the injunction if it finds that the school district’s failure was not in good faith.

Consolidation of two or more school districts

A school district that was two or more school districts in the prior year handles the effective and rollback rate calculations differently. The consolidated school district combines last year’s taxes for each school district and divides by the total values for the current year for the new consolidated school district. First, calculate last year’s taxes for each school district in Lines 1-14 of the *Effective Tax Rate Worksheet (Appendix 2)*. Then, combine last year’s taxes on Line 14 for each school district to obtain last year’s total taxes.

The calculation for a tax-base consolidated school district differs slightly from a whole consolidation. If the consolidation is for M&O purposes only, each school district will calculate its own debt service rate for debt purposes.

Drafting a budget and deciding how much tax to levy

The school district must identify its needs and draft a budget to meet those needs. The school district must decide how much property taxes, along with state funds, are necessary to fund that budget and, based on current year’s values, what M&O rate is necessary. The school district must determine its payments for debt service.

The school district’s governing body must determine the amount of surplus funds, if any, it plans to expend from its

M&O and debt service funds. It must determine the final amount of property taxes needed for the budget.

Truth-in-taxation laws explicitly address the debt service rate component of a school district's overall tax rate. The adopted debt service rate must equal the debt rate published in the school's notice of public meeting.³

Adopting a school district's tax rate

School districts have a special notice for the public meeting on their budget and proposed tax rate. While other taxing units are required to follow the notice and hearing requirements of the Tax Code, school districts must follow the notice and hearing requirements of the Education Code, which sets out the items to include in the budget hearing and proposed tax rate notice (**Appendix 5**).⁴

Budget and proposed tax rate notice

The notice entitled *Notice of Public Meeting to Discuss Budget and Proposed Tax Rate* (**Appendix 5**) is published in a local newspaper 10 to 30 days before the public meeting date.

The quarter-page meeting notice includes a comparison of property tax rates, comparison of the proposed budget and last year's budget, comparison between last year and the current year of property taxes on an average residence and unencumbered fund balances. The notice includes information about the total appraised and taxable value for all property and all new property for last year and this year and a section listing the school's total outstanding and unpaid bonded indebtedness.

The rollback rate is stated in the notice. If a school board adopts a tax rate above its 2013 rollback tax rate, the school board must hold an election to ratify the adopted tax rate.

Rate limitation

The law limits a school district's M&O rate.⁵ The rate may not exceed the rate equal to the sum of \$0.17 and the product of the state compression percentage multiplied by \$1.50. A school district that adopted a 2005 M&O rate above \$1.50, as permitted by special law, may not exceed the rate equal to the sum of \$0.17 and the product of the state compression percentage multiplied by the school district's M&O tax rate for 2005. The state compression percentage is currently 66.67 percent, so the M&O rate limit for most school districts is \$1.17.

³ Tax Code § 26.05(a)(1)

⁴ Education Code §§ 44.004 and 44.0041.

⁵ Education Code § 45.003.

Rate Adoption

The school board may adopt the budget and tax rate after the public meeting or the board may adopt the budget and wait to adopt the tax rate. School districts subject to an equalized wealth notice must wait to adopt a tax rate until the commissioner of education certifies that the wealth is equalized.⁶ A school district must adopt the tax rate by Sept. 29 or 60 days after receiving the certified appraisal roll, whichever date is later.

Open meetings notices

The school district must post notice of the meeting in compliance with the open meetings law.⁷ The meeting must be open to the public.

Agenda item

Usually a school district adopts its tax rate after it adopts its budget. If the school district elects to adopt a tax rate before receiving the certified appraisal roll, it may adopt its budget after it adopts a tax rate for the tax year in which the fiscal year covered by the budget begins. If a school district elects to adopt a tax rate before adopting a budget, it must publish notice and hold a meeting for the purpose of discussing the proposed tax rate (**Appendix 6**). Following adoption of the tax rate, the school district must publish notice and hold another public meeting before it may adopt a budget (**Appendix 7**). The Comptroller's Office prescribes the language and format the school district must use in the notices. The school district may use the certified estimate of taxable value in preparing a notice.⁸

Official action

The school district's governing body must adopt a tax rate by official action and set it out in an ordinance, resolution, or order. School districts should consult with legal counsel regarding the instrument to use for rate adoption.

School districts that adopt a rate above the effective tax rate must use special language in the motion to adopt. The motion to adopt an ordinance, resolution or order setting a tax rate that exceeds the effective tax rate must be made in the following form:

I move that the property tax rate be increased by the adoption of a tax rate of (*specify tax rate*), which is effectively a (*insert percentage by which*

⁶ Education Code § 41.004(c).

⁷ Government Code Chapter 551.

⁸ Education Code § 44.004(j).

the proposed tax rate exceeds the effective tax rate)
percent increase in the tax rate.⁹

In the order, ordinance or resolution, the school districts must use larger type, include an example of the maintenance tax increase on a \$100,000 home and state that the adopted tax rate will raise more taxes for M&O than the prior year's tax rate. If the school district operates a website, it must include similar language about increasing M&O taxes on its home page (**Appendix 9**).¹⁰

What happens when property taxation will be decreased, rather than increased? What kind of motion is acceptable? May school districts provide more information in the order, ordinance or resolution to explain the tax rate's effects? The law does not prohibit explanatory information. The law, in fact, provides mandatory motion language only when the new tax rate will exceed the effective tax rate. School boards with questions regarding the correct methods and phrasing of an order, ordinance or resolution to adopt a tax rate should discuss these questions with their legal counsel.

Failure to comply

If a school board fails to comply with the hearing, notice or rate adopting process in good faith, a property owner in the school district may seek an injunction. The injunction stops the school district from sending tax bills until the school district convinces the district court that it has complied with the law. A property owner must act to enjoin collections before the school district delivers substantially all of its tax bills.

Administering a rollback election

A school district is required to hold an automatic rollback election — no petition process is necessary — to ratify a current year's tax rate, if the school board adopts a tax rate above the rollback rate. **Chapter 5** provides more about administering a rollback election.

Preparing and mailing tax bills

School districts must prepare and mail a tax bill to each property owner by Oct. 1 or as soon thereafter as practicable.¹¹ The bill must include the information required by the Tax Code.¹² School districts must include the following additional information on the tax bills or on a separate statement in separate lines:

- the school district M&O rate;
- the school's debt rate;
- the M&O rate for the preceding tax year;
- if for the current tax year the school district imposed taxes for debt, the debt rate for the current tax year;
- if for the preceding tax year the school district imposed taxes for debt, the debt rate for that year; and
- the total tax rate of the school district for the preceding tax year.¹³

⁹ Tax Code § 26.05(b).

¹⁰ Tax Code §§ 26.05(b)(1) and (2).

¹¹ Tax Code § 31.01(c).

