

TAX RATE RECAPITULATION
Fiscal Year 2017

I. TAX RATE SUMMARY

la. Total amount to be raised (from page 2, IIe)	\$ 28,265,522.56
lb. Total estimated receipts and other revenue sources (from page 2, IIIe)	6,276,394.00
lc. Tax Levy (la minus lb)	\$ 21,989,128.56
ld. Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) lc above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	92.4669	20,332,665.52	1,200,984,331.00	16.93	20,332,664.72
Net of Exempt					
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	4.4779	984,651.19	58,160,626.00	16.93	984,659.40
Net of Exempt					
Industrial	1.3562	298,216.56	17,614,482.00	16.93	298,213.18
SUBTOTAL	98.3010		1,276,759,439.00		21,615,537.30
Personal	1.6990	373,595.29	22,066,820.00	16.93	373,591.26
TOTAL	100.0000		1,298,826,259.00		21,989,128.56

MUST EQUAL 1C

Board of Assessors

Toula Guarino, Principal Assessor, Topsfield, tguarino@topsfield-ma.gov 978-887-1514 | 12/6/2016 4:07 PM

Comment: On behalf of the Board of Assessors

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By: Susan Whouley
Date: 12/09/2016
Approved: Thomas Guilfoyle
Director of Accounts: Mary Jane Handy

Mary Jane Handy

NOTE : The information was Approved on 12/9/2016

TAX RATE RECAPITULATION
Fiscal Year 2017

II. Amounts to be raised

Ila. Appropriations (col.(b) through col.(g) from page 4)		27,771,823.00
Ilb. Other amounts to be raised		
1. Amounts certified for tax title purposes	0.00	
2. Debt and interest charges not included on page 4	0.00	
3. Final court judgements	0.00	
4. Total overlay deficits of prior years	0.00	
5. Total cherry sheet offsets (see cherry sheet 1-ER)	11,144.00	
6. Revenue deficits	0.00	
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00	
8. CPA other unappropriated/unreserved	0.00	
9. Snow and ice deficit Ch. 44, Sec. 31D	0.00	
10. Other (specify on separate letter)	0.00	
TOTAL Ilb (Total lines 1 through 10)		11,144.00
Ilc. State and county cherry sheet charges (C.S. 1-EC)		294,285.00
Ild. Allowance for abatements and exemptions (overlay)		188,270.56
Ile. Total amount to be raised (Total Ila through Ild)		28,265,522.56

III. Estimated receipts and other revenue sources

IIIa. Estimated receipts - State		
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	1,887,064.00	
2. Massachusetts school building authority payments	0.00	
TOTAL IIIa		1,887,064.00
IIIb. Estimated receipts - Local		
1. Local receipts not allocated (page 3, col (b) Line 24)	1,428,000.00	
2. Offset Receipts (Schedule A-1)	0.00	
3. Enterprise Funds (Schedule A-2)	1,348,351.00	
4. Community Preservation Funds (See Schedule A-4)	0.00	
TOTAL IIIb		2,776,351.00
IIIc. Revenue sources appropriated for particular purposes		
1. Free cash (page 4, col (c))	581,560.00	
2. Other available funds (page 4, col (d))	672,927.00	
TOTAL IIIc		1,254,487.00
IIId. Other revenue sources appropriated specifically to reduce the tax rate		
1a. Free cash..appropriated on or before June 30, 2016	358,492.00	
1b. Free cash..appropriated on or after July 1, 2016	0.00	
2. Municipal light source	0.00	
3. Other source :	0.00	
TOTAL IIId		358,492.00
IIIe. Total estimated receipts and other revenue sources (Total IIIa through IIId)		6,276,394.00

IV. Summary of total amount to be raised and total receipts from all sources

a. Total amount to be raised (from Ile)		28,265,522.56
b. Total estimated receipts and other revenue sources (from IIIe)	6,276,394.00	
c. Total real and personal property tax levy (from Ic)	21,989,128.56	
d. Total receipts from all sources (total IVb plus IVc)		28,265,522.56

NOTE : The information was Approved on 12/9/2016

TAX RATE RECAPITULATION
Fiscal Year 2017

LOCAL RECEIPTS NOT ALLOCATED *

Receipt Type Description	(a) Actual Receipts Fiscal 2016	(b) Estimated Receipts Fiscal 2017
==> 1. MOTOR VEHICLE EXCISE	1,135,971.08	905,000.00
2. OTHER EXCISE		
==> a.Meals	0.00	0.00
==> b.Room	0.00	0.00
==> c.Other	0.00	0.00
==> 3. PENALTIES AND INTEREST ON TAXES AND EXCISES	29,180.41	26,000.00
==> 4. PAYMENTS IN LIEU OF TAXES	57,724.18	56,500.00
5. CHARGES FOR SERVICES - WATER	0.00	0.00
6. CHARGES FOR SERVICES - SEWER	0.00	0.00
7. CHARGES FOR SERVICES - HOSPITAL	0.00	0.00
8. CHARGES FOR SERVICES - SOLID WASTE FEES	0.00	0.00
9. OTHER CHARGES FOR SERVICES	10,521.66	8,000.00
10. FEES	104,571.16	82,000.00
11. RENTALS	0.00	0.00
12. DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00
13. DEPARTMENTAL REVENUE - LIBRARIES	0.00	0.00
14. DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00
15. DEPARTMENTAL REVENUE - RECREATION	0.00	0.00
16. OTHER DEPARTMENTAL REVENUE	129,608.51	88,000.00
17. LICENSES AND PERMITS	255,950.76	190,000.00
18. SPECIAL ASSESSMENTS	0.00	0.00
==> 19. FINES AND FORFEITS	53,467.50	49,000.00
==> 20. INVESTMENT INCOME	83,574.86	13,000.00
==> 21. MEDICAID REIMBURSEMENT	15,090.56	10,225.00
==> 22. MISCELLANEOUS RECURRING (PLEASE SPECIFY)	41,710.78	275.00
23. MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	0.00	0.00
24. Totals	1,917,371.46	1,428,000.00

