

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 07/15/11

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 2011 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 2011.

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 07/15/11 find your Political Subdivision and the Outstanding Balance Due will be your Delinquent Uncollectible

STEP 7: ACCUMULATIVE DELINQUENT

Current uncollectible plus delinquent uncollectible.