

## Recap of Taxes Extended

The Recap of Taxes Extended report allows you to create your Original Charge report at the beginning of the year, as well as provide totals to other entities such as school districts and the Department of Education.

The Recap report should be run as soon as the new year's assessment data has been transferred from your Assessor's office. The total valuations for each school district should be compared to the values from your Assessor's abstract report. It is vital that these are balanced for every tax type.

If these numbers do not match, you will need to consider any exceptions noted in the rollover log file. (If you do not have a log file, please contact customer support on gaining access to this file.) An example of a log file entry that would cause the abstract and recap to not match is an exempt parcel with a value on it in the Assessor's record that was included in their abstract. During the rollover, WinCollect will automatically set the assessed value of exempt property to zero, thereby lowering your recap. Other examples would be homestead credit eligible values exceeding the real estate value and personal property late assessments exceeding the allowed 10%. If you can use your log file to exactly explain the differences between the abstract and the recap, then the recap is correct, but you may want to share the log file with the Assessor so they can double-check their records.

When running the recap report, you are given two options on extending taxes:

**Extend All**—Every parcel is included.

**Exclude Certified**—Parcels marked certified are excluded from the totals.

The Original Charge should be run with the Extend All option, and this is what the Final Settlement program will be expecting to balance back to. The Tax Book program will also extend all parcels, including certified land. However, the other option is there for you to run a 2nd set of recap numbers for entities that are using these numbers for budget projection and may not want to consider the certified in their totals.

The report itself will have a summary of assessed values and tax dollar amounts by category, with a separate page each for real estate, personal property, improvement districts, and voluntary taxes. The final page performs a distribution of the ad valorem tax amounts to each individual taxing entity, and lists them broken down by real estate, personal, utilities, and homestead credits.