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the Fiscal 2017 tax rate recapitulation form by the City, Town or District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Accounting Officer

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the above-indicated fiscal year tax rate recapitulation form by the City / Town / District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Catherine Gabriel, Town Accountant , Topsfield , cgabriel@topsfield-ma.gov 978-887-1508 | 11/14/2016 10:58 AM

Comment:

* Do not include receipts in columns (a) or (b) that were voted by the City / Town / District Council or Town Meeting as offset receipts on Schedule A-1, enterprise funds on Schedule A-2, or revolving funds on Schedule A-3. Written documentation should be submitted to support increases / decreases of estimated receipts to actual receipts.

==> Written documentation should be submitted to support increases/ decreases of FY 2017 estimated receipts to FY 2016 estimated receipts to be used in calculating the Municipal Revenue Growth Factor (MRGF).

NOTE : The information was Approved on 12/9/2016

TAX RATE RECAPITULATION
Fiscal Year 2017

		APPROPRIATIONS						AUTHORIZATIONS		
City/Town Council or Town Meeting Dates	FY*	(a) Total Appropriations Of Each Meeting	(b) ** From Raise and Appropriate	(c) From Free Cash (See B-1)	(d) From Other Available Funds (See B-2)	(e) From Offset Receipts (See A-1)	(f) From Enterprise Funds (See A-2)	(g) From Community Preservation Funds (See A-4)	MEMO ONLY	
									(h) *** Revolving, Funds (See A-3)	(i) Borrowing Authorization (Other)
05/03/2016	2016	44,120.00	0.00	0.00	44,120.00	0.00	0.00	0.00	0.00	0.00
05/03/2016	2016	16,000.00	0.00	0.00	16,000.00	0.00	0.00	0.00	0.00	0.00
05/03/2016	2016	12,000.00	0.00	0.00	12,000.00	0.00	0.00	0.00	0.00	0.00
05/03/2016	2016	21,106.00	0.00	0.00	21,106.00	0.00	0.00	0.00	0.00	0.00
05/03/2016	2016	52,681.00	0.00	0.00	52,681.00	0.00	0.00	0.00	0.00	0.00
05/03/2016	2016	87,320.00	0.00	0.00	87,320.00	0.00	0.00	0.00	0.00	0.00
05/03/2016	2016	9,800.00	0.00	0.00	9,800.00	0.00	0.00	0.00	0.00	0.00
05/03/2016	2017	100,000.00	0.00	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00
05/03/2016	2017	17,924,170.00	17,924,170.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05/03/2016	2017	140,000.00	140,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05/03/2016	2017	46,376.00	0.00	0.00	46,376.00	0.00	0.00	0.00	0.00	0.00
05/03/2016	2017	1,585.00	0.00	0.00	1,585.00	0.00	0.00	0.00	0.00	0.00
05/03/2016	2017	22,000.00	0.00	0.00	22,000.00	0.00	0.00	0.00	0.00	0.00
05/03/2016	2017	18,348.00	0.00	0.00	18,348.00	0.00	0.00	0.00	0.00	0.00
05/03/2016	2017	1,196,604.00	0.00	0.00	0.00	0.00	1,196,604.00	0.00	0.00	0.00
05/03/2016	2017	7,025,349.00	7,025,349.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05/03/2016	2017	191,263.00	191,263.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05/03/2016	2017	1,250.00	1,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05/03/2016	2017	271,591.00	0.00	0.00	271,591.00	0.00	0.00	0.00	0.00	0.00
05/03/2016	2017	38,700.00	0.00	0.00	0.00	0.00	38,700.00	0.00	0.00	0.00
05/03/2016	2017	20,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05/03/2016	2017	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05/03/2016	2017	62,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05/03/2016	2017	100,000.00	0.00	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00

NOTE : The information was Approved on 12/9/2016

TAX RATE RECAPITULATION
Fiscal Year 2017

City/Town Council or Town Meeting Dates	FY*	(a) Total Appropriations Of Each Meeting	(b) ** From Raise and Appropriate	(c) From Free Cash (See B-1)	(d) From Other Available Funds (See B-2)	(e) From Offset Receipts (See A-1)	(f) From Enterprise Funds (See A-2)	(g) From Community Preservation Funds (See A-4)	(h) *** Revolving, Funds (See A-3)	(i) Borrowing Authorization (Other)
05/03/2016	2017	18,000.00	0.00	18,000.00	0.00	0.00	0.00	0.00	0.00	0.00
05/03/2016	2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45,000.00	0.00
05/03/2016	2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00	0.00
05/03/2016	2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00
05/03/2016	2017	19,560.00	0.00	19,560.00	0.00	0.00	0.00	0.00	0.00	0.00
05/03/2016	2017	20,000.00	0.00	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00
05/03/2016	2017	45,000.00	0.00	45,000.00	0.00	0.00	0.00	0.00	0.00	0.00
05/03/2016	2017	140,000.00	0.00	70,000.00	70,000.00	0.00	0.00	0.00	0.00	0.00
05/03/2016	2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,859,000.00
05/03/2016	2017	25,000.00	0.00	25,000.00	0.00	0.00	0.00	0.00	0.00	0.00
05/03/2016	2017	100,000.00	0.00	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Total		27,771,823.00	25,282,032.00	581,560.00	672,927.00	0.00	1,235,304.00	0.00	0.00	0.00

* Enter the fiscal year to which the appropriation relates, i.e., fiscal year 2016 or fiscal 2017.

