

Mill Levy Certification Application User Guide 2021



Mill Levy Certification Application TOC

Overview	2
Introduction.....	2
Learning Objectives	2
Authorized User Guidelines	2
Mill Levy Application Navigation	3
Login Screen	3
Landing Page	3
Authorization Form	5
Navigation Overview.....	5
General Operating Tab.....	6
Bonds Tab.....	7
DLG 70 Page 2	7
Adding a Bond	8
Adding a Bond continued.....	9
Deleting or Inactivating a Bond	9
Contracts Tab	10
Adding a Contract.....	10
The Other Tab.....	11
Adding a mill levy to the Other Tab.....	11
Judgment Tab.....	12
Summary Tab.....	13
View Draft	14
Submit for Certification.....	15
Not Ready to Submit for Certification	15
Certification Email	16
User Guide Discussion Topics:	17
Bond Tab	17
Explanation of Change	18


Overview

Introduction The Mill Levy Certification Application was created to streamline the submission of Mill Levies from the Tax Districts to Douglas County Government. The process is automated and allows you to submit your tax levy information from a secure interface into the Mill Levy Certification Application. You will have the ability to instantly check, validate, and certify your data before submission.

Learning Objectives At the end of the Mill Levy Application training, you will know how to do the following:

- Login and navigate the application
- Understand the functionality of each tab and how to input data
- Understand how to review the summary tab
- How to certify and submit your Tax Districts Mill Levy
- Share your mill levy confirmation with additional recipients

Authorized User Guidelines To gain access to the application, each Tax Districts will fill out and submit the “Mill Levy Entry Authorization Form” to Douglas County’s Budget Department. Once Authorized, the user will receive an email with their login credentials and a link to the application.



DOUGLAS COUNTY
 COLORADO

Mill Levy Entry Authorization Form

All Tax Districts are required to fill out, print, sign and submit the Mill Levy Entry Authorization Form to the Douglas County Budget Department. The form will provide each Tax District authorized access to the online application and certification of mill levies. To maintain accurate and secure access, completion of this form is needed annually. **Please note, separate forms are required for each Tax District, even if the user, contact, and authorizing person are the same for multiple Tax Districts.**

Taxing Entity¹	Tax District
Local Government²	Metropolis District
Governing Body³	Board of Directors

Please name all authorized users - Individual(s) who will enter and certify mill levies using Douglas County's Mill Levy On-line Application.

Full Name	Tax District Name	Email Address	Phone Number
Jane Doe	Regional Tax District	Justme@gmail.com	303 555 1212 ext. 1234

Authorized Users will have the ability to:


- Input mill levies into a secure application
 - Review the auto populated information from last year’s Mill Levy submission
 - Review and add additional Bonds, Contract and Judgments
 - Print a draft of all mill levies entered before certification
- Certify and Submit your Tax District’s mill levies

Mill Levy Application Navigation

Login Screen

After successfully submitting your “Mill Levy Entry Authorization Form”, you will receive an email with the login instructions and a link to access the application.

- Input **User ID** and Password and click “**Login**” to access the app



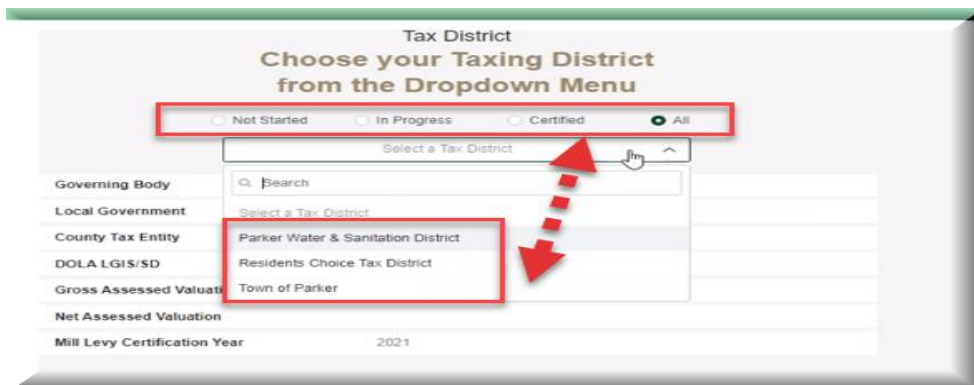
The screenshot shows the Douglas County Colorado login interface. At the top is the county logo. Below it, on the left, are four small images: a fire truck, a group of people outdoors, a person working at a computer, and a group of people in a meeting. On the right, the text "Login with your email" is displayed above two input fields: "Email id" (containing "choicetizens@gmail.com") and "Password" (containing six asterisks). A blue "Login" button is below these fields. At the bottom right, there is a link that says "Forgot password?".

Landing Page

The Landing Page Screen

Select your Tax District

- Before you begin, you will have the option to filter the district status's (Not Started...ect), If you have access to additional tax districts then select **All** to see the districts.
- **Status: Not started, In progress** – completed updates within app, **Certified** – When Submitted,



The screenshot shows the "Tax District" selection screen. At the top, it says "Choose your Taxing District from the Dropdown Menu". Below this are four radio buttons: "Not Started", "In Progress", "Certified", and "All" (which is selected). A red box highlights these buttons. Below the buttons is a dropdown menu labeled "Select a Tax District". A red dashed arrow points from the "All" button to the dropdown menu. The dropdown menu is open, showing a search bar and three options: "Parker Water & Sanitation District", "Residents Choice Tax District", and "Town of Parker". A red box highlights these three options. On the left side of the screen, there are several labels: "Governing Body", "Local Government", "County Tax Entity", "DOLA LGIS/SD", "Gross Assessed Valuation", "Net Assessed Valuation", and "Mill Levy Certification Year". The "Mill Levy Certification Year" is set to "2021".

- Click on the Drop Down arrow and select the Tax District,
 - After selecting your **Tax District** from the drop-down field, the **Gross & Net** assessed valuation for current year will auto populate. You will also see the **Governing Body, Local Government, County Tax Entity Code, DOLA LGIF/SID** and the **Budget/Fiscal Year** auto populated as well.
- The app will bring in the Gross and Net Assessed values, Select **“Data Entry”** to move to the **General Operations Scree**


+

Tax District	County Tax Entity Code	DOLA LGIF/SID	GROSS Assessed Valuation	NET Assessed Valuation	Budget/Fiscal Year
Anthology West Metro District 2	4103	18054	\$2,677,400	\$2,677,400	2022

Phone: 303-663-6272
Email: budget@douglas.co.us

Tax District
Choose your Taxing District from the Dropdown Menu

☐ Not Started
 ☐ In Progress
 ☐ Certified
 ☒ All


Anthology West Metro District 2 

Governing Body	Board of Directors
Local Government	Anthology West Metro District 2
County Tax Entity	4103
DOLA LGIF/SID	18054
Gross Assessed Valuation	\$2,677,400
Net Assessed Valuation	\$2,677,400
Mill Levy Certification Year	2021

[Data Entry >](#)

Note: If you have access to multiple Tax Districts, the drop down will display additional districts authorized to access. Most authorized users will have access to one Tax District.

