

NEIGHBORHOOD REVITALIZATION ABSTRACT

NRAbstract2007.xls

Instructions for filing PV-AD-74 (Rev. 6/2007)

All county clerks are required to file this abstract with the PVD on or before November 1 each year.

NOTE: For those counties that do not have a neighborhood revitalization program, please follow items 1, 2, 7, 8 and 9 of the instructions below.

1. ___ Enter the year of levy, remembering that this is filed one year in arrears. For example, if this form was filed on November 1, 2007, it would have 2006 for the year of levy. The expenditure year will be filled automatically. The year of levy will also be transferred to the cell identified as the Tax Levy Year.
2. ___ Use the tab key to go to the county number and name box and select your county number and name using the drop down list. Tab to enter county phone number. The phone number is in phone number formatting and should be entered as digits only. Example: The entry of 7852966641 will show as (785) 296-6641.
3. ___ List all of the taxing districts that have interlocal agreements to rebate tax dollars on incremental increases in ad valorem property tax.
4. ___ List the associated levy for each tax district listed for the tax year indicated on the form. Enter the levy as a decimal number, not in mills. For example, enter .123456, not 123.456.
5. ___ Enter the total tax rebated by each of the taxing districts. When the tax is entered the rebate value will be calculated for the district. The valuation calculation will take place when the levy and tax information is entered for the district noted.
6. ___ The total rebate tax for each of the taxing district types will be transferred to the RECAPITULATION box as your entry is made. Check the GRAND TOTAL TAX figure to make sure that all rebate tax has been entered correctly. Corrections can only be made to the district entry if a total is found to be incorrect in the recapitulation section.
7. ___ Enter the date and sign the abstract by entering the County Clerk's name as indicated.
8. ___ Save: Take the option to 'Save As' when you have all data entry complete. Use the following file naming format: 3-digit county number, two letter county identifier, calendar year of abstract, and name of abstract. Example for the Riley County named file for year 2007: 081RL07NRA.xls
9. ___ Attach saved file to an e-mail and send your attached file to :
Peggy_Huard@kdor.state.ks.us