¹² Tax Code § 31.01(c).

¹³ Tax Code § 31.01 (d-1).



CHAPTER 2:

The Effective Tax Rate

The effective tax rate enables the public to evaluate the relationship between taxes for the preceding year and for the current year, based on a tax rate that would produce the same amount of taxes if applied to the same properties taxed in both years.

The calculation process starts after the chief appraiser delivers to the school district the certified appraisal roll and the estimated values of properties under protest. The school district's tax assessor determines the following:

1. the total appraised and taxable value of property in the school district;
2. the total appraised and taxable value of new improvements; and
3. the total taxable property annexed since the preceding year.

The assessor submits all of this information to the school board. The school board designates an officer or employee (often the tax assessor but not necessarily) to calculate the effective tax rate and the rollback tax rate. School districts are not required to publish the effective tax rate.

Calculating the Effective Tax Rate

Calculating the effective tax rate requires the prior year's taxes and the current year's taxable value for property taxed in both years. Dividing the taxes by the value (and multiplying by 100 to convert to a rate per \$100 of value) produces the effective tax rate, as illustrated in **Exhibit 4**.

Last Year's Taxes Less Taxes on Property Lost This Year

To calculate a 2013 effective tax rate, a school district must first determine its total 2012 taxes. The effective and rollback rate calculations begin with the total taxes and values for the prior year at the time of the rate calculations. These totals include all supplements and corrections that have occurred to the tax roll since the prior year's certification and tax rate adoption. However, certain corrections are not included in these adjusted total taxes and values.¹⁴ The appraisal district should be able to assist the school district in identifying supplements and corrections for the prior year.

School districts may be required to refund taxes for tax years prior to the last year. School districts include all types of refunds for years preceding the prior year — court decisions, corrections and payment errors — for tax years preceding tax year 2012.¹⁵

For example, in 2013 a district court approved reducing a property owner's 2010, 2011 and 2012 taxable values, resulting in three years of tax refunds from the 2012 property taxes. The school district includes refunds paid in 2012 for tax years 2010 and 2011. A second example is a school district that refunded part of a 2008 payment for a clerical error. The school district includes the refunded tax amount in the total 2012 taxes.

A separate provision provides for any 2012 court-ordered refunds to be included as a separate step in the rate calculation.

EXHIBIT 4

Calculating the Effective Tax Rate

$$\frac{\text{Prior Year's Taxes} - \text{Taxes on Property Lost this Year}}{\text{Taxes on Property Lost this Year}} \div \text{Current Value of Property Taxed in the Prior Year} \times \$100 = \text{Effective Tax Rate}$$

Source: Texas Comptroller of Public Accounts, 2013.

¹⁴ Tax Code § 25.25(d).

¹⁵ Tax Code §§ 25.25(b) and (c) and 31.11.

A school district may increase the prior tax year's taxes to reflect lost taxes in the prior tax year because a court overruled an ARB decision with a lower taxable value.

The result of including these refunds in last year's levy is higher effective and rollback rates for school districts. These higher rates give school districts the ability to recapture revenue removed from last year's taxes because of returned money to taxpayers. The tax collector has information about refunds.

Truth-in-taxation laws require the school district to reduce last year's total taxes for the amount of lost property levy. Lost property levy is the amount of taxes on property value that was taxable in the preceding year but is not taxable in the current year. Property value not taxed in the current year may have been deannexed by the school district, received a new exemption or qualified for special appraisal in the current year. The appraisal district has value information on these properties.

Property first qualified for a new exemption does not include freeport property or goods-in-transit property.¹⁶

For homeowners age 65 or older or disabled, the school district adjusts last year's value by subtracting the value of homesteads with tax ceilings. Subtracting the revenue lost because of these changes gives the school district's adjusted 2012 taxes.

Current Value of Property Taxed in the Prior Year

Before calculating its effective rate, a school district must adjust the 2013 values. The school district begins with the total taxable value on the 2013 certified appraisal roll and adds the value of properties still under protest or known but not appraised for 2013. The school district then subtracts the value of new property — property annexed since Jan. 1, 2012, and improvements new to the 2013 tax roll. The result is the 2013 taxable values adjusted to include only the property that was taxed in both 2012 and 2013.

The school district adjusts its 2013 values by subtracting the 2013 values of homesteads with tax ceilings and any new value subject to a limitation under an economic development agreement. The homesteads with tax ceilings are for both the homeowners age 65 or older or disabled.

¹⁶ Tax Code §§ 11.251 and 11.253.

A school district excludes the taxable value of property exempted for the current tax year for the first time as pollution control property. Since the taxable value of exempt property is zero, such an interpretation would not affect the current total value. Legislative intent would appear to require some adjustment. School districts that wish to exclude the market value of this exempt property should consult with legal counsel.

Properties under protest

If a property's value is under protest when the school district receives the certified appraisal roll, the chief appraiser submits both the appraisal district's and the taxpayer's estimated values. In calculating the effective and rollback tax rates, the school district uses the lower taxable value.

If the property owner did not estimate a value, the chief appraiser must estimate the outcome of the ARB appeal. Two rules govern this estimate:

- If this year's appraised value is the same or less than last year's, the chief appraiser estimates the value that would be assigned if the property owner wins.
- If this year's value is greater than last year's, the chief appraiser uses last year's value. However, if it is likely the ARB will reduce the value the chief appraiser should estimate the ARB value.

Properties not included at certification

The chief appraiser must give school districts a list of taxable properties the chief appraiser knows about but are not included at the time the chief appraiser certifies the appraisal roll.¹⁷ These properties are not on the list of properties that are still under protest.

On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year.

A school district's assessor must use the lower of the market, appraised or taxable value (as appropriate) for computing the school district's effective and rollback tax rates.

New property value

New property value will generate new revenue for a school district. It helps to offset property value losses for new exemptions and special appraisals granted for the first time in

¹⁷ Tax Code § 26.01(d).

the current year. The school district will deduct new property value from the 2013 appraised values in the effective tax rate calculation.

The chief appraiser will supply the value of real and personal property new to the 2013 appraisal roll. For real property, new value includes additions to existing improvements (such as a garage) or new separate structures added to a property containing existing improvements (such as a company expansion) made after Jan. 1, 2012. Only the value of the individual new improvement is new value. The increased value on any existing structures is not new value.

For personal property, new value includes only the personal property that is located in a new improvement and that entered the school district after Jan. 1, 2012.

The Calculation

Dividing the adjusted 2012 taxes by the adjusted 2013 taxable values and multiplying by \$100 produces the 2013 effective tax rate, as illustrated in **Exhibit 5**.