☐ Not Started
 ☐ In Progress
 ☐ Certified
 ☒ All

Anthology West Metro District 2 

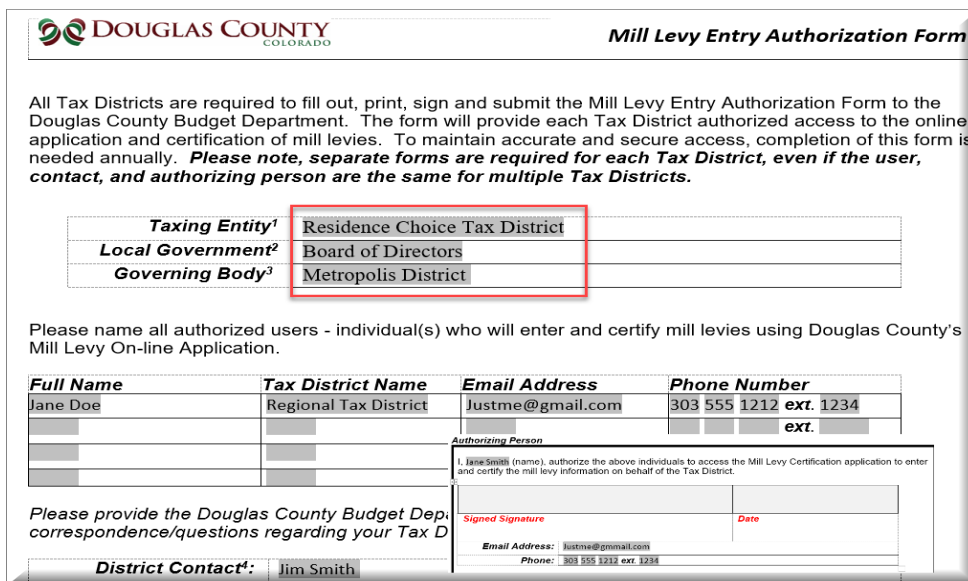
Search

Select a Tax District

- Airport Vista Metro District 2
- Anthology West Metro District 2**
- Belford North Metro District
- Belford South Metro District
- Canterberry Crossing Metro District
- Canterberry Crossing Metro District II
- Canyons Metro District 7

Authorization Form

The information appearing on the Landing Page is taken from the corresponding fields in the **Mill Levy Entry Authorization Form** and from the **Assessor's System**



DOUGLAS COUNTY COLORADO **Mill Levy Entry Authorization Form**

All Tax Districts are required to fill out, print, sign and submit the Mill Levy Entry Authorization Form to the Douglas County Budget Department. The form will provide each Tax District authorized access to the online application and certification of mill levies. To maintain accurate and secure access, completion of this form is needed annually. **Please note, separate forms are required for each Tax District, even if the user, contact, and authorizing person are the same for multiple Tax Districts.**

Taxing Entity¹	Residence Choice Tax District
Local Government²	Board of Directors
Governing Body³	Metropolis District

Please name all authorized users - individual(s) who will enter and certify mill levies using Douglas County's Mill Levy On-line Application.

Full Name	Tax District Name	Email Address	Phone Number
Jane Doe	Regional Tax District	Justme@gmail.com	303 555 1212 ext. 1234

Authorizing Person
 I, Jane Smith (name), authorize the above individuals to access the Mill Levy Certification application to enter and certify the mill levy information on behalf of the Tax District.

Please provide the Douglas County Budget Department with correspondence/questions regarding your Tax District.

Signed Signature _____ **Date** _____

Authorizing Person
 Email Address: justme@gmail.com
 Phone: 303 555 1212 ext. 1234

District Contact⁴: Jim Smith

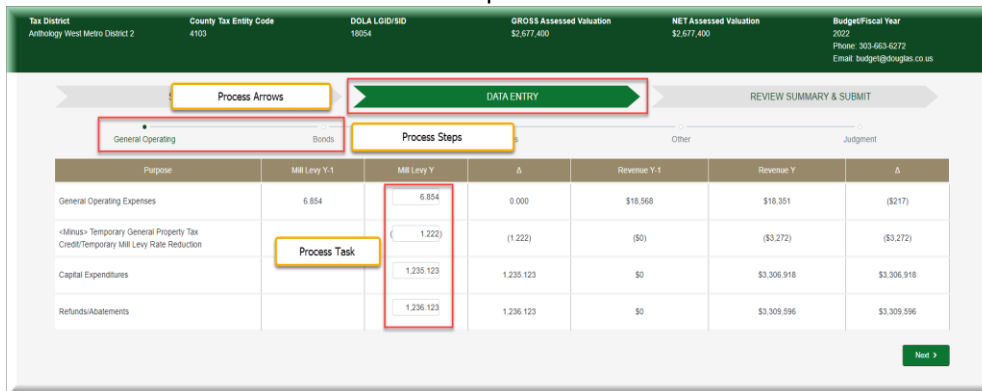
Navigation Overview

Let's review and discuss each tab of the **Mill Levy Certification Application**.

Helpful Tip: Have a copy of your completed **DLG 70** form for reference as we review each tab.

Screen Navigation:

The Process Arrows will display which Certification phase you're in and the Process Steps will display step you in within the certification process. Each Process step will have Process Task that must be completed to transition to the next screen.



Process Arrows | **DATA ENTRY** | **REVIEW SUMMARY & SUBMIT**

General Operating | **Bonds** | **Process Steps** | **Other** | **Judgment**

Purpose	MILL Levy Y-1	MILL Levy Y	Δ	Revenue Y-1	Revenue Y	Δ
General Operating Expenses	6.854	6.854	0.000	\$18,568	\$18,351	(\$217)
<Minus> Temporary General Property Tax Credit/Temporary Mill Levy Rate Reduction		(1.222)	(1.222)	(\$0)	(\$3,272)	(\$3,272)
Capital Expenditures		1,235.123	1,235.123	\$0	\$3,306,918	\$3,306,918
Refunds/Abatements		1,236.123	1,236.123	\$0	\$3,309,596	\$3,309,596

Process Task

Next >

Notable Feature: The Mill Levy Certification Application auto saves your information as you update each **Process Task**. So, there is no need to save after each update.

General Operating Tab

The General Operating Tab

The General Operating Tab is where you will input this year's mill levy and review the mill levies from the previous year.

Tax District	County Tax Entity Code	DOLA LGID/SID	GROSS Assessed Valuation	NET Assessed Valuation	Budget/FY
Anthology West Metro District 2	4103	18054	\$2,677,400	\$2,677,400	2022 Phone: 30 Email: buc

SELECT TAX DISTRICT

DATA ENTRY

REVIEW SUMMARY & SUBMIT

General Operating

Bonds

Contracts

Other

Judgm

Purpose	Mill Levy Y-1	Mill Levy Y	Δ	Revenue Y-1	Revenue Y
General Operating Expenses	1 6.854	2 6.854	0.000	4 \$18,568	5 \$18,351
<Minus> Temporary General Property Tax Credit/Temporary Mill Levy Rate Reduction		3 (1.222)	(1.222)	(\$0)	(\$3,272)
Capital Expenditures		6 1,235.123	1,235.123	\$0	\$3,309,918
Refunds/Abatements		7 1,236.123	1,236.123	\$0	\$3,309,996

Let's review the processes within the screen. **numbers** to review the General Operating Tab layout in the example below.