** Appropriations included in column (b) must not be reduced by local receipts or any other funding source.

Appropriations must be entered gross to avoid a duplication in the use of estimated or other sources of receipts.

*** Include only revolving funds pursuant to Chapter 44, Section 53 E 1/2.

Clerk

I hereby certify that the appropriations correctly reflect the votes taken by City / Town / District Council.

Ann D Gill, Town Clerk , Topsfield , agill@topsfield-ma.gov 978-887-1505 | 11/21/2016 5:07 PM

Comment:

NOTE : The information was Approved on 12/9/2016

Schedule A-1
Offset Receipts Ch. 44 S.53E - Fiscal Year 2017

Description		(a) Actual Revenues Fiscal 2016	(b) Estimated Receipts Fiscal 2017 *	Support Required
1	Water	0.00	0.00	
2	Sewer	0.00	0.00	
3	Hospital	0.00	0.00	
4	Nursing home	0.00	0.00	
5	Recreation department	0.00	0.00	
6	Airport	0.00	0.00	
7		0.00	0.00	
8		0.00	0.00	
9		0.00	0.00	
10		0.00	0.00	
11		0.00	0.00	
12	Total	0.00	0.00	

*If Column(b) exceeds Column(a) for any item, written permission by the Director of Accounts is Required prior to appropriation

Signatures

No signatures to display.

NOTE : The information is preliminary and is subject to change.

SCHEDULE A-2
ENTERPRISE FUNDS CH. 44 S.53 F1/2 et al - Fiscal Year 2017

Enterprise fund number: A-2(1ST)
Type of enterprise fund: Water
Name of enterprise fund/statutory reference: WATER ENTERPRISE FUND M.G.L. Ch. 44 S. 53F1/2 et al.

	(a) FY 2016	(b) FY 2017	
1. Enterprise revenues and available funds	Actual Revenues	Estimated Revenues	
a. User charges	1,150,157.33	1,309,651.00 *	
Other departmental revenue	50.00	0.00 *	
Investment income	1.94	0.00 *	
Total revenues	1,150,209.27	1,309,651.00	
Retained earnings appropriated from July 1, 2015 Certification **	0.00	0.00	
Retained earnings appropriated from July 1, 2016 Certification **		0.00	
Other enterprise available funds		0.00	
Total revenues and available funds	1,150,209.27	1,309,651.00	(To Recap Pg 2, Part III B, line 3)
* Written documentation should be uploaded to support increases of estimated vs actual revenues			
** Retained earnings must be certified by the Director of Accounts prior to appropriation			
2. Total costs appropriated			
a. Costs appropriated in the enterprise fund			
Salaries, wages and expenses	614,315.00		
Capital Outlay	0.00		
Other - DEBT & RESERVE FUND	582,289.00		
Total costs appropriated in the enterprise fund		1,196,604.00	2a
b. Indirect costs appropriated in the general fund			
Health Insurance	113,047.00		
Pension	0.00		
Debt	0.00		
Other	0.00		
Total costs appropriated in the general fund		113,047.00	2b
Total costs		1,309,651.00	2a + 2b
3. Calculation of subsidy (see instructions)			
Revenue and available funds	1,309,651.00	(part 1 col b)	
Less: Total costs	1,309,651.00	(part 2 total costs)	
Less: Prior year deficit	0.00	(To Recap Pg 2 Part II B)	
(Negative represents subsidy)	0.00		
4. Sources of funding for costs appropriated in the enterprise fund			
a. Revenue and available funds	1,196,604.00	(To Recap Pg 4 Col f)	
b. Taxation	0.00		
c. Free Cash	0.00		
d. Non-Enterprise Available Funds	0.00		
Total sources of funding for costs appropriated in the enterprise fund	1,196,604.00	(Must equal total part 2a)	

Signatures

Accounting Officer

I hereby certify that the actual revenues - Part 1 column (a) and the amounts appropriated - part 2(a & b) are to the best of my knowledge correct and

NOTE : The information was Approved on 12/9/2016

SCHEDULE A-2
ENTERPRISE FUNDS CH. 44 S.53 F1/2 et al - Fiscal Year 2017

Signatures

complete.

Catherine Gabriel, Town Accountant , Topsfield , cgabriel@topsfield-ma.gov 978-887-1508 | 11/14/2016 7:52 AM

Comment:

Board of Assessors

We hereby attest that the revenues itemized above have not been used as a revenue source elsewhere on the Tax Rate or Pro Forma Recap.