EXHIBIT 5 Detailed Steps in Calculating the Effective Tax Rate						
2012 Taxes (on date of calculation)*		Total value on the 2013 certified appraisal roll				
	+				+	
Taxes on 2012 values lowered in court decisions						Estimated value that will be placed on property under protest or not included in certification
	+				-	
Taxes refunded for tax years preceding tax year 2012						Value of property annexed after Jan. 1, 2012
	-				-	
Taxes on deannexed territory						Value of new improvements built after Jan. 1, 2012**
	-				-	
Taxes on property value not taxable in 2013 because it received an exemption or special appraisal for the first time						Value of pollution control property exempted from the first time
	=				=	
Adjusted 2012 Taxes						Adjusted 2013 Taxable Values
Adjusted 2012 Taxes	÷	Adjusted 2013 Taxable Value	x	\$100	=	2013 Effective Tax Rate
<p>* Do not include Tax Code § 25.25(d) corrections for one-third over-appraised errors. ** Do not include Tax Increment Financing (TIF) taxes if there is no TIF captured appraised value. Source: Texas Comptroller of Public Accounts, 2013.</p>						



CHAPTER 3:

The Rollback Tax Rate

Tax revenue falls into two general categories: M&O and debt service. M&O includes such things as salaries, utilities and day-to-day operations. Debt service covers the interest and principal on bonds and other debt secured by property tax revenues, also called interest and sinking (I&S).¹⁸ Line 28 of the *Rollback Tax Rate Worksheet* outlines the four-part test based on that legal definition.

Calculating an effective tax rate does not require the school district to distinguish between M&O and debt service. The rollback tax rate, however, is the sum of the maximum M&O rate and debt service rate.

Calculating the Rollback Tax Rate

The M&O portion of the rollback tax rate allows school districts to add four cents (\$0.04) to the lesser of the 2013 compressed operating tax rate or the effective M&O rate to generate operating funds. School districts will get to add to the compressed operating rate any additional cents approved by voters at a 2006 or subsequent rollback election.

The debt service rate portion is the tax rate necessary to pay the school’s debt payments in the coming year. This part of the calculation does not depend on the prior year’s debt taxes at all; it simply considers what the school district will actually need for the current year. The portion of the overall rate used to retire debt may rise as high as necessary without triggering the threat of a rollback.

M&O Rate

School districts add four cents (\$0.04) to the lesser of the compressed operating tax rate or the effective M&O rate for their highest M&O rate; school districts then add their 2013 debt service rate for the final 2013 rollback tax rate (**Exhibit 6**).

Additional rollback protection for pollution control

Any school district may increase its rollback rate by the rate that generates the amount of funds the school district will spend for pollution control property, divided by the school district’s current total value. Lines 37 – 40 of the *Rollback*

EXHIBIT 6

Calculating the M&O Portion of the Rollback Tax Rate

$$\begin{array}{r}
\$1.50 \text{ (or adopted 2005 rate if voters approved a rate higher than } \$1.50) \\
\times \\
.6667 \\
+ \\
\$0.04 \\
+ \\
\text{Rate equal to the sum of any differences between the adopted tax rate and the} \\
\text{rollback tax rate approved by voters for 2006 and each subsequent year} \\
\hline
\text{or} \\
\hline
\text{Effective M\&O rate} \\
+ \\
\$0.04
\end{array}
= \text{School District M\&O Rollback Rate (the lesser of the two rates)}$$

Source: Texas Comptroller of Public Accounts, 2013.

¹⁸ Tax Code § 26.012 (7) and (8) provides a full legal definition of debt.

Tax Rate Worksheet in **Appendix 4** provide for calculating the additional rate to add to the rollback rate.

The school district may raise its rate for M&O funds used to pay for a “facility, device or method for the control of air, water or land pollution.”¹⁹ This means any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements.

The school district’s expenses are necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ).

The TCEQ will determine if the facility, device or method is used wholly or partly for pollution control. Then the TCEQ executive director issues a determination letter stating the portion of the cost of the installation for pollution control. The TCEQ may charge a fee for processing the information, making a determination and issuing the letter. School districts should check with the TCEQ for rules regarding this process by calling its Air Quality Division at (512) 239-6348.

The school district shall provide its tax assessor with a copy of the TCEQ’s letter. The assessor must accept the copy as conclusive evidence and must adjust the rollback tax rate. The additional lines on the calculation provide for entering the amount of pollution control expenditures and the 2013 total taxable value. The additional rate is added to the school district’s rollback rate.

Debt Component

The debt service portion of the rollback rate differs entirely from the M&O portion. The debt service rate portion is the tax rate necessary to pay the school district’s debt payments in the coming year. This part of the calculation does not depend on the prior year’s debt taxes; it considers what the school district will need to meet its bond obligations, including early payment of bonds. The portion of the overall rate used to retire debt may rise as high as necessary without triggering the threat of a rollback.

The debt service component does not use the adjusted 2013 taxable value (the current value of properties taxed in the prior year). Instead, it uses the total 2013 taxable value (the current value of all properties) in the lower part of the formula less the 2013 taxable values of homesteads with tax ceilings,

less any TIF captured appraised value where the school district agreed to deposit taxes into the TIF fund.

Debt payments

The top half of the formula is the actual debt payments required for the 2013-14 fiscal year, not the prior fiscal year’s debt. These are debt payments that 2013 property taxes will pay.

School districts are required to consider the amount of facilities state aid (Existing Debt Allotment and/or Instructional Facilities Allotment) they will receive in setting their local debt service rates. Doing so reduces the amount of debt that school districts pay from local funds and produces a lower debt service tax rate. School districts that do not take the state funding into account will both violate state law and levy rates that are too high.

An adjustment to the 2013 debt service can be made for anticipated collection losses. The school district subtracts the amount of 2012 excess debt tax collections from the current year’s debt payments, and then divides the resulting figure by the anticipated 2013 collection rate. The school district’s tax collector will certify these excess debt tax collections and the anticipated collection rate. The following section on anticipated and excess collections tells the tax collector how to calculate these figures.

Anticipated and excess debt collections

A school district that levies a debt service tax must consider anticipated collections in calculating the debt service component of its rollback tax rate. The collector for such a school district must certify the estimated debt collection rate for 2013 and the excess debt tax collections for 2012, to the school board.

Estimated debt collection rate for 2013

To find the estimated collection rate, the collector must first estimate the school district’s total debt collections from July 1, 2013, through June 30, 2014. This estimate equals the total tax dollars that the school district collects for current debt taxes, delinquent taxes, special appraisal rollback taxes, penalties and interest. The collector will not know the precise amount until this collection period is completed. Truth-in-taxation laws, however, require the collector’s estimate. The collector will compare this amount to what the school district plans to levy for paying debt service in the 2013-14 fiscal year.

Dividing the estimated collections by the required debt payments gives the estimated collection rate. Suppose, for

¹⁹ Tax Code § 26.045.

example, the collector projects the school district will take in \$950,000 in debt revenues during the period. The school district’s budget calls for it to levy \$1 million in debt service taxes for 2013. The anticipated collection rate is 95 percent (\$950,000 divided by \$1 million).