- 1. Previous Years Mill Levy: (Mill Levy Y-1)** Will auto populate from last year's Mill Levy
- 2. Current Year Mill Levy: (Mill Levy Y)** You will need to add the mill levy, to red boxed fields.
- 3. Tax Credits:** You will need to add any tax credits. The parenthesis around the numbers entered will designate it as a negative number, so you will not need to enter a minus (-), **(1.230)** is a negative number
- 4. Previous Years Revenue –** will auto calculate
- 5. Current Years Revenue minus Tax Credit –** will auto calculate
- 6. Capital Expenditures –** Example: Funding to purchase Fire Engines
- 7. Refund/abatements –** Abatement Recovery Mill Levy

Bonds Tab

The **Bonds Tab** allows you to review bonds from the previous year and add a new bond for the current year.

- You can review the Bond Type: Issued or Proposed
- You can review the **Purpose of Issue** as listed on your **DLG 70** form
- You can review the Mills for the Current Year – you will be required to input the mills.
- You can add new Bonds by selecting the **Add Line** link
- You can Edit an issued Bond by clicking on the **Pencil** icon and
- You can activate or inactivate a bond by clicking the circle
- You can Delete Proposed Bonds from within the “**Action Column**” by clicking on the **Trash Can**



Tax District	County Tax Entry Code	DOLA LGID/SID	GROSS Assessed Valuation	NET Assessed Valuation	Budget/Fiscal Year
Anthology West Metro District 2	4103	18054	\$2,677,400	\$2,677,400	2022 Phone: 303-663-6272 Email: budget@douglas.co.us

SELECT TAX DISTRICT

DATA ENTRY

REVIEW SUMMARY & SUBMIT

General Operating

Bonds

Contracts

Other

Judgment

Bond Type	Purpose Of Issue	Series	Date Of Issue	Coupon Rate	Maturity Date	Mill Levy Y-1	Mill Levy Y	Δ	Revenue Y-1	Revenue Y	Δ	Action
Issued	\$1,850,000 G O Limited Tax Bonds	2014	01/03/2014	Step Coupon 4.0% to 6.0%	12/01/2043	25.049	25.049	0.000	\$67,859	\$67,066	(\$793)	
Issued	General Obligation Improvements	2018	05/22/2018	2.5	12/31/2029		3.500	3.500	\$0	\$9,371	\$9,371	
Proposed	Construction - New Sewer System Infrastructure	2018a					14.800	14.800	\$0	\$39,626	\$39,626	

Add Line

Back

Next

DLG 70 Page 2

CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:

BONDS:

- Purpose of Issue: **General Obligation Improvements**
 Series: **2018**
 Date of Issue: **5/22/2018**
 Coupon Rate: **2.5%**
 Maturity Date: **12/31/2029**
 Levy: **3.500**
 Revenue: **40,841**
- Purpose of Issue: **Construction - New Sewer System Infrastructure**
 Series: **2018a**
 Date of Issue: **01/01/2020**
 Coupon Rate: **3.00%**
 Maturity Date: **12/29/2029**
 Levy: **14.800**
 Revenue: **36,327**

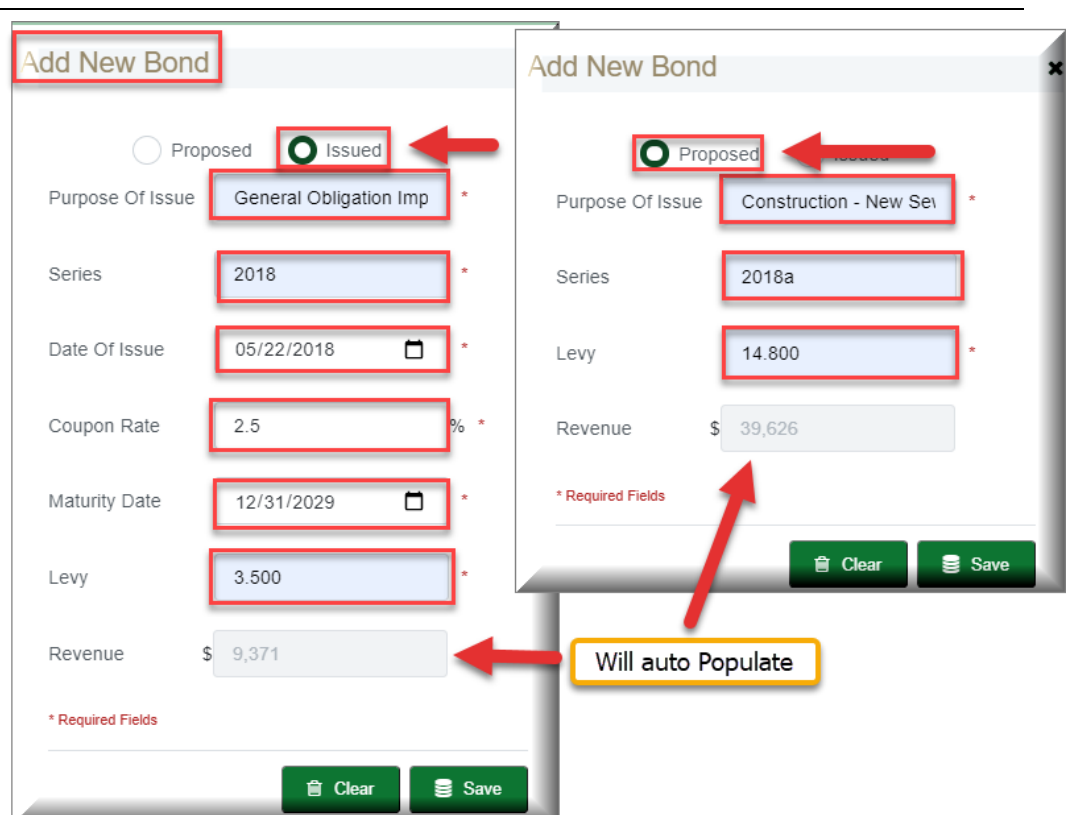
■ Adding a Bond If you need to add a new Bond for this year, then click on the “**Add Line**” button.

After selecting “**Add Line**” a new screen will open so that you can add the new Bond information. The required fields will have an (*) and there will be different required fields for “**Proposed**” & “**Issued**”.