Toula Guarino, Principal Assessor , Topsfield , tguarino@topsfield-ma.gov 978-887-1514 | 11/15/2016 9:51 AM

Comment: Signed on behalf of the Board of Assessors

NOTE : The information was Approved on 12/9/2016

SCHEDULE A-2
ENTERPRISE FUNDS CH. 44 S.53 F1/2 et al - Fiscal Year 2017

Enterprise fund number: A-2(2ND)
Type of enterprise fund: Trash Disposal
Name of enterprise fund/statutory reference: SOLID WASTE MGL CH 4 S; 53 F 1/2

	(a) FY 2016 Actual Revenues	(b) FY 2017 Estimated Revenues	
1. Enterprise revenues and available funds			
a. User charges	0.00	0.00	*
Other departmental revenue	0.00	0.00	*
Investment income	149.87	0.00	*
Total revenues	149.87	0.00	
Retained earnings appropriated from July 1, 2015 Certification **	0.00	38,700.00	
Retained earnings appropriated from July 1, 2016 Certification **		0.00	
Other enterprise available funds		0.00	
Total revenues and available funds	149.87	38,700.00	(To Recap Pg 2, Part III B, line 3)
* Written documentation should be uploaded to support increases of estimated vs actual revenues			
** Retained earnings must be certified by the Director of Accounts prior to appropriation			
2. Total costs appropriated			
a. Costs appropriated in the enterprise fund			
Salaries, wages and expenses	38,700.00		
Capital Outlay	0.00		
Other	0.00		
Total costs appropriated in the enterprise fund		38,700.00	2a
b. Indirect costs appropriated in the general fund			
Health Insurance	0.00		
Pension	0.00		
Debt	0.00		
Other	0.00		
Total costs appropriated in the general fund		0.00	2b
Total costs		38,700.00	2a + 2b
3. Calculation of subsidy (see instructions)			
Revenue and available funds	38,700.00	(part 1 col b)	
Less: Total costs	38,700.00	(part 2 total costs)	
Less: Prior year deficit	0.00	(To Recap Pg 2 Part II B)	
(Negative represents subsidy)	0.00		
4. Sources of funding for costs appropriated in the enterprise fund			
a. Revenue and available funds	38,700.00	(To Recap Pg 4 Col f)	
b. Taxation	0.00		
c. Free Cash	0.00		
d. Non-Enterprise Available Funds	0.00		
Total sources of funding for costs appropriated in the enterprise fund	38,700.00	(Must equal total part 2a)	

Signatures

Accounting Officer

I hereby certify that the actual revenues - Part 1 column (a) and the amounts appropriated - part 2(a & b) are to the best of my knowledge correct and

NOTE : The information was Approved on 12/9/2016

SCHEDULE A-2
ENTERPRISE FUNDS CH. 44 S.53 F1/2 et al - Fiscal Year 2017

Signatures

complete.

Catherine Gabriel, Town Accountant , Topsfield , cgabriel@topsfield-ma.gov 978-887-1508 | 11/14/2016 8:16 AM

Comment:

Board of Assessors

We hereby attest that the revenues itemized above have not been used as a revenue source elsewhere on the Tax Rate or Pro Forma Recap.

Toula Guarino, Principal Assessor , Topsfield , tguarino@topsfield-ma.gov 978-887-1514 | 11/15/2016 9:51 AM

Comment: Signed on behalf of the Board of Assessors

NOTE : The information was Approved on 12/9/2016

SCHEDULE A-3
REVOLVING FUNDS CH.44 S.53E1/2 - Fiscal Year 2017

(A) Date of Vote	(B) Department Authorized to Spend	(C) Type of Receipts Credited	(D) FY 2016 Actual Revenues	(E) FY 2017 Receipts Authorized
05/03/2016	Cemetery	Cemetery Fees	33,128.50	25,000.00
05/03/2016	Conservation Commission	General Wetland Bylaw	29,465.00	10,000.00
05/03/2016	Park	Recreation Program Fees	2,700.00	45,000.00
Total			65,293.50	80,000.00

The total receipts listed in Column E must agree with page 4, column(H) of the Tax Rate and Pro Forma Recap forms. If the amount in A-3 column(E) is greater than the amount in column(D), additional documentation for the increase may be requested.

The total of all revolving funds pursuant to this law cannot exceed 10% of the prior fiscal year's tax levy: \$2,092,332.70.
Each department's revolving fund cannot exceed 1% of the prior fiscal year's tax levy: \$209,233.27.

Signatures

Accounting Officer

I hereby certify that the actual revenues as shown in column (d) are to the best of my knowledge correct and complete.

Catherine Gabriel, Town Accountant , Topsfield , cgabriel@topsfield-ma.gov 978-887-1508 | 11/14/2016 8:45 AM

Comment:

Schedule A-4
Community Preservation Fund CH. 44B - Fiscal Year 2017

	(A) FY 2016 Actual Revenues	(B) FY 2017 Estimated Revenues
1. Annual Revenues and other available Funds		
Surcharge	0.00	0.00
State trust fund distribution	0.00	0.00
Other (i.e. Interest, OFS appropriated to the fund-CH44B 3-b1/2)	0.00	0.00
1A. Total Annual Revenues	0.00	0.00
Fund reserves and or balances voted at City/Town meeting(s)		0.00
Other		0.00
Total Revenues and Available Funds	(To Recap page 2, Part IIIB, Line 4)	0.00
2. Appropriations and Reservations		
Projects, Acquisitions, Debt service and Other		0.00
Administrative Expenses (5% or less of 1A - Total annual revenues)		0.00
Reservations (10% min of 1A - for each Reserve, if not voted within Appropriations)		0.00
Budgeted reserve to be appropriated		0.00
Prior Year Deficits		0.00
Total Appropriations and Reservations	(To Recap page 4, Col g)	0.00
3. Other (unappropriated, unreserved)	(To Recap page 2, Part IIIB, Line 8)	0.00
TOTAL Appropriations and Reservations and Other		0.00

Signatures

No signatures to display.