If the collector’s anticipated collection rate exceeds 100 percent, the collector would use 100 percent in the calculation. Delinquent taxes from prior years may generate more than a 100 percent rate.

Excess debt tax collections for 2012

The law requires the collector to compare the amount of taxes actually collected in current taxes, delinquent taxes, special appraisal rollback taxes, penalties and interest for debt in 2012 from July 1, 2012 through June 30, 2013. The collector compares this collected amount with the amount that the collector estimated to collect according to the 2012 anticipated collection rate. If the school district took in more debt tax dollars than should have been collected, the collector certifies the amount of excess debt tax collections to the school board.

For example, last year the collector projected a 2012 collection rate of 95 percent and the school board levied \$500,000 in 2012 debt service taxes. The anticipated debt tax collections for 2012 were \$475,000 (0.95 x \$500,000). The collector determines whether the total amount of debt service taxes collected from July 1, 2012, through June 30, 2013, exceeds \$475,000 and determines the amount of any excess. If the school district collected \$485,000 in 2012 debt service taxes, the collector certifies excess debt tax collections of \$10,000. The school district will subtract this \$10,000 from the 2013 debt payments to lower the 2013 debt service rate.

If the collector projected a 2012 collection rate of 100 percent and collected more than 100 percent, the collector certifies excess debt collections of 0. Dividing the adjusted debt payments by the total 2013 taxable values, times \$100, gives the debt service portion of the rollback rate. **Exhibit 7** illustrates the debt service calculation.

Total Rollback Tax Rate

Totaling the M&O rollback rate and the debt service rate and multiplying by 100 (to convert to a rate per \$100 of value) gives the rollback tax rate.

EXHIBIT 7
Calculating the Debt Service Portion of the Rollback Rate

$$\frac{\text{(2013 debt payments – 2012 excess debt tax collections)}}{\text{2013 anticipated collection rate}} = \text{Adjusted 2013 debt}$$

$$\frac{\text{Adjusted 2013 debt}}{\text{2013 total taxable values* – 2013 captured appraised value in a TIF fund}} \times \$100 = \text{2013 debt service rate}$$

* School districts exclude the total taxable value of the 2013 homesteads with tax ceilings for homeowners age 65 or older or disabled.
Source: Texas Comptroller of Public Accounts, 2013.



CHAPTER 4:

Required Public Notice and Meeting

School districts must post meeting notices for adoption of their proposed budget and tax rates.²⁰ In addition, they must at the same time post a summary of their proposed budgets.²¹

One Public Notice

A school district publishes one notice — the *Notice of Public Meeting to Discuss Budget and Proposed Tax Rate* — in a local newspaper (**Appendix 5**). The notice appears in the newspaper no later than 10 days or earlier than 30 days before the date of the public meeting.

School districts are not required to publish the effective tax rate and other schedules required by law for other types of taxing units. The rollback tax rate and unencumbered fund balances will appear on this one notice.

Content of the notice

The notice must appear in a newspaper, may not be smaller than a quarter-page ad and must include the following:

- comparison of property tax rates;
- comparison of the proposed budget and last year's budget;
- comparison between last year and current year property taxes on an average residence; and
- unencumbered fund balances.

The notice includes information about the total appraised and taxable value for all property and all new property for last year and this year and a section listing the school's total outstanding and unpaid bonded indebtedness. The school district may enlarge the notice if it chooses and may use a larger type size if printing space allows.

The first paragraph of the notice states the name of the school district, the time, date and place of the public meeting to discuss the school district's budget and the proposed tax rate. The notice states that the budget determines the adopted tax rate. The purpose of the meeting is to discuss the budget and proposed tax rate and public participation in the discussion is invited.

The notice states that the school board may not adopt a rate that exceeds the proposed rate shown on this notice, unless the school district publishes a revised notice and holds another public meeting to discuss the revised notice. Below this information, the school district lists the proposed M&O rate and rate to pay for any bonded indebtedness under the captions *Maintenance Tax and School Debt Service Tax Approved by Local Voters*.

The second section of the notice is titled *Comparison of Proposed Budget with Last Year's Budget* and shows the percent increase or decrease in the amount budgeted in the preceding fiscal year and the amount budgeted for the fiscal year that begins this tax year for M&O, debt service and total expenditures.

The third section is titled *Total Appraised Value and Total Taxable Value*. This section lists the total appraised and taxable values for all property and all new property in the school district for last year and the current tax year.²²

School districts are next required to state the amount of their outstanding and unpaid bonded indebtedness. This includes the school district's outstanding principal. The next part of the notice is a chart with three columns that state the school district's tax rates for M&O, I&S and total. The rows in the chart include:

- **Last Year's Rate.** This row is the adopted 2012 M&O rate, 2012 I&S rate and the total adopted 2012 rate.
- **Rate to Maintain Same Level of Maintenance & Operations Revenue & Pay Debt Service.** These 2013 rates maintain the same level of M&O revenue and pay debt service in the fiscal year. To determine the M&O rate, the amount of local and state funds is divided by the current 2013 taxable values as certified by the chief appraiser (including any changes) at the time this notice is prepared. The amount needed for debt service is determined by the values certified by the chief appraiser (including any changes) at the time this notice is prepared, plus the school district's anticipated collection rate and any excess taxes

²⁰ Education Code § 44.004.

²¹ Education Code § 44.0041.

²² Tax Code § 26.04.

collected for debt during the preceding year but not used for debt during that year. The 2013 debt payments, adjusted for excess debt collections and taking into account an anticipated collection rate, is on line 32 on the *2013 Rollback Tax Rate Worksheet*. The 2013 debt tax rate is Line 35 of the worksheet.

- **Proposed Rate.** This row is the proposed 2013 rates for M&O, I&S and total.

This table includes two additional columns — *Local Revenue Per Student and State Revenue Per Student*. The amounts to enter are determined as follows:

- To compute the *Local Revenue per Student*, the school district multiplies the total taxable value, as determined by the chief appraiser for the applicable year and as adjusted to reflect any changes as of the time this notice is prepared, by the total tax rate and then divides by the number of students in average daily attendance for the applicable school year.
- To compute the *State Revenue per Student*, the school district divides the amount of state aid received or to be received of the applicable school year by the number of students in average daily attendance for the applicable school year.

The sixth part of the notice is another chart that compares the proposed levy (taxes) with last year's levy on an average residence in the school district. The chart includes the following rows:

- **Average Market Value of Residences.** The first row states the average market value last year and this year of a residence in the school district, disregarding the limited home value that some homeowners may have for the 110 percent appraisal limitation.²³ The school district uses the same group of residences for each year to determine the average market value and the following items below.
- **Average Taxable Value of Residences.** The second row is the average taxable value, after subtracting all homestead exemptions applicable in each year and taking into account the 110 percent appraisal limitation. The school district disregards the age 65 or older and disabled homeowner's exemptions.
- **Last Year's Rate versus Proposed Rate (per \$100 Value).** The third row is the school district's adopted rate last year and the proposed rate for this year.