Follow the steps below:

- Select the **Add** button to add a new Bond
- Select “**Proposed**” or “**Issued**”
 - Proposed Bonds: Is a Bond in process that has not been officially issued
 - Issue Bonds: Is a current bond
- Update the purpose of issue
- Add a Series: Usually the year of issue and possibly a letter “A” or “B”
- Add the date of issue (MM/DD/YYYY)
- Add the Coupon rate
- Add the maturity date (MM/DD/YYYY)
- Add the levy amount
- The **Revenue** will automatically calculate
- Select “**Add**” to save it to the Tab

Proposed: Only **Purpose of issue & Levy** are required; other information will be entered next year after the bond is issued



Add New Bond

☐ Proposed
 ☒ Issued

Purpose Of Issue: General Obligation Imp *

Series: 2018 *

Date Of Issue: 05/22/2018 *

Coupon Rate: 2.5 % *

Maturity Date: 12/31/2029 *

Levy: 3.500 *

Revenue: \$ 9,371

* Required Fields

Clear Save

Add New Bond

☒ Proposed
 ☐ Issued

Purpose Of Issue: Construction - New Sev *

Series: 2018a *

Levy: 14.800 *

Revenue: \$ 39,626

* Required Fields

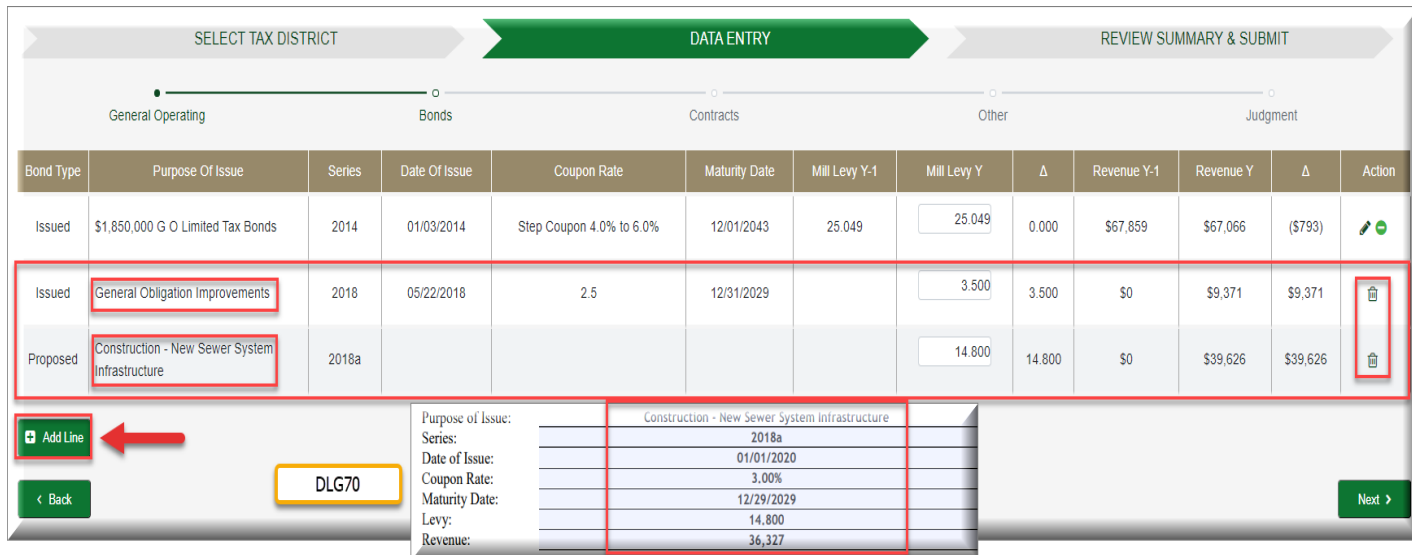
Clear Save

Will auto Populate

Adding a Bond continued

The New Bond will display within the Bond tab

- Review the new updated Bond information
- Compare the new Bond information with your DLG 70 form



Bond Type	Purpose Of Issue	Series	Date Of Issue	Coupon Rate	Maturity Date	Mill Levy Y-1	Mill Levy Y	Δ	Revenue Y-1	Revenue Y	Δ	Action
Issued	\$1,850,000 G O Limited Tax Bonds	2014	01/03/2014	Step Coupon 4.0% to 6.0%	12/01/2043	25.049	25.049	0.000	\$67,859	\$67,066	(\$793)	
Issued	General Obligation Improvements	2018	05/22/2018	2.5	12/31/2029		3.500	3.500	\$0	\$9,371	\$9,371	
Proposed	Construction - New Sewer System Infrastructure	2018a					14.800	14.800	\$0	\$39,626	\$39,626	

Add Line (highlighted with red arrow)

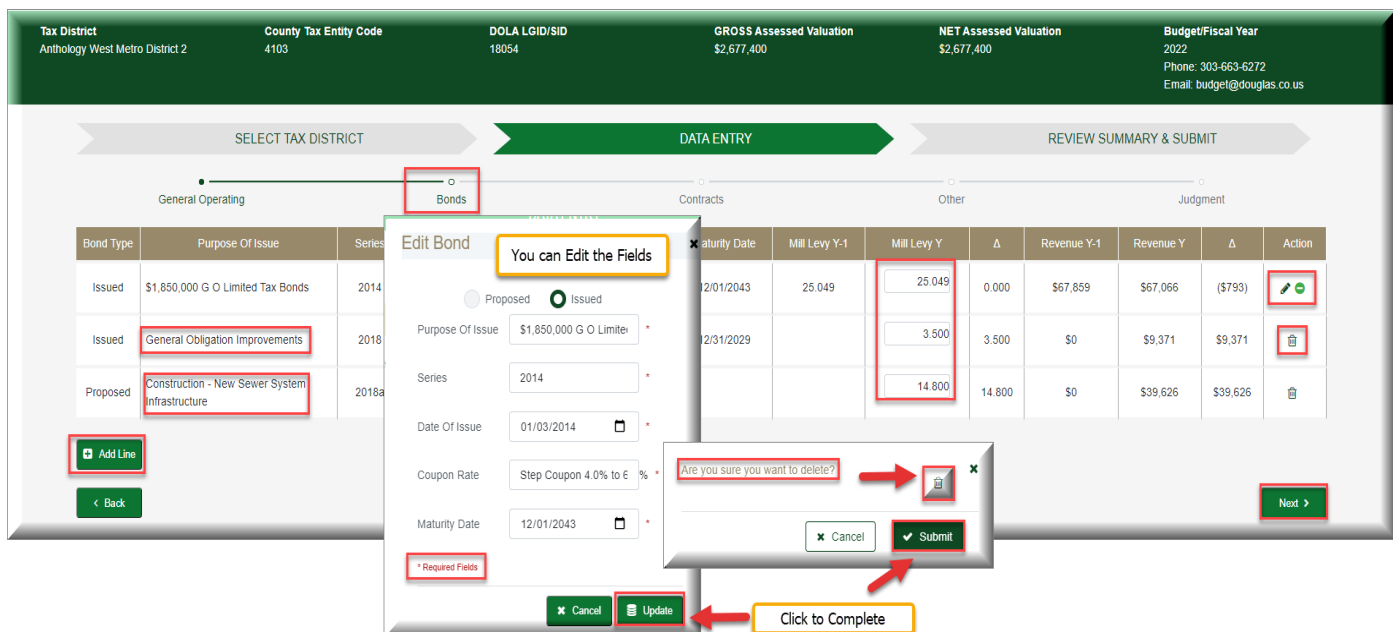
DLG70

Purpose of Issue: Construction - New Sewer System Infrastructure
 Series: 2018a
 Date of Issue: 01/01/2020
 Coupon Rate: 3.00%
 Maturity Date: 12/29/2029
 Levy: 14.800
 Revenue: 36,327

Next (highlighted with red arrow)

Deleting or Inactivating a Bond

Bonds can be **inactivated**, **edited**, or **deleted** within the Bonds tab. If the Bond information was inputted incorrectly then select **"Edit Bond Description"** If the Bond has reached its Maturity Date, then select **"Inactivate Fund"** to remove the Bond. If you inputted the incorrect data within the new Bond, then you can select **"Delete Fund"** and then follow the Add Line Bond process again. Bonds can also **reactivated**.