NOTE : The information is preliminary and is subject to change.

Schedule B-1
Free Cash Certification and Appropriation - Fiscal Year 2017

Part I

		Date Certified
1. 7/1/2015 Free Cash Certification	1,640,052.00	1/26/2016
ADD:		
2. Free Cash Update Part I	0.00	
TOTAL	1,640,052.00	
Subtract Free Cash Appropriated From This Certification		
3. FY 2016 Recap	0.00	
4. FY 2017 Recap (check to Recap page 4, column c)	581,560.00	
5. FY 2017 Recap appropriated on or before June 30th to reduce the tax rate	358,492.00	To Recap pg 2 Part IIId 1a
Balance of Unappropriated Free Cash Part I:	700,000.00	

Part II

		Date Certified
1. 7/1/2016 Free Cash Certification	0.00	
ADD:		
2. Free Cash Update Part II	0.00	
TOTAL:	0.00	
Subtract Free Cash Appropriated From This Certification		
3. FY 2017 Recap (check to Recap page 4, column c)	0.00	
4. FY 2017 Recap appropriated on or after July 1st to reduce the tax rate	0.00	To Recap pg 2 Part IIId 1b
Balance of Unappropriated Free Cash Part II:	0.00	

Signatures

Accounting Officer

Catherine Gabriel, Town Accountant , Topsfield , cgabriel@topsfield-ma.gov 978-887-1508 | 11/9/2016 7:44 PM

Comment:

NOTE : The information was Approved on 12/9/2016

Schedule B-2

SOURCES AND USES OF OTHER AVAILABLE FUNDS - Fiscal Year 2017

Date of Appropriation	Source of Fund	Use of Fund	Col. A Amount in Fund When Approp. was Made	Col. B. Amount of Appropriation
05/03/2016	FY14ATM/#22 LIB PHONES	FY16STM POLICE CRUISER	3,071.01	3,071.01
05/03/2016	FY12STM/#5 INS SOFTWARE	FY16STM POLICE CRUISER	4,252.50	4,252.50
05/03/2016	FY15ATM/#24 POLICE CRUISER	FY16STM POLICE CRUISER	20.00	20.00
05/03/2016	FY15ATM/#15 LIB DOORS	FY16STM POLICE CRUISER	393.79	393.79
05/03/2016	FY15ATM/#22 WATER HEATER	FY16STM POLICE CRUISER	894.00	894.00
05/03/2016	MIIA HEALTH BENEFITS	FY16STM POLICE CRUISER	35,488.70	35,488.70
05/03/2016	MIIA HEALTH BENEFITS	FY16STM POL RADIOS PHASE II	16,000.00	16,000.00
05/03/2016	FY15ATM/#22 WATER HEATER	FY16STM STEWARD SCH FLOOR SCRUBBER	12,000.00	12,000.00
05/03/2016	FY15ATM/#22 WATER HEATER	FY16STM CAFETERIA TABLES (ELEM SCH)	21,106.00	21,106.00
05/03/2016	MIIA HEALTH BENEFITS	FY16STM HIGHWAY SANDER/PLOW TRUCK	87,320.00	87,320.00
05/03/2016	FLEX SPENDING ADMIN FEES	FY16STM FIRE CHIEF RECRUIT & ASSESS	3,800.00	3,800.00
05/03/2016	HRA INPATIENT HOSPITAL	FY16STM FIRE CHIEF RECRUIT & ASSESS	6,000.00	6,000.00
05/03/2016	GOULD TRUST FUND PART B	GENERAL OPERATING BUDGET, ART THIRD	46,376.00	46,376.00
05/03/2016	FUND BAL RES'D FOR REDUCTNQ	GENERAL OPERATING BUDGET, ART THIRD	1,585.00	1,585.00
05/03/2016	INSURANCE & RESTITUTION	GENERAL OPERATING BUDGET, ART THIRD	18,348.00	18,348.00
05/03/2016	CONSERVATION REVOLVING	GENERAL OPERATING BUDGET, ART THIRD	22,000.00	22,000.00
05/03/2016	CHAPTER 90 FUNDS	CHAPTER 90 FUNDS	271,591.00	271,591.00
05/03/2016	CHAPTER 90 FUNDS	PURCHASE BRUSH TRUCK	70,000.00	70,000.00
05/03/2016	RES'D FOR APPROP INS>\$20K	PURCHASE HWY SANDER/PLOW	52,681.00	52,681.00
			Total	672,927.00
(Must equal Recap page 4 column d)				

Column (A) must be greater than or equal to the amount of the appropriation in Column (B) at the time of the appropriation unless otherwise specified by general or special law.