- **Taxes Due on Average Residence.** The fourth row is the amount of taxes on the average residence for both years.
- **Increase (Decrease) in Taxes.** The fifth and final row is the amount of increase or decrease from last year's taxes to this year's proposed taxes on the average residence.

The appraisal district can assist with the average market and taxable values of residences. The school district should use the same group of residences for the different rows.

The seventh part of the notice is a statement that the dollar amount of school taxes on the homesteads of persons age 65 or older (or the surviving spouse) may not increase above the amount paid in the first year after the homeowner turned 65. The law sets out the exact wording of this statement that must be in bold print.

The eighth part of the notice is a *Notice of Rollback Rate* in bold print. Again, the law sets out the exact wording of this statement. The rollback rate is Line 36, or Line 40, on the *2013 Rollback Tax Rate Worksheet*.

The ninth and final part of the notice is titled *Fund Balances*. The school district states the estimated unencumbered fund balance(s) remaining in the I&S fund and the M&O or general fund balance(s) at the end of the current fiscal year. The school district may subtract estimated funds necessary to operate the school district before receiving its first state aid payment for the succeeding school year.

Newspaper requirements

The notice must be at least a quarter-page in a standard-size or tabloid-size newspaper. Its headline must appear in 18-point type or larger. The school district may not publish the notice in the legal or classified section of the newspaper. The notice is published at least 10 days but no longer than 30 days before the date of the public meeting.

The school district may publish the notice in a daily, weekly or biweekly newspaper that is published in the school district. If there is not a daily, weekly or biweekly newspaper in the school district, the school board president must provide for publication in at least one newspaper of general circulation in the county in which the school district's central administrative office is located.

A legal newspaper must devote at least 20 percent of its space to general interest items. It must be published at least once a week and must have been regularly published for at least

²³ Tax Code § 23.23.

12 months before the notice is placed. Finally, it must be entered as periodical postal matter in the county where it is published.

School District with July 1 Fiscal Year

A school district may change its fiscal year to begin July 1 (rather than Sept. 1). The chief appraiser prepares and certifies to the school assessor an estimate of the taxable value of property in that school district by April 30. A school district uses the certified estimate in preparing its budget and tax rate hearing notice. The school district can adopt its tax rate using those values. The school district may adopt the tax rate before adopting the budget but will have to publish two notices and hold two public meetings.

After receiving a certified appraisal roll, the school district must publish a revised notice and hold another public meeting to adopt a tax rate that exceeds the rate proposed in the first notice using the estimated values or exceeds the school district's rollback rate calculated using the final certified values.

If a school district elects to adopt a tax rate before adopting a budget, it must publish notice and hold a meeting for the purpose of discussing the proposed tax rate. Following adoption of the tax rate, the school district must publish notice and hold another public meeting before it may adopt a budget.

Municipal School District

A municipal school district has special requirements for the public hearing on the annual budget and tax rate.²⁴ A municipal school district follows the city boundaries in which the school district is located.

The municipal school district board and the city council must jointly hold any hearing required by law for adopting the school's annual budget and property tax rate. Adopting the school budget and the school tax rate requires an affirmative vote of a majority of the school board members present and voting and at least three-quarters of the total of the voting school board members and city council members that are present and voting.

If a quorum of the city council is not present at the hearing to adopt the budget and tax rate, then the school board may adopt the budget and tax rate without regard to votes from the city council members. Both the school district and the city must follow all other procedures for the truth-in-taxation process.

Certain School Districts

A school district that adopted an M&O rate that was less than its effective M&O rate can use the previous year's effective M&O rate when calculating the rollback rate for this year.²⁵

²⁴ A municipal school district is one created under the former Education Code Chapter 24, repealed in 1995.

²⁵ Tax Code § 26.08.



CHAPTER 5: Rollback Elections

A school district is required to hold an automatic rollback election — without the petition process — to ratify a current year’s tax rate, if the school board adopts a tax rate above the rollback rate. The election date cannot be earlier than 30 days or later than 90 days after the date the school board adopted the tax rate. A school district can order an election 30 days before the election date.²⁶

More information about rollback election procedures may be obtained from the Election Division of the Texas Secretary of State’s Office at 1-800-252-8683 or at www.sos.state.tx.us/elections/index.shtml#contact. **Appendix 8** provides a sample ballot.²⁷ The ballot states the voter is voting for or against ratifying the adopted tax rate, rather than limiting the rate to the rollback rate.

If a simple majority of the votes cast in the election favor the adopted tax rate, then the adopted tax rate stands. If the voters disapprove the adopted rate, the governing body may not adopt a tax rate that exceeds the rollback rate.²⁸

School districts are not required to ratify their tax rates when responding to a disaster. No election is called if the school district is spending increased revenue to respond to a disaster for the year following the year in which the disaster occurred. Disasters include tornadoes, hurricanes, floods or other similar events that affect the school district. The law excludes drought. For these purposes, a disaster exists only if the governor requests federal disaster assistance for the area.

²⁶ Election Code § 3.005.

²⁷ Tax Code § 26.08.

²⁸ Tax Code § 26.08(d)

APPENDIX 1:

2013 Planning Calendar for School Districts

Date	Activity
April – May	Mailing of notices of appraised value by chief appraiser.
April 30	The chief appraiser prepares and certifies to the assessor for each school district participating in the appraisal district an estimate of the taxable value of property in that taxing unit. The chief appraiser assists each school district in determining values of property in that taxing unit for the taxing unit's budgetary purposes.
May 15	Deadline for submitting appraisal records to ARB.
July 15	Deadline for commissioner of education to send notice to school districts required to equalize wealth.
July 20* (Aug. 30)	Deadline for ARB to approve appraisal records.
July 25	Deadline for chief appraiser to certify rolls to taxing units.
_____	Certification of anticipated collection rate by collector.
_____	Calculation of effective and rollback tax rates.
_____	72-hour notice for meeting (<i>Open Meetings Notice</i>).
_____	Meeting of school board to decide on public meeting date on budget and proposed tax rate. The school board votes on a proposed tax rate that will be published in the notice for the public meeting.
_____	<i>Notice of Public Meeting to Discuss Budget and Proposed Tax Rate</i> published 10 to 30 days before public meeting. Post proposed budget summary on school district's website.
_____	72-hour notice for public meeting (<i>Open Meetings Notice</i>).
_____	Public meeting on budget and proposed tax rate. School board may adopt budget and tax rate after the public meeting. Or, the board may adopt the budget and wait to adopt the tax rate. If the board waits to adopt the tax rate, continue with the next step.
_____	72-hour notice for meeting at which governing body will adopt tax rate (<i>Open Meetings Notice</i>).
_____	Meeting to adopt tax rate. School districts subject to equalized wealth notice must wait to adopt a tax rate until the commissioner of education certifies that the wealth is equalized [Education Code § 41.004(c)]. School district must adopt tax rate by Sept. 29 or 60 days after receiving certified appraisal roll, whichever date is later.