Tax District: Anthology West Metro District 2
County Tax Entity Code: 4103
DOLA LGID/SID: 18054
GROSS Assessed Valuation: \$2,677,400
NET Assessed Valuation: \$2,677,400
Budget/Fiscal Year: 2022
 Phone: 303-663-6272
 Email: budget@douglas.co.us

SELECT TAX DISTRICT | **DATA ENTRY** | **REVIEW SUMMARY & SUBMIT**

Bonds (selected)

Bond Type	Purpose Of Issue	Series	Date Of Issue	Coupon Rate	Maturity Date	Mill Levy Y-1	Mill Levy Y	Δ	Revenue Y-1	Revenue Y	Δ	Action
Issued	\$1,850,000 G O Limited Tax Bonds	2014	01/03/2014	Step Coupon 4.0% to 6.0%	12/01/2043	25.049	25.049	0.000	\$67,859	\$67,066	(\$793)	
Issued	General Obligation Improvements	2018	05/22/2018	2.5	12/31/2029		3.500	3.500	\$0	\$9,371	\$9,371	
Proposed	Construction - New Sewer System Infrastructure	2018a					14.800	14.800	\$0	\$39,626	\$39,626	

Edit Bond (modal open)

You can Edit the Fields

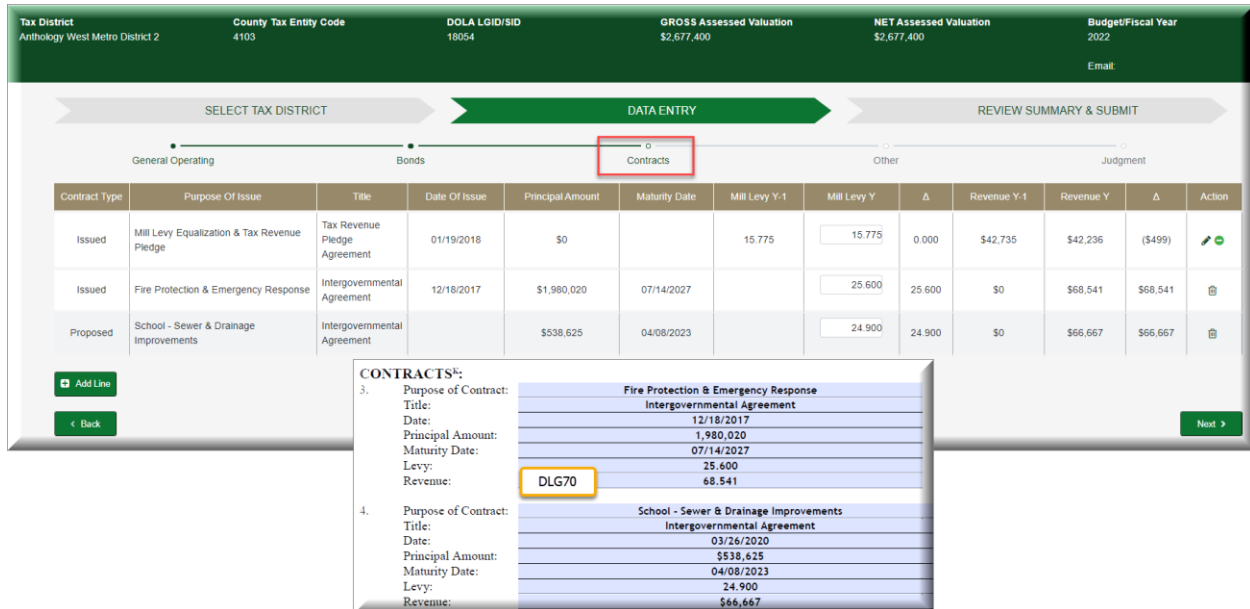
Delete Fund (highlighted with red arrow)

Are you sure you want to delete? (confirmation dialog)

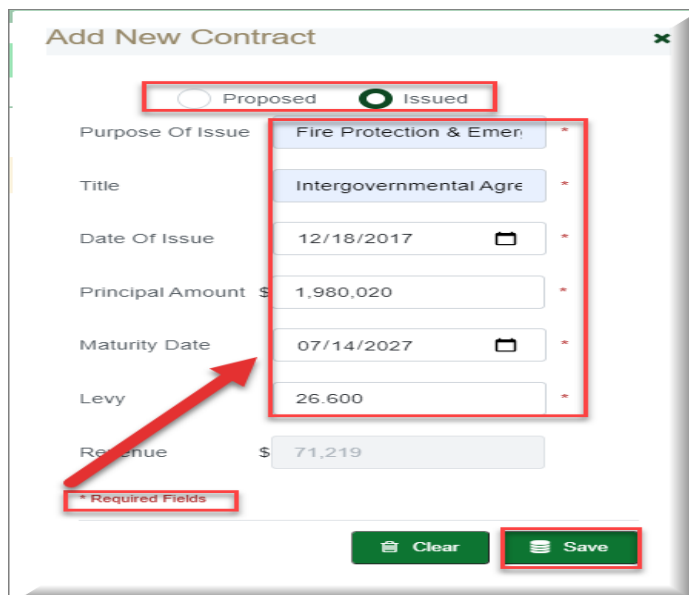
Submit (highlighted with red arrow)

Click to Complete (highlighted with red arrow)

Contracts Tab The **Contracts** Tab allows you to review the Contracts from the previous year and add a new contract for the current year. You can also inactivate, edit, or delete a contract.