Signatures

Accounting Officer

Catherine Gabriel, Town Accountant , Topsfield , cgabriel@topsfield-ma.gov 978-887-1508 | 11/14/2016 4:32 PM

Comment:

NOTE : The information was Approved on 12/9/2016

SCHEDULE OL-1
OVERLAY WORKSHEET - Fiscal Year 2017

	A. FY 2016 (Certified)	B. FY 2015	C. FY 2014	Prior Years	Total
1. Overlay Raised Per Recap	178,355.04	173,105.40	168,386.27		
2. Overlay Deficits Raised	0.00	0.00	0.00		
3. Less-Total Abatements and Exemptions charged through 6/30/2016	77,497.41	71,502.68	61,067.13		
4. Less-Amount transferred to Overlay Surplus (if any)	0.00	0.00	95,000.00		
5. Totals - must equal FY 2016 balance sheet	100,857.63	101,602.72	12,319.14	104,480.37	319,259.86
6. Potential Additional Liability (ATB Cases)	0.00	0.00	0.00	84,901.17	84,901.17
7. Total Potential Liability (add 3+6)	77,497.41	71,502.68	61,067.13		
3 year average abatements & exemptions			70,022.00		

Signatures

Assessor

Toula Guarino, Principal Assessor , Topsfield , tguarino@topsfield-ma.gov 978-887-1514 | 11/17/2016 4:21 PM

Comment: Signed on behalf of the Board of Assessors

Schedule DE-1

Debt Exclusion - Fiscal Year 2017

(A) Ballot Vote Date	(B) Purpose(s) of Exclusion Vote	(C) Date of original issuance note/bond per purpose(s)	(D) Temp or Perm (T/P)	(E) FY 2016 Net Excluded Debt Service	(F) FY 2016 Gross Debt Service Expended	(G) FY 2017 Gross Debt Service Excludable	(H) Reimbursement adjustments (Whole numbers only)	(I) FY 2017 Net Excluded Debt Service
10/30/1996	Library Renovation & Expansion	03/01/2001	P	40,511	106,638	99,638	46,503	53,135
05/08/1997	Masconomet Design, Renov & Expansion	07/17/1998	P	290,596	635,466	627,955	341,732	286,223
05/08/1997	Elementary School Design	06/26/1998	P	30,203	30,300	29,550	97	29,453
02/12/1998	Elementary School	03/15/2002	P	179,974	180,200	180,700	226	180,474
05/01/2001	Town Hall Renovations	03/15/2002	P	11,067	11,300	11,000	233	10,767
05/07/1998	Landfill Capping	03/01/2001	P	87,630	87,810	91,310	180	91,130
09/23/1999	Public Works Facility	03/01/2001	P	91,931	102,313	105,513	10,702	94,811
05/03/2007	Replace and Repair 2 Bridges	01/22/2009	P	45,809	46,380	45,580	571	45,009
							Total:	791,002

REIMBURSEMENTS: School Building Assistance, Library Construction Grants etc.

ADJUSTMENTS: Prior year interest not included, rate or term different than estimate

Signatures

Financial Officer

Barbara Michalowski, Treasurer , Topsfield , bmichalowski@topsfield-ma.gov 978-887-1511 | 12/9/2016 11:47 AM

Comment:

NOTE : The information was Approved on 12/9/2016

Debt Exclusion Votes
Fiscal Year 2017

Vote date	Purpose of vote	Yes	No	FY 2016 amount	FY 2017 amount
10/30/1996	RENOVATE TOWN LIBRARY BUILDING	458	157	40,511	53,135
05/08/1997	MASCONOMET RSD - SCHOOL PLANS	569	520	290,596	286,223
05/08/1997	"SCHOOL DESIGN, RENOVATION,EXPANSION"	657	441	30,203	29,453
05/07/1998	"LANDFILL-CLOSURE, CAPPING"	1,003	493	87,630	91,130
12/12/1998	RENOVATIONS TO STEWARD SCHOOL	313	176	179,974	180,474
09/23/1999	NEW DPW FACILITY	469	356	91,931	94,811
05/01/2001	TOWN HALL RENOVATION PROJECT	385	211	11,067	10,767
05/03/2007	REPLACE ASBURY STREET BRIDGE AND REPAIR ROWLEY BRIDGE ROAD BRIDGE	770	519	45,809	45,009
Grand total:				777,721	791,002

SCHEDULE OF AMOUNTS CERTIFIED FOR TAX TITLE PURPOSES
(Recap/Pro Forma page 2, item IIB, line 1) - Fiscal Year 2017

Filing and Recording fees including examiner's costs required by the Land Court	0.00
Advertising and Publishing costs	0.00
Certified Mailing	0.00
Other-(specify)	
Total:	0.00

Signatures

Collector/Treasurer

Barbara Michalowski, Treasurer , Topsfield , bmichalowski@topsfield-ma.gov 978-887-1511 | 11/29/2016 3:25 PM

Comment:

NOTE : The information was Approved on 12/9/2016

Levy Limit
Fiscal Year 2017

FOR BUDGET PLANNING PURPOSES

I. TO CALCULATE THE FY 2016 LEVY LIMIT

A. FY 2015 Levy Limit	19,882,669	
A1. ADD Amended FY 2015 Growth	0	
B. ADD (IA + IA1)*2.5%	497,067	
C. ADD FY 2016 New Growth	342,461	
C1. ADD FY 2016 New Growth Adjustment	0	
D. ADD FY 2016 Override	193,000	
E. FY 2016 Subtotal	<u>20,915,197</u>	
F. FY 2016 Levy Ceiling	31,663,631	I. <u>20,915,197</u>
		FY 2016 Levy Limit