* Tax Code § 1.06 directs that if a date falls on a weekend, the deadline is extended to the following Monday.

Source: Texas Comptroller of Public Accounts, 2013.

APPENDIX 2:

2013 Effective Tax Rate Worksheet

See **Chapter 2** for an explanation of the effective tax rate.

Line	Activity	Amount/Rate
1.	2012 total taxable value. Enter the amount of 2012 taxable value on the 2012 tax roll today. Include any adjustments since last year's certification; exclude one-third over-appraisal corrections from these adjustments. This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing.	\$
2.	2012 tax ceilings and Chapter 313 limitations. A. Enter 2012 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. \$ _____ B. Enter 2012 total taxable value of applicable Chapter 313 limitations when calculating effective maintenance and operations taxes. Enter zero when calculating effective debt service taxes. (Use these numbers on the advice of your legal counsel.) \$ _____ C. Add A and B.	\$
3.	Preliminary 2012 adjusted taxable value. Subtract Line 2 from Line 1.	\$
4.	2012 total adopted tax rate (School districts with an applicable Chapter 313 limitation agreement will do a two step process using the adopted M&O rate and debt rate separately).	\$ /\$100
5.	2012 taxable value lost because court appeals of ARB decisions reduced 2012 appraised value. A. Original 2012 ARB values: \$ _____ B. 2012 values resulting from final court decisions: - \$ _____ C. 2012 value loss. Subtract B from A.	\$
6.	2012 taxable value, adjusted for court-ordered reductions. Add Line 3 and Line 5C.	\$
7.	2012 taxable value of property in territory the school deannexed after Jan. 1, 2012. Enter the 2012 value of property in deannexed territory.	\$
8.	2012 taxable value lost because property first qualified for an exemption in 2013. Note that lowering the amount or percentage of an existing exemption does not create a new exemption or reduce taxable value. If the school district increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, "goods-in-transit" exemptions. A. Absolute exemptions. Use 2012 market value: \$ _____ B. Partial exemptions. 2013 exemption amount or 2013 percentage exemption times 2012 value: + \$ _____ C. Value loss. Add A and B.	\$

Line	Activity	Amount/Rate
9.	<p>2012 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2013. Use only properties that qualified in 2013 for the first time; do not use properties that qualified in 2012.</p> <p>A. 2012 market value: \$ _____</p> <p>B. 2013 productivity or special appraised value: – \$ _____</p> <p>C. Value loss. Subtract B from A.</p>	\$
10.	Total adjustments for lost value. Add Lines 7, 8C and 9C.	\$
11.	2012 adjusted taxable value. Subtract Line 10 from Line 6.	\$
12.	Adjusted 2012 taxes. Multiply Line 4 by Line 11 and divide by \$100.	\$
13.	<p>Taxes refunded for years preceding tax year 2012. Enter the amount of taxes refunded in the preceding year for tax years before that year. Types of refunds include court decisions, corrections and payment errors. Do not include refunds for tax year 2012. This line applies only to tax years preceding tax year 2012.</p>	\$
14.	Adjusted 2012 taxes with refunds. Add Lines 12 and 13.	\$
15.	<p>Total 2013 taxable value on the 2013 certified appraisal roll today. This value includes only certified values and includes the total taxable value of homesteads with tax ceilings (will deduct in line 17). These homesteads include homeowners age 65 or older or disabled.</p> <p>A. Certified values only: \$ _____</p> <p>B. Pollution control exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control property (use this line based on legal counsel's advice): – \$ _____</p> <p>C. Total value. Subtract B from A.</p>	\$
16.	<p>Total value of properties under protest or not included on certified appraisal roll.</p> <p>A. 2013 taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value. \$ _____</p> <p>B. 2013 value of properties not under protest or included on certified appraisal roll. The chief appraiser gives school districts a list of those taxable properties that the chief appraiser knows about, but are not included at appraisal roll certification. These properties are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value. + \$ _____</p> <p>C. Total value under protest or not certified. Add A and B.</p>	\$

Appendix 2: 2013 Effective Tax Rate Worksheet

Line	Activity	Amount/Rate
17.	<p>2013 tax ceilings and Chapter 313 limitations.</p> <p>A. Enter 2013 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. \$ _____</p> <p>B. Enter 2013 total taxable value of applicable Chapter 313 limitations when calculating effective M&O taxes. Enter zero when calculating effective debt service taxes. (Use these numbers on the advice of your legal counsel.) \$ _____</p> <p>C. Add A and B.</p>	<p>\$</p>
18.	<p>2013 total taxable value. Add Lines 15C and 16C. Subtract Line 17C.</p>	<p>\$</p>
19.	<p>Total 2013 taxable value of properties in territory annexed after Jan. 1, 2012. Include both real and personal property. Enter the 2013 value of property in territory annexed by the school district.</p>	<p>\$</p>
20.	<p>Total 2013 taxable value of new improvements and new personal property located in new improvements. "New" means the item was not on the appraisal roll in 2012. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2012, and be located in a new improvement.</p>	<p>\$</p>
21.	<p>Total adjustments to the 2013 taxable value. Add lines 19 and 20.</p>	<p>\$</p>
22.	<p>2013 adjusted taxable value. Subtract line 21 from line 18.</p>	<p>\$</p>
23.	<p>2013 effective tax rate. Divide line 14 by line 22 and multiply by \$100.</p>	<p>\$ /\$100</p>
24.	<p>2013 effective tax rate for ISDs with Chapter 313 Limitations. Add together the effective tax rates for M&O and debt service for those school districts that participate in an applicable Chapter 313 limitations agreement.</p>	<p>\$</p>

APPENDIX 3:

2013 Rollback Tax Rate Worksheet

See **Chapter 3** for an explanation of the rollback tax rate.