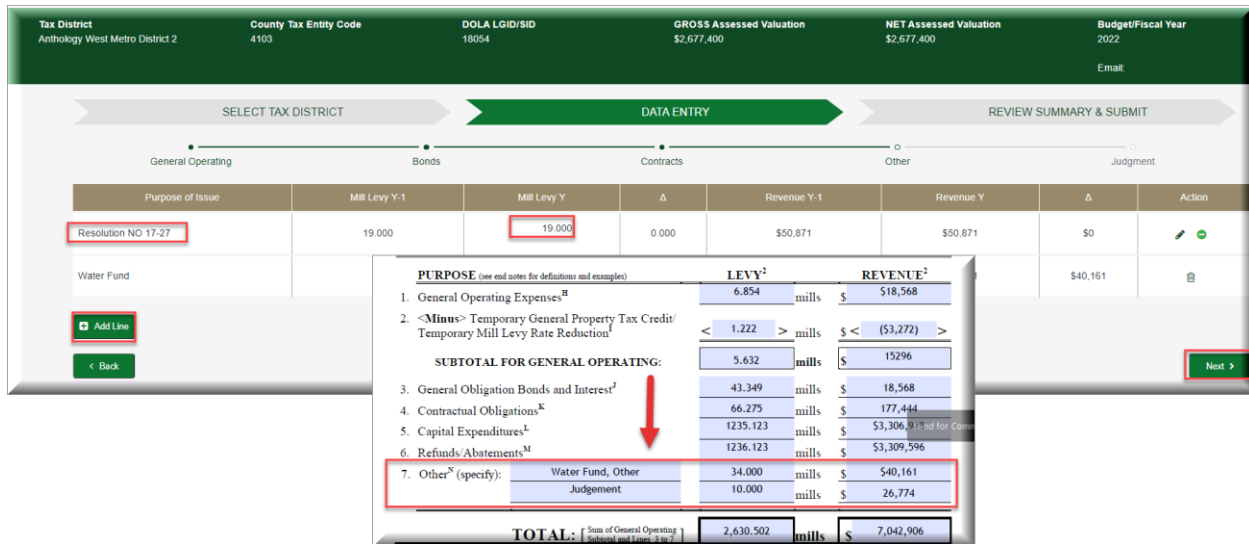


Adding a Contract Like the Bonds Tab, you can Add a **Contract** for the Current Year and Delete a **Contract** that was entered incorrectly. Contracts that have reached their Maturity date can also be inactivated. **Contracts** can also be reactivated.



- Follow the same steps for **Inactivate** and **Deletions** as you followed for **Bonds**. “Add Line”

The **Other** Tab allows you to view **Other mill levies** from the previous year and the mills associated with them. You can also add new **Other mill levies** as we discussed in the Bonds and Contracts Tabs. Other Mill Levy entries can be **inactivated** and **reactivated**.



The screenshot shows the 'Other' tab in the application. At the top, there's a header with fields for Tax District (Anthology West Metro District 2), County Tax Entry Code (4103), DOLA LGID/SID (10054), GROSS Assessed Valuation (\$2,677,400), NET Assessed Valuation (\$2,677,400), and Budget/Fiscal Year (2022). Below this is a navigation bar with 'SELECT TAX DISTRICT', 'DATA ENTRY', and 'REVIEW SUMMARY & SUBMIT'. The 'DATA ENTRY' tab is active, showing a table with columns: Purpose of Issue, Mill Levy Y-1, Mill Levy Y, Δ, Revenue Y-1, Revenue Y, Δ, and Action. A row for 'Resolution NO 17-27' is highlighted, showing a mill levy of 19.000 and revenue of \$50,871. A detailed view of this entry is shown in a pop-up window, listing various purposes and their corresponding levies and revenues. The 'Add Line' button is visible in the bottom left, and the 'Next' button is in the bottom right.

Purpose of Issue	Mill Levy Y-1	Mill Levy Y	Δ	Revenue Y-1	Revenue Y	Δ	Action
Resolution NO 17-27	19.000	19.000	0.000	\$50,871	\$50,871	\$0	[Edit] [Delete]
Water Fund						\$40,161	[Delete]

ADD LINE **< Back** **Next >**

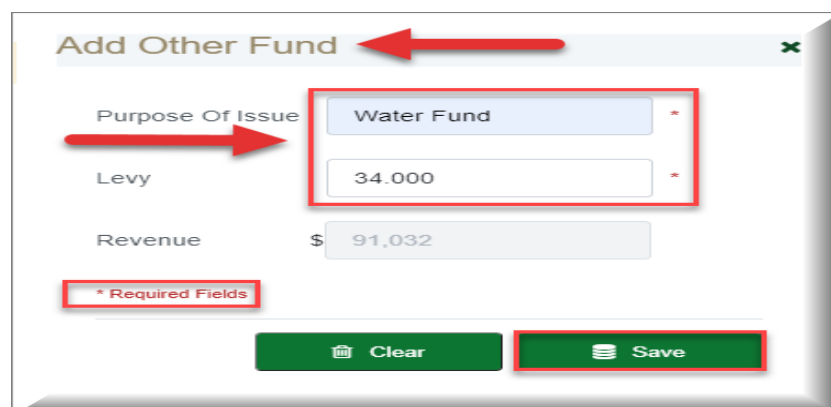
PURPOSE (see end notes for definitions and examples)

PURPOSE	LEVY ²	REVENUE ²
1. General Operating Expenses ^B	6.854 mills	\$ 18,568
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction ^I	< 1.222 > mills	< \$ (53,272) >
SUBTOTAL FOR GENERAL OPERATING:	5.632 mills	\$ 15,296
3. General Obligation Bonds and Interest ^J	43.349 mills	\$ 18,568
4. Contractual Obligations ^K	66.275 mills	\$ 177,444
5. Capital Expenditures ^L	1235.123 mills	\$ 3,306,913
6. Refunds/Abatements ^M	1236.123 mills	\$ 3,309,596
7. Other ^N (specify):		
Water Fund, Other	34.000 mills	\$ 40,161
Judgement	10.000 mills	\$ 26,774
TOTAL: (Sum of General Operating Subtotal and Fund 7 in 7)	2,630,502 mills	\$ 7,042,906

Adding a mill levy to the Other Tab

To add an “Other mill levy” to the Other Tab

- Click on **Add Line**
- Update the **Purpose of Issue**
- Add the **Levy**
- Click on **Save**



The screenshot shows the 'Add Other Fund' dialog box. It has fields for 'Purpose Of Issue' (Water Fund), 'Levy' (34.000), and 'Revenue' (\$ 91,032). A red arrow points to the 'Add Line' button in the previous screenshot. A red box highlights the 'Purpose Of Issue' and 'Levy' fields. A legend indicates that fields with an asterisk (*) are required. At the bottom, there are 'Clear' and 'Save' buttons.

Add Other Fund [Close]

Purpose Of Issue: Water Fund *

Levy: 34.000 *

Revenue: \$ 91,032

* Required Fields

Clear **Save**

Judgment Tab

The Judgments screen is a **read only** screen and only the Budget Department can update this screen.

