



Operation of Levy Systems A Guide for School Districts – And Other Useful Information

School Finance Levy Staff

March 2022

What is a Levy?

- A levy is the amount of money a school district intends to raise from property taxes in the upcoming year.
 - School district levies are limited by state statute and are either based on statutory formulas or provide revenue for specific costs.
- The estimated data provided by districts during the summer levy timeframe will determine which programs a district can levy for and how much revenue the levies will generate.

Levy Certification Timeline

- Levy Calendar released mid June of each year
- Deadlines for initial building/lease information, debt service data, disabled access revenue authority application, AMDWE ADM and EL estimates mid August
- Minnesota Department of Education (MDE) sends levy limits to districts by September 8
- School board certifies proposed levy by September 30
 - This is the deadline for submitting data changes
- County mails out Truth-in-Taxation (TNT) notices in November (after general election day)
- School board
 - Hold public TNT meeting between November 24-December 28
 - Adopt final levy by December 28
 - Send certification form to MDE by January 7, 2024

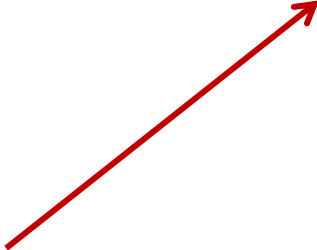
Minnesota Statutes require information to be turned in by the dates listed.

Property Tax Dates by Year

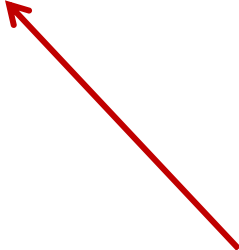
```
LVYLIM00010323      M I N N E S O T A   D E P A R T M E N T   O F   E D U C A T I O N
DISTRICT NO. 0001   TYPE 03      L E V Y   L I M I T A T I O N   A N D   C E R T I F I C A T I O N
DISTRICT NAME Minneapolis Public School      2 0 2 2   P A Y A B L E   2 0 2 3
ECSU REGION 11   HENNEPIN
```

ED-00

PAGE 32 OF 39
DATE OF RUN: 01



The first year is the year that the levy is **CERTIFIED** by the school board. You start the process in the summer of that year.



The second year is the year that taxes are **COLLECTED** by the County and sent to the school districts.

Except for levies with special recognition, the Levy is attributed to the **NEXT Fiscal Year** from the calendar year taxes are collected.

In this example, the Levy is Certified in **2022** (December), Taxes are Collected in **2023** (May and October), and **Districts will record these revenues in Fiscal Year 2024 (FY 24).**

Information and Instructions on Levy

[Levy Certification webpage \(https://education.mn.gov/MDE/dse/schfin/Levy/\)](https://education.mn.gov/MDE/dse/schfin/Levy/)

The screenshot shows the MDE website's 'Levy Certification Process' page. A red oval highlights the breadcrumb trail: [MDE](#) > [Districts, Schools and Educators](#) > [School Finance](#) > [Levy Certification Process](#). A red arrow points from the text 'Each year school districts that have levy authority must complete several steps in order to properly prepare its annual Levy Limitation & Certification Report.' to this breadcrumb trail.

Levy Certification Process

The Minnesota Department of Education (MDE) provides forms and instructions to assist county auditors with school district property tax levies.

Proposed Property Tax Levies
School boards are required to certify proposed property tax levies to the home county auditor by September 30 of every year (or next business day, if September 30 falls on a weekend), and to MDE by October 7. For the 2022 Payable 2023 levy, the certified proposed property tax levies will be due to the home county auditor on September 30, 2022, and to MDE on October 7, 2022.

Final Property Tax Levy
School boards must adopt their final property tax levy and certify the levy to the home county auditor no later than five working days after December 20 (December 28 for the 2022 Payable 2023 Levy).

Districts must use the Levy Certification System to certify the final tax levy.

A red rounded rectangle highlights a list of links: [Levy Information System Instructions](#) - 7/19/22, [Levy Limitation and Certification Calendar](#) - 6/24/22, [2021 Payable 2022 Process for Final Levy](#) - 11/19/21, [2021 Payable 2022 Levy Limitation and Certification Timelines](#) - 9/8/21, [2021 Payable 2022 Levy Limitation and Certification Report](#) - 9/8/21, and [2021 Payable 2022 Process for Certifying or Revising Proposed Levy](#) - 9/8/21. A red arrow points from the text 'The MDE has instructions posted on its web site to help districts complete the required submissions.' to this list of links.