Line	Activity	Amount/Rate
25.	Maintenance and Operations (M&O) tax rate. Enter \$1.50 OR the 2005 adopted M&O rate if voters approved a rate higher than \$1.50.	\$ /\$100
26.	Multiply line 25 times 0.6667.	\$ /\$100
27.	2013 rollback M&O rate. Use the lesser of the M&O rate as calculated in Tax Code § 26.08(n)(2)(A) and (B).	\$ /\$100
28.	<p>Total 2013 debt to be paid with property tax revenue. Debt means the interest and principal that will be paid on debts that:</p> <ul style="list-style-type: none"> (1) Are paid by property taxes, (2) Are secured by property taxes, (3) Are scheduled for payment over a period longer than one year, and (4) Are not classified in the school district's budget as M&O expenses. <p>A. Debt includes contractual payments to other school districts that have incurred debt on behalf of this school district, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. \$ _____</p> <p>B. If using unencumbered funds, subtract unencumbered fund amount used from total debt. - \$ _____</p> <p>C. Subtract state aid received for paying principal and interest on debt for facilities through the existing debt allotment program and/or instructional facilities allotment program. - \$ _____</p> <p>D. Total: Subtract B and C from A.</p>	\$
29.	Certified 2012 excess debt collections. Enter the amount certified by the collector.	\$
30.	Adjusted 2013 debt. Subtract line 29 from line 28D.	\$
31.	Certified 2013 anticipated collection rate. Enter the rate certified by the collector. If the rate is 100 percent or greater, enter 100 percent.	%
32.	2013 debt adjusted for collections. Divide line 30 by line 31.	\$
33.	Enter the 2013 captured appraised value of real property taxable by the school district in a tax increment financing zone that corresponds to the 2013 taxes that will be deposited into the tax increment fund.	\$
34.	2013 total taxable value. Subtract line 33 from line 18.	\$
35.	2013 debt tax rate. Divide line 32 by line 34 and multiply by \$100.	\$ /\$100
36.	2013 rollback tax rate. Add lines 27 and 35.	\$ /\$100

APPENDIX 4:

Additional Rollback Protection for Pollution Control

Line	Activity	Amount/Rate
37.	Certified expenses from the Texas Commission on Environmental Quality (TCEQ). Enter the amount certified in the determination letter from TCEQ. The taxing unit shall provide its tax assessor with a copy of the letter. See Chapter 3 , the Rollback Rate, for more details.	\$
38.	2013 total taxable value. Enter the amount from line 34 of the <i>Rollback Tax Rate Worksheet</i> .	\$
39.	Additional rate for pollution control. Divide line 37 by line 38 and multiply by \$100.	\$ /\$100
40.	2013 rollback tax rate, adjusted for pollution control. Add line 39 and line 36.	\$ /\$100

APPENDIX 5:

Notice of Public Meeting to Discuss Budget and Proposed Tax Rate



NOTICE OF PUBLIC MEETING TO DISCUSS BUDGET AND PROPOSED TAX RATE

The _____ (name of school district) will hold a public meeting at _____ (time, date, year) in _____ (name of room, building, physical location) _____ (city, state).

The purpose of this meeting is to discuss the school district's budget that will determine the tax rate that will be adopted. Public participation in the discussion is invited.

The tax rate that is ultimately adopted at this meeting or at a separate meeting at a later date may not exceed the proposed rate shown below unless the district publishes a revised notice containing the same information and comparisons set out below and holds another public meeting to discuss the revised notice.

Maintenance Tax	\$ _____ / \$100 (Proposed rate for maintenance and operations)
School Debt Service Tax	
Approved by Local Voters	\$ _____ / \$100 (proposed rate to pay bonded indebtedness)

Comparison of Proposed Budget with Last Year's Budget

The applicable percentage increase or decrease (or difference) in the amount budgeted in the preceding fiscal year and the amount budgeted for the fiscal year that begins during the current tax year is indicated for each of the following expenditure categories:

Maintenance and operations	_____ % increase	or	_____ % (decrease)
Debt service	_____ % increase	or	_____ % (decrease)
Total expenditures	_____ % increase	or	_____ % (decrease)

Total Appraised Value and Total Taxable Value (as calculated under Section 26.04, Tax Code)

	Preceding Tax Year	Current Tax Year
Total appraised value* of all property	\$ _____	\$ _____
Total appraised value* of new property**	\$ _____	\$ _____
Total taxable value*** of all property	\$ _____ (18)	\$ _____ (18)
Total taxable value*** of new property**	\$ _____ (20)	\$ _____ (20)

* "Appraised value" is the amount shown on the appraisal roll and defined by Section 1.04(8), Tax Code.

** "New property" is defined by Section 26.012(17), Tax Code.

*** "Taxable value" is defined by Section 1.04(10), Tax Code.

Bonded Indebtedness

Total amount of outstanding and unpaid bonded indebtedness* \$ _____

* Outstanding principal.

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Comparison of Proposed Rates with Last Year's Rates

	Maintenance & Operations	Interest & Sinking Fund*	Total	Local Revenue Per Student	State Revenue Per Student
Last Year's Rate	\$	\$ *	\$	\$	\$
Rate to Maintain Same Level of Maintenance & Operations Revenue & Pay Debt Service	\$	\$ *	\$	\$	\$
Proposed Rate	\$	\$ *	\$	\$	\$

* The Interest & Sinking Fund tax revenue is used to pay for bonded indebtedness on construction, equipment, or both. The bonds, and the tax rate necessary to pay those bonds, were approved by the voters of this district.

Comparison of Proposed Levy with Last Year's Levy on Average Residence

	Last Year	This Year
Average Market Value of Residences	\$	\$
Average Taxable Value of Residences	\$	\$
Last Year's Rate Versus Proposed Rate per \$100 Value	\$	\$
Taxes Due on Average Residence	\$	\$
Increase (Decrease) in Taxes		\$

Under state law, the dollar amount of school taxes imposed on the residence homestead of a person 65 years of age or older or of the surviving spouse of such a person, if the surviving spouse was 55 years of age or older when the person died, may not be increased above the amount paid in the first year after the person turned 65, regardless of changes in tax rate or property value.

Notice of Rollback Rate: The highest tax rate the district can adopt before requiring voter approval at an election is _____ (school rollback rate) _____. This election will be automatically held if the district adopts a rate in excess of the rollback rate of _____ (school rollback rate) _____.

Fund Balances

The following estimated balances will remain at the end of the current fiscal year and are not encumbered with or by a corresponding debt obligation, less estimated funds necessary for operating the district before receipt of the first state aid payment:

Maintenance and Operations Fund Balance(s)	\$
Interest & Sinking Fund Balance(s)	\$

Notice of Public Meeting to Discuss Proposed Tax Rate



Property Tax
Form 50-777

NOTICE OF PUBLIC MEETING TO DISCUSS PROPOSED TAX RATE

The _____
(name of school district)

will hold a public meeting at _____
(time, date, year)

in _____
(name of room, building, physical location)

(city, state)

The purpose of this meeting is to discuss the school district's tax rate that will be adopted. Public participation in the discussion is invited.