You will See the following information displayed:

- Claimant
- Current Years Mill
- Revenue

Tax District	County Tax Entity Code	DOLA LGID/SID	GROSS Assessed Valuation	NET Assessed Valuation	Budget/Fiscal Year
Anthology West Metro District 2	4103	18054	\$2,677,400	\$2,677,400	2022

Email

SELECT TAX DISTRICT

DATA ENTRY

REVIEW SUMMARY & SUBMIT

General Operating

Bonds

Contracts

Other

Judgment

Claimant	Mill Levy Y-1	Mill Levy Y	Δ	Revenue Y-1	Revenue Y	Δ
Resolution NO 17-27		10.000	10.000	\$0	\$26,774	\$26,774

← Back

Read Only Screen

Review Summary & Submit

Summary Tab

The **Review Summary & Submit Screen** allows you to review your **Mill Levy** data entry before submitting for **Certification**

- Your updated Mill Levy data is displayed below the “**Mill Levy Y**” column.
- You can review the Revenue for the **Current year**.
- You can see the changes from the previous and current years **Revenue figures**.
- If you find the data is incorrect, select then Click on the “Data Entry” Process Arrow to go back to the appropriate screen and make your edits
- If there was a change to the Mill Levy from the previous year, then you may enter an explanation for the change in the “**Explanation of Change**” field.
- **View Draft: Pending Certification** - Allows you to download a draft before submitting for Certification.
- If everything is correct, select the “**Submit for Certification**” button.

Tax District	County Tax Entity Code	DOLA LGID/SID	GROSS Assessed Valuation	NET Assessed Valuation	Budget/Fiscal Year
Anthology West Metro District 2	4103	18054	\$2,677,400	\$2,677,400	2022

Review the Mill Levy Data

Email:

SELECT TAX DISTRICT
DATA ENTRY
REVIEW SUMMARY & SUBMIT

Purpose	Mill Levy Y-1	Mill Levy Y	Δ	Revenue Y-1	Revenue Y	Δ
General Operating Expenses	6.854	6.854	0.000	\$18,568	\$18,351	(\$217)
<Minus> Temporary General Property Tax Credit/Temporary Mill Levy Rate Reduction	(0.000)	(1.222)	(1.222)	(\$0)	(\$3,272)	(\$3,272)
Net General Operating	6.854	5.632	(1.222)	\$18,568	\$15,079	(\$3,489)
General Obligation Bonds and Interest	25.049	43.349	18.300	\$67,859	\$116,063	\$48,204
Contractual Obligations	15.775	66.275	50.500	\$42,735	\$177,444	\$134,709
Capital Expenditures	0.000	1,235.123	1,235.123	\$0	\$3,306,918	\$3,306,918
Refunds/Abatements	0.000	1,236.123	1,236.123	\$0	\$3,309,596	\$3,309,596
Other	19.000	34.000	15.000	\$50,871	\$91,032	\$40,161
Judgment	0.000	10.000	10.000	\$0	\$26,774	\$26,774
TOTAL	66.678	2,630.502	2,563.824	\$180,033	\$7,042,906	\$6,862,873

Explanation of Changes (500 characters max)

Character Counter

Save Explanation of Changes
Clear Explanation of Changes
View Draft
Submit For Certification

View Draft

The View Draft - Pending Certification allows you to print out a draft summarizing the **Purpose, Milly Levy and Revenue**

- This is a **Draft**
- This is great for Firms that file multiple Mill Levies for different Tax Districts
- This allows for others to review the Mills before certification

County Tax Entity Code: 8000
DOLA LGID/SID: 98765

DRAFT - PENDING CERTIFICATION

TO The County Commissioners of Douglas County, Colorado
On behalf of the Residents Choice Tax District
the Board of Directors
of the Metropolis District

Hereby officially certifies the following mills to be levied against the taxing entity's **GROSS** assessed valuation of: \$0 Note: If the assessor certified a **NET** assessed valuation (AV) different than the **GROSS** AV due to a Tax Increment Financing (TIF) Area the tax levies must be calculated using the **NET** AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the **NET** assessed valuation of: \$0

DRAFT - PENDING CERTIFICATION

PURPOSE	LEVY	REVENUE
1. General Operating Expenses	5.521 mills	\$0
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction	-0.000 mills	-\$0
SUBTOTAL FOR GENERAL OPERATING:	5.521 mills	\$0
3. General Obligation Bonds and Interest	1,910.144 mills	\$0
4. Contractual Obligations	8,798.291 mills	\$0
5. Capital Expenditures	1,235.123 mills	\$0
6. Refunds/Abatements	1,236.124 mills	\$0
7. Other	16,192.391 mills	\$0
8. Judgment	0.000 mills	\$0
TOTAL:	29,377.594 mills	\$0

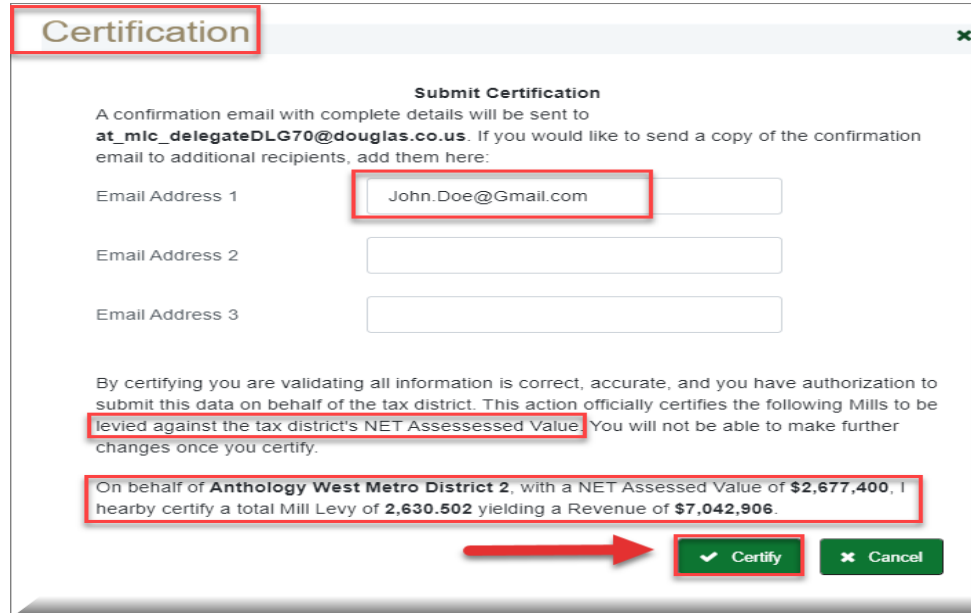
THIS SECTION APPLIES TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.). Taxing entities that are Special Districts or Subdistricts of Special Districts must certify separate mill levies and

Submit for Certification

After selecting “**Submit for Certification**” from the Summary Tab, you will complete the following steps:

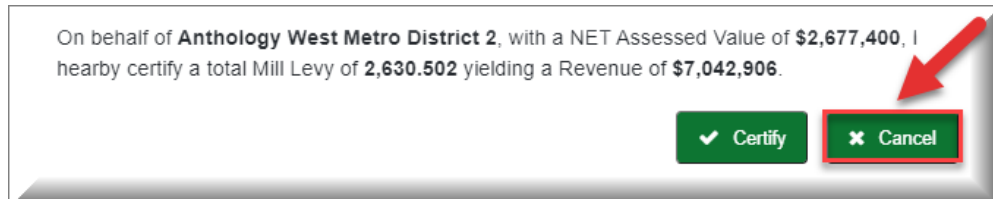
- Enter any additional email addresses who should receive the certification email.
- Review the disclosure documentation.

