

# CURRENT DUPLICATE

## Instructions:

You will need the following documents:

- 1) Tax Rate Yields
- 2) Apportionment Sheets for 1st and 2nd Half Real Estate
- 3) Delinquent Distribution Summary Report 1st and 2nd Half Real Estate
- 4) Outstanding Delinquent Report by Political Subdivision with Funds as of 07/12/13

### **STEP 1: CURRENT DUPLICATE**

From your tax rate yields add up revenue for Res/Agr, Com/Ind, and Public Utility for all levies.

### **STEP 2: TOTAL COLLECTION**

From your apportionment sheets take "amount collected" for 1st and 2nd half 2013 and add in total Reimbursements from both collections.

### **STEP 3: DELINQUENT COLLECTION**

From the Delinquent Distribution Summary Report take the "amount collected" for your subdivision for 1st and 2nd half 2013.

### **STEP 4: TOTAL CURRENT COLLECTION**

Total Collection minus delinquent collection.

### **STEP 5: CURRENT UNCOLLECTIBLE**

Current duplicate minus total current collection.

### **STEP 6: DELINQUENT UNCOLLECTIBLE**

From the Outstanding Delinquent Report by Political Subdivision with Funds as of 07/12/13 find your Political Subdivision and the Outstanding Balance Due will be your Delinquent Uncollectible

### **STEP 7: ACCUMULATIVE DELINQUENT**

Current uncollectible plus delinquent uncollectible.