School Finance

- Audits
- Charter Schools
- Community Education, ECCE and School Readiness
- Facilities and Technology
- Federal Aid
- Financial Management
- Funding Projections and Trends
- General Education
- Levy Certification Process**
 - Information for County Auditors
 - Tax Shift Information
- MARSS Student Accounting
- Nonpublic
- Postsecondary Enrollment Options (PSEO)
- Special Education
- Transportation

Contact

Each year school districts that have levy authority must complete several steps in order to properly prepare its annual Levy Limitation & Certification Report.

The MDE has instructions posted on its web site to help districts complete the required submissions.

How to Log In to the Levy Information System

[Levy Information System webpage \(https://education.mn.gov/MDE/dse/datasub/LevyInfo/\)](https://education.mn.gov/MDE/dse/datasub/LevyInfo/)

The screenshot shows the MDE website with a dark blue header containing navigation links: Home, About, Students and Families, Licensing, Districts, Schools and Educators, Data Center, and COVID-19. A red box highlights the breadcrumb trail: [MDE](#) > [Districts, Schools and Educators](#) > [Data Submissions](#) > [Levy Information System](#). A red arrow points from this trail to the 'Levy Information System' link in the left sidebar. The sidebar also lists other links like 'Data Submissions', 'Health and Safety', 'Help Me Grow', 'Levy Certification System', 'MARSS Web Edit System (WES)', 'Minnesota Common Course Catalogue', 'Minnesota Continuous Improvement Process: Self Review (MNCIMP:SR)', and 'Online Licensing System'. The main content area is titled 'Levy Information System' and includes a sub-header 'The Levy Information System is now open for Payable 2020.' and a paragraph explaining the system. A red box highlights the link '> Enter the Levy Information System' at the bottom of the main content area. A red arrow points from this link to the login form on the right.

The “**Levy Information System**” can be found by using the Districts, Schools and Educators dropdown on the MDE website and then hovering over Business and Finance and then by clicking on Data Submissions

The login form is titled 'Levy Information System Login' and includes a blue header. Below the header, it states: 'This website is for the input of data by site or district officials. Please enter your District Number, District Type and password.' The form has three input fields: 'District Number:' with a placeholder '(4 digit, ex: Aitkin=0001)', 'District Type:' with a placeholder '(2 digit, ex: 01)', and 'Password:'. A 'Login' button is located at the bottom right of the form. A red arrow points from the 'Enter the Levy Information System' link in the previous screenshot to this login form.

[Back to Department of Education Web Site](#)

MDE sends the password for the system to superintendents and business managers once the system is ready for districts to enter data.

Levy Information System

After logging into the levy information system, review and/or update the data on each of the following screens:

- Announcements
- Contact Information
- Health Benefits and Annual Other Postemployment Benefits (OPEB)
- Elementary Sparsity
- Secondary Sparsity
- Building/Land Lease Payable 2023
- Building/Land Lease FY 2022 Actual Costs
- Building/Land Lease FY 2021/FY 2021 Levy Adjustments
- Building/Land Lease FY 2021/FY 2020 Levy Adjustments
- Building/Land Lease FY 2020/FY 2020 Levy Adjustments
- Debt Service
- General and Community Services
- Levy Information Status



Numerical Information does not need commas or \$ signs

Announcements and Contact Information

- Be sure to check the Announcements page and the Contact Information page before you begin entering levy data.
- A valid email address is critical in case MDE needs to contact the district with questions or guidance on data.
 - **School districts must enter two email addresses under the contact information.**
 - **Please do not submit the same email address twice.** Find someone at your organization who can received emails for coverage during the levy process.
 - If staff turnover occurs during the Summer Levy process, please update the contact information. After the levy system is closed, please contact Kristine Anderson with updated information.

Announcements



Get Started

[Announcements](#)
[Contact Information](#)
[Health Benefits](#)
 & Annual Other Postemployment Benefits (OPEB)
[Elementary Sparsity](#)
[Secondary Sparsity](#)
[Building/Land Lease Payable 2023](#)
[Building/Land Lease FY 2022 Actual Costs](#)
[Building/Land Lease FY 2021 Payable 2021 Levy Adjustment](#)
[Building/Land Lease FY 2021 Payable 2020 Levy Adjustment](#)
[Building/Land Lease FY 2020 Payable 2020 Levy Adjustment](#)
[Debt Service](#)
[General and Community Service](#)
[Levy Information Status](#)

Announcements

Welcome to the Levy Information System.

Please review the [General Information and Instructions](#) before entering any levy information. Click on "Help" from any screen to access these instructions during data entry. Or click on "Announcements" at the left to return to this screen.

Districts should enter data by August 26, 2022 (August 12 for Building Land/Lease and Debt Service) to be included on the initial Levy Limitation and Certification Report published by September 8, 2022.