Select the “**Certify**” button to submit this Year’s Mill Levy to the Douglas County Government.

**Not Ready to Submit for Certification**

When accessing the Submit for Certification screen and you’re not ready to certify:

- Click on “Cancel” to exit the Submit for Certification Screen.



Certification Email

After Successfully submitting your Mill Levy for Certification, you will receive a Confirmation Email.

County Tax Entity Code: 4103
DOLA LGID/SID: 18054

TO The County Commissioners of Douglas County, Colorado
On behalf of the Anthology West Metro District 2
the Board of Directors
of the Anthology West Metropolitan District No. 2

Hereby officially certifies the following mills to be levied against the taxing entity's **GROSS** assessed valuation of: **\$2,677,400** Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the **NET** assessed valuation of: **\$2,677,400**

Submitted: DLG70 for budget/fiscal year 2021

PURPOSE	LEVY	REVENUE
1. General Operating Expenses	6.854 mills	\$18,351
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction	-1.222 mills	-\$3,272
SUBTOTAL FOR GENERAL OPERATING:	5.632 mills	\$15,079
3. General Obligation Bonds and Interest	43.349 mills	\$116,063
4. Contractual Obligations	66.275 mills	\$177,444
5. Capital Expenditures	1,235.123 mills	\$3,306,918
6. Refunds/Abatements	1,236.123 mills	\$3,309,596
7. Other	34.000 mills	\$91,032
8. Judgment	10.000 mills	\$26,774
TOTAL:	2,630.502 mills	\$7,042,906

THIS SECTION APPLIES TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.). Taxing entities that are Special Districts or Subdistricts of Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.). Use additional pages as necessary.
 The Special District's or Subdistrict's total levies for general obligation bonds and total levies for contractual obligations should be recorded on Page 1, Lines 3 and 4 respectively.

CERTIFY A SEPARATE MILL LEVY FOR EACH BOND, CONTRACT, OTHER, AND/OR JUDGMENT:

Douglas County Tax Authority Certification

B

Budget
 To ● **To**
 Cc ○ DistrictMLCert

at_mlc_delegatedlg70

PDF

Anthology West Metro District 2_2021.pdf
 93 KB

Attached is Douglas County Tax Authority Certification

User Guide Discussion Topics:

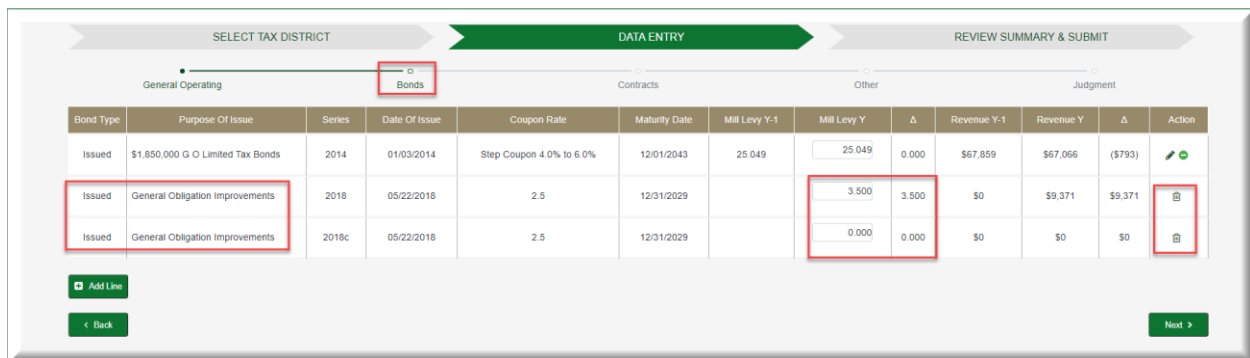
Bond Tab

Some of the Tax Districts have provided a single Mill Levy for items that may have multiple funds associated.

There are examples of Tax Districts that have enter 2 bonds on their DLG 70 form with Bond (A) listed as 3.500 mills and Bond (B) listed as 0.000 mills.

- The total Mill Levy is 3.500

We recommend you follow the example below when entering the Mills into the Application:



The screenshot shows the 'DATA ENTRY' tab with the 'Bonds' sub-tab selected. Below the sub-tabs, there is a table with the following columns: Bond Type, Purpose Of Issue, Series, Date Of Issue, Coupon Rate, Maturity Date, Mill Levy Y-1, Mill Levy Y, Δ, Revenue Y-1, Revenue Y, Δ, and Action.

Bond Type	Purpose Of Issue	Series	Date Of Issue	Coupon Rate	Maturity Date	Mill Levy Y-1	Mill Levy Y	Δ	Revenue Y-1	Revenue Y	Δ	Action
Issued	\$1,850,000 G O Limited Tax Bonds	2014	01/03/2014	Step Coupon 4.0% to 6.0%	12/01/2043	25.049	25.049	0.000	\$67,859	\$67,066	(\$793)	
Issued	General Obligation Improvements	2018	05/22/2018	2.5	12/31/2029		3.500	3.500	\$0	\$9,371	\$9,371	
Issued	General Obligation Improvements	2018c	05/22/2018	2.5	12/31/2029		0.000	0.000	\$0	\$0	\$0	

Buttons at the bottom: Add Line, Back, Next.

Explanation of Change

After adding the new bonds to the **Bond Tab**, please access the **Summary Tab** and add an explanation to the “**Explanation of Change**” Field

- The Bond Mills for 2018a and 2018b are 2 separate mills that have been calculated and the sum was entered into the 2018a Bond as 7.000 mills.

SELECT TAX DISTRICT
DATA ENTRY
REVIEW SUMMARY & SUBMIT

Purpose	Mill Levy Y-1	Mill Levy Y	Δ	Revenue Y-1	Revenue Y	Δ
General Operating Expenses	6.854	6.854	0.000	\$18,568	\$18,351	(\$217)
<Minus> Temporary General Property Tax Credit/Temporary Mill Levy Rate Reduction	(0.000)	(1.222)	(1.222)	(\$0)	(\$3,272)	(\$3,272)
Net General Operating	6.854	5.632	(1.222)	\$18,568	\$15,079	(\$3,489)
General Obligation Bonds and Interest	25.049	28.549	3.500	\$67,859	\$76,437	\$8,578
Contractual Obligations	15.775	66.275	50.500	\$42,735	\$177,444	\$134,709
Capital Expenditures	0.000	1,235.123	1,235.123	\$0	\$3,306,918	\$3,306,918
Refunds/Abateements	0.000	1,236.123	1,236.123	\$0	\$3,309,596	\$3,309,596
Other	19.000	34.000	15.000	\$50,871	\$91,032	\$40,161
Judgment	0.000	10.000	10.000	\$0	\$26,774	\$26,774
TOTAL	66.679	2,615.702	2,549.024	\$160,033	\$7,003,280	\$6,823,247

Explanation of Changes (500 characters max)

Character Counter

Save Explanation of Changes
Clear Explanation of Changes
View Draft
Submit For Certification