II. TO CALCULATE THE FY 2017 LEVY LIMIT

A. FY 2016 Levy Limit from I	20,915,197	
A1. ADD Amended FY 2016 Growth	0	
B. ADD (IIA + IIA1)*2.5%	522,880	
C. ADD FY 2017 New Growth	85,629	
C1. ADD FY 2017 New Growth Adjustment	0	
D. ADD FY 2017 Override	140,000	
E. ADD FY 2017 Subtotal	<u>21,663,706</u>	
F. FY 2017 Levy Ceiling	32,470,656	II. <u>21,663,706</u>
		FY 2017 Levy Limit

III. TO CALCULATE THE FY 2017 MAXIMUM ALLOWABLE LEVY

A. FY 2017 Levy Limit from II.	21,663,706
B. FY 2017 Debt Exclusion(s)	791,002
C. FY 2017 Capital Expenditure Exclusion(s)	0
D. FY 2017 Stabilization Fund Override	0
E. FY 2017 Other Adjustment	0
F. FY 2017 Water/Sewer	0
G. FY 2017 Maximum Allowable Levy	<u>22,454,708</u>

Signatures

Board of Assessors

Toula Guarino, Principal Assessor , Topsfield , tguarino@topsfield-ma.gov 978-887-1514 | 12/6/2016 4:18 PM

Comment: On behalf of the Board of Assessors

CLASSIFICATION TAX ALLOCATION
Fiscal Year 2017

1. The selected Residential Factor is 1.000000

If you desire each class to maintain 100% of its full values tax share, indicate a residential factor of "1" and go to question 3.

2. In computing your residential factor, was a discount granted to Open Space?

Yes ☐ No ☒

If Yes, what is the percentage discount? 0

3. Was a residential exemption adopted?

Yes ☐ No ☒

If Yes, please complete the following:

Class 1 Total Assessed Value	=	<u>1,200,984,331</u>	X	<u>0</u>	=	<u>0</u>
Class 1 Total Parcel Count *		0		Selected Res. Exemption %		Residential Exemption

* Include all parcels with a Mixed-Use Residential designation

Applicable number of parcels to receive exemption 0

Net value to be exempted 0

4. Was a small commercial exemption adopted?

Yes ☐ No ☒

% Selected 0

If Yes, please complete the following:

No. of parcels eligible	<u>0</u>
Total value of parcels	<u>0</u>
Total value to be exempted	<u>0</u>

5. The following information was derived from the LA-7. Please indicate in column D percentages (accurate to 4 digits to the right of the decimal point) which result from your selected residential factor. (If a residential factor of "1" has been selected, you may leave Column D blank.)

A Class	B Certified Full and Fair Cash Value Assessments	C Percentage Full Value Shares of Total Tax Levy	D New Percentage Shares of Total Tax Levy
Residential	1,200,984,331.00	92.4669%	92.4669%
Open Space	0.00	0.0000%	0.0000%
Commercial	58,160,626.00	4.4779%	4.4779%
Industrial	17,614,482.00	1.3562%	1.3562%
Personal Property	22,066,820.00	1.6990%	1.6990%
TOTALS	1,298,826,259.00	100.0000%	100.0000%

NOTE : The information was Approved on 12/9/2016

CLASSIFICATION TAX ALLOCATION
Fiscal Year 2017

6. Notice was given to taxpayers on 11/18/2016 (date), 7:45 PM (time), at Proctor School (place), by legal notice Tri-Town Transcript (describe type of notice) that a public hearing on the issue of adopting the tax levy percentages for fiscal year 2017 would be held on 12/5/2016 (meeting date).

7. We hereby attest that on 12/5/2016 (date), 7:45 PM (time), at Proctor School (place) in a public hearing on the issue of adopting the percentages for fiscal year 2017, that the Board of Assessors presented information and data relevant to making such determination and the fiscal effect of the available alternatives, and that the percentages set forth above were duly adopted in public session on 12/5/2016 (date).

8. The LA-5 excess capacity for the current fiscal year is calculated as 465,579.44

The LA-5 excess capacity for the prior fiscal year is calculated as 769,590.96

For cities : City Councilors, Aldermen, Mayor

For towns : Board of Selectmen

For districts : Prudential Committee or Commissioners

Signatures

Clerk

I hereby attest that notice was given to taxpayers that a public hearing on the issue of adopting the tax levy percentages on the date and time stated above.

Ann D Gill, Town Clerk , Topsfield , agill@topsfield-ma.gov 978-887-1505 | 12/6/2016 4:08 PM

Comment:

Board of Assessors

Toula Guarino, Principal Assessor , Topsfield , tguarino@topsfield-ma.gov 978-887-1514 | 12/6/2016 4:06 PM

Comment: On behalf of the Board of Assessors

Authorized Signature

Signatures for LA5 Certification

For cities: City Councilors, Aldermen, Mayor

For towns: Board of Selectmen

For districts: Prudential Committee or Commissioners

We hereby attest that on the hearing date above the Board of Assessors presented information and data relevant to making such determination and the fiscal effect of the available alternatives at the hearing and that the percentages set forth above were duly adopted in public session on date stated above.