The school district has elected to adopt a tax rate before receiving the certified appraisal roll from the chief appraiser(s) of the appraisal district(s) and before adopting a budget. In accordance with Texas Tax Code, Section 26.05(g), the chief appraiser(s) of the appraisal district(s) in which the school district participates has (have) certified to the assessor for the school district an estimate of the taxable value of property in the school district as provided by the Texas Tax Code, Section 26.01(e). In accordance with the Texas Education Code, Section 44.004(j), following adoption of the tax rate, the school district will publish notice and hold another public meeting before the school district adopts a budget.

The tax rate that is ultimately adopted at this meeting or at a separate meeting at a later date may not exceed the proposed rate shown below unless the district publishes a revised notice containing the same information and comparisons set out below and holds another public meeting to discuss the revised notice.

Maintenance Tax \$ _____ /\$100 *(Proposed rate for maintenance and operations)*
School Debt Service Tax
Approved by Local Voters \$ _____ /\$100 *(Proposed rate to pay bonded indebtedness)*

Total Appraised Value and Total Taxable Value *(as calculated under Section 26.04, Tax Code)*

	Preceding Tax Year	Current Tax Year*
Total appraised value** of all property	\$ _____	\$ _____
Total appraised value** of new property***	\$ _____	\$ _____
Total taxable value**** of all property	\$ _____	\$ _____
Total taxable value**** of new property***	\$ _____	\$ _____

* All values identified are based on estimate(s) of taxable value received pursuant to Section 26.01(e), Tax Code.
** "Appraised value" is the amount shown on the appraisal roll and defined by Section 1.04(8), Tax Code.
*** "New property" is defined by Section 26.012(17), Tax Code.
**** "Taxable value" is defined by Section 1.04(10), Tax Code.

Bonded Indebtedness

Total amount of outstanding and unpaid bonded indebtedness* \$ _____
* Outstanding principal.



Notice of Public Meeting to Discuss Proposed Tax Rate

Comparison of Proposed Rates with Last Year's Rates

	Maintenance & Operations	Interest & Sinking Fund*	Total	Local Revenue Per Student	State Revenue Per Student
Last Year's Rate	\$ _____	\$ _____ *	\$ _____	\$ _____	\$ _____
Rate to Maintain Same Level of Maintenance & Operations Revenue & Pay Debt Service	\$ _____	\$ _____ *	\$ _____	\$ _____	\$ _____
Proposed Rate	\$ _____	\$ _____ *	\$ _____	\$ _____	\$ _____

* The Interest & Sinking Fund tax revenue is used to pay for bonded indebtedness on construction, equipment, or both. The bonds, and the tax rate necessary to pay those bonds, were approved by the voters of this district.

Comparison of Proposed Levy with Last Year's Levy on Average Residence

	Last Year	This Year
Average Market Value of Residences	\$ _____	\$ _____
Average Taxable Value of Residences	\$ _____	\$ _____
Last Year's Rate Versus Proposed Rate per \$100 Value	\$ _____	\$ _____
Taxes Due on Average Residence	\$ _____	\$ _____
Increase (Decrease) in Taxes		\$ _____

Under state law, the dollar amount of school taxes imposed on the residence homestead of a person 65 years of age or older or of the surviving spouse of such a person, if the surviving spouse was 55 years of age or older when the person died, may not be increased above the amount paid in the first year after the person turned 65, regardless of changes in tax rate or property value.

Notice of Rollback Rate: The highest tax rate the district can adopt before requiring voter approval at an election is _____.

(the school district rollback rate determined under Section 26.08, Tax Code)

This election will be automatically held if the district adopts a rate in excess of the rollback rate of _____.

(the school district rollback rate)

Fund Balances

The following estimated balances will remain at the end of the current fiscal year and are not encumbered with or by a corresponding debt obligation, less estimated funds necessary for operating the district before receipt of the first state aid payment:

Maintenance and Operations Fund Balance(s)	\$ _____
Interest & Sinking Fund Balance(s)	\$ _____

For more information, visit our Web site: www.window.state.tx.us/taxinfo/proptax

Notice of Public Hearing to Discuss Budget



Property Tax
Form 50-786

NOTICE OF PUBLIC MEETING TO DISCUSS BUDGET

The _____
(name of school district)
will hold a public meeting at _____
(time, date, year)
in _____
(name of room, building, physical location)

(city, state)

The purpose of this meeting is to discuss the school district's budget that will be adopted. Public participation in the discussion is invited.

Comparison of Proposed Budget with Last Year's Budget

The applicable percentage increase or decrease (or difference) in the amount budgeted in the preceding fiscal year and the amount budgeted for the fiscal year that begins during the current tax year is indicated for each of the following expenditure categories:

Maintenance and operations	_____ % increase	or	_____ % (decrease)
Debt service	_____ % increase	or	_____ % (decrease)
Total expenditures	_____ % increase	or	_____ % (decrease)

APPENDIX 8:

Sample Rollback Ballot

Tax Rate Rollback Election

For _____
(name of school district)

(date of election)

OFFICIAL BALLOT

Place an "X" in the square beside the statement indicating the way you wish to vote.

FOR

AGAINST

Approving the ad valorem tax rate of *(adopted tax rate)* per \$100 valuation in *(name of school district)* for the current year, a rate that is *(difference between adopted rate and rollback tax rate)* higher per \$100 valuation than the school district rollback tax rate.

APPENDIX 9:

Tax Rate

Tax Code § 26.05(b) A motion to adopt an ordinance, resolution, or order setting a tax rate that exceeds the effective tax rate must be made in the following form:

"I move that the property tax rate be increased by the adoption of a tax rate of (*specify tax rate*), which is effectively a (*insert percentage by which the proposed tax rate exceeds the effective tax rate*) percent increase in the tax rate."

Tax Code § 26.05(b)(1) (1) include in the ordinance, resolution, or order in type larger than the type used in any other portion of the document:

(A) the following statement: "THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE;"

and

(B) if the tax rate exceeds the effective maintenance and operations rate, the following statement: "THE TAX RATE WILL EFFECTIVELY BE RAISED BY (*INSERT PERCENTAGE BY WHICH THE TAX RATE EXCEEDS THE EFFECTIVE MAINTENANCE AND OPERATIONS RATE*) PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$(*INSERT AMOUNT*)."

Tax Code § 26.05(b)(2) (2) include on the home page of any Internet website operated by the unit:

(A) the following statement: "(*INSERT NAME OF UNIT*) ADOPTED A TAX RATE THAT WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE;"

and

(B) if the tax rate exceeds the effective maintenance and operations rate, the following statement: "THE TAX RATE WILL EFFECTIVELY BE RAISED BY (*INSERT PERCENTAGE BY WHICH THE TAX RATE EXCEEDS THE EFFECTIVE MAINTENANCE AND OPERATIONS RATE*) PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$(*INSERT AMOUNT*)."

For more information or additional copies,
visit our website:

www.window.state.tx.us/taxinfo/proptax

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Texas Comptroller of Public Accounts
Publication #96-1212
Revised June 2013

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