All data changes can be made through September 30, 2022.

Keep Contact Information up-to-date so your district receives future levy memos and emails. Please enter a different email address in the secondary email field when updating your contact information. MDE needs to have an alternate email address should the primary be unavailable.

Districts should also review and update the ADM WEB Estimates (ADMWE) and LEP estimates for 2022-2023, 2023-2024, and 2024-2025 by August 19, 2022 so current estimates are included on the levy report.

Contact Information



Get Started

Announcements
Contact Information
Health Benefits
& Annual Other Postemployment Benefits (OPEB)
Elementary Sparsity
Secondary Sparsity
Building/Land Lease Payable 2023
Building/Land Lease FY 2022 Actual Costs
Building/Land Lease FY 2021 Payable 2021 Levy Adjustment
Building/Land Lease FY 2021 Payable 2020 Levy Adjustment
Building/Land Lease FY 2020 Payable 2020 Levy Adjustment
Debt Service
General and Community Service
Levy Information Status

Contact Information

It is important that your contact information be kept up-to-date throughout the levy process. Enter or modify the applicable contact information listed below. To update contact information click on the "Save" button at the bottom of the page.

Primary Contact

Last Name:
First Name:
Title:
Address Line1:
Address Line2:
City:
State:
ZipCode:
Phone: (ex:999-999-9999)
Fax: (ex:999-999-9999)
Email:
Secondary Email:

Save

**Make sure to enter
a secondary email
address.**



Health Benefits and OPEB

- Your district **may or may not** be eligible for levy authority for the two health benefits levies. The Levy Information System instructions will explain the eligibility criteria. **If your district did not levy in the past, more often than not the district is not eligible for the levy.**
 - Health benefits are related to staff who retired before 1998. If your district has not levied for this item in the past, your district does not need to submit information.
 - OPEB gives school districts reimbursement authority to levy for prior year retiree costs that are not already being levied for or paid for from another source such as Health Benefits or an OPEB Trust Account.

Health Benefits and OPEB (2)

- Please provide MDE with a copy of the current collective bargaining agreement(s) related to the eligible retiree(s). These agreements must include a sunset clause relating to health insurance benefits for retirees
- Please provide MDE with a copy of the OPEB actuarial reports (or mini update summary) for documentation

➡ All documents can be sent to [Jan Carlson](mailto:Janice.carlson@state.mn.us) (Janice.carlson@state.mn.us)

Levy amounts entered in for Questions B and C will not show up automatically in the Levy Report. MDE staff must approve these two categories before the levy is calculated. Please work with MDE staff if you do not see the health benefits and/or OPEB levy after you have submitted the proper documentation.

Health Benefits and OPEB (3)

Get Started

Announcements
Contact Information
Health Benefits
& Annual Other Postemployment Benefits (OPEB)
Elementary Sparsity
Secondary Sparsity
Building/Land Lease Payable 2023
Building/Land Lease FY 2022 Actual Costs
Building/Land Lease FY 2021 Payable 2021 Levy Adjustment
Building/Land Lease FY 2021 Payable 2020 Levy Adjustment
Building/Land Lease FY 2020 Payable 2020 Levy Adjustment
Debt Service
General and Community Service
Levy Information Status

Health Benefits & Annual Other Postemployment Benefits (OPEB)

Under Minnesota Statutes, section 126C.41, subdivision 2, a district may levy for the amounts necessary to pay the district's obligations for the following:

A. All districts may levy for the health benefit costs required by a collective bargaining agreement in effect on March 30, 1992, for employees who retired prior to July 1, 1992. Enter levy authority requested for these estimated costs on line A below.

B. Districts with a sunset clause in their current bargaining agreement(s) may also levy for the health benefit costs required by the collective bargaining agreement in effect on March 30, 1992, for employees who retire from July 1, 1992, through June 30, 1998. Enter levy authority requested for these estimated costs on line B below.

C. Districts with a sunset clause in their current bargaining agreement(s) may also levy for other postemployment benefits expenses actually paid from operating funds on behalf of retirees during the previous fiscal year if the district has created an actuarial liability to pay these benefits to employees after their termination of services. Enter levy authority requested for these actual costs on line C below.

For costs entered on lines B and/or C below, provide School Finance with a copy of the current collective bargaining agreement(s) related to the eligible retiree(s). These agreements must include a sunset clause relating to health insurance benefits for retirees. School Finance must approve the eligibility before entered costs on line B and/or C are shown on the Levy Certification Report. The district must also certify in D below that the agreements submitted relate to the same employee groups for which retiree costs are being claimed.

A. Levy request for FY 2023 estimated eligible health benefits