Kellie Hebert, Town Administrator , Topsfield , khebert@topsfield-ma.gov 978-887-1500 | 12/6/2016 4:03 PM

Comment: On behalf of the Board of Selectmen

ACCOUNTING OFFICER'S LETTER IN LIEU OF BALANCE SHEET
Fiscal Year 2017

Due to the absence of the June 30th balance sheet, I have examined the general ledger of the city/town/district and other than the amount(s) reported below, I do not anticipate that there will be any deficits that may be raised on the Pro Forma or Tax Rate Recapitulation form.

Deficit Description	Amount
Court Judgements	0.00
Overlay Deficit	0.00
Revenue Deficit	0.00
Snow and Ice Deficit	0.00
Enterprise Fund Balance Deficit	0.00
Other Deficit Description	
Total Other Deficits	0.00
Total All Deficits	0.00

Signatures

No signatures to display.

NOTE : The information is preliminary and is subject to change.

MASSACHUSETTS DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES
BUREAU OF LOCAL ASSESSMENT

Topsfield

TOWN

LA4 Comparison Report - Fiscal Year 2017

Small PP Exemption: 2,500		Certification Year: 2016							
Billing Cycle: Quarterly		BLA Advisor: Thomas Dawley							
Chapter 653: No									
Property Type	Description	FY 2016 Parcel Count	FY 2016 Assessed Value	FY 2017 Parcel Count	FY 2017 Assessed Value	Parcel Difference	Parcel % Difference	Assessed Value Difference	Assessed Value % Difference
101	Single Family	1,873	1,001,861,400	1,876	1,035,488,200	3	0.2%	33,626,800	3.4%
102	Condominiums	108	63,960,300	108	67,579,100	0		3,618,800	5.7%
MISC 103,109	Miscellaneous Residential	16	16,992,000	16	16,606,800	0		-385,200	-2.3%
104	Two - Family	27	13,194,800	27	13,896,200	0		701,400	5.3%
105	Three - Family	3	1,967,700	3	1,990,900	0		23,200	1.2%
111-125	Apartment	6	32,271,200	6	31,926,900	0		-344,300	-1.1%
130-32,106	Vacant / Accessory Land	119	11,816,500	117	11,671,300	-2	-1.7%	-145,200	-1.2%
200-231	Open Space	0	0	0	0	0		0	
300-393	Commercial	117	52,834,600	117	51,460,000	0		-1,374,600	-2.6%
400-442	Industrial	58	17,278,400	58	17,283,300	0		4,900	0.0%
450-452	Industrial Power Plant	0	0	0	0	0		0	
CH 61 LAND	Forest	0	7,722	2	9,516	-3	-33.3%	1,794	23.2%
CH 61A LAND	Agriculture	0	89,237	14	170,234	-1	-4.0%	80,997	90.8%
CH 61B LAND	Recreational	0	734,241	5	751,889	0		17,648	2.4%
012-043	Multi-use - Residential	18	21,583,477	18	21,824,931	0		241,454	1.1%
012-043	Multi-use - Open Space	0	0	0	0	0		0	
012-043	Multi-use - Commercial	0	5,388,141	0	5,768,987	0		380,846	7.1%
012-043	Multi-use - Industrial	0	331,182	0	331,182	0		0	
501	Individuals / Partnerships / Associations / Trusts / LLC	126	1,604,000	75	1,275,530	-51	-40.5%	-328,470	-20.5%
502	Corporations	83	3,174,470	59	3,033,560	-24	-28.9%	-140,910	-4.4%
503	Manufacturing	0	0	0	0	0		0	
504	Public Utilities	2	15,186,980	2	11,911,030	0		-3,275,950	-21.6%
505	Centrally Valued Telephone	3	5,852,900	4	5,507,000	1	33.3%	-345,900	-5.9%
506	Centrally Valued Pipelines	0	0	0	0	0		0	
508	Wireless Telephone	4	415,970	4	339,700	0		-76,270	-18.3%
550-552	Electric Generating Plant	0	0	0	0	0		0	
EXEMPT VALUE	Exempt Property	0	71,419,000	133	73,739,695	133	100.0%	2,320,695	3.2%

LA4 Comparison Report - Fiscal Year 2017

Small PP Exemption: 2,500

Billing Cycle: Quarterly

Chapter 653: No

Certification Year: 2016

BLA Advisor: Thomas Dawley

Property Type	Description	FY 2016 Parcel Count	FY 2016 Assessed Value	FY 2017 Parcel Count	FY 2017 Assessed Value	Parcel Difference	Parcel % Difference	Assessed Value Difference	Assessed Value % Difference
Total Class 1	TOTAL RESIDENTIAL	2,170	1,163,647,377	2,171	1,200,984,331	1	0.0%	37,336,954	3.2%
Total Class 2	TOTAL OPEN SPACE	0	0	0	0	0		0	
Total Class 3	TOTAL COMMERCIAL	160	59,053,941	156	58,160,626	-4	-2.5%	-893,315	-1.5%
Total Class 4	TOTAL INDUSTRIAL	58	17,609,582	58	17,614,482	0		4,900	0.0%
Total Class 5	TOTAL PERSONAL PROPERTY	218	26,234,320	144	22,066,820	-74	-33.9%	-4,167,500	-15.9%
Total Taxable	TOTAL REAL & PERSONAL	2,606	1,266,545,220	2,529	1,298,826,259	-77	-3.0%	32,281,039	2.5%

LA4 Reviewer: John Gillet

Approval Date: 11/07/2016

Edits :

Comments

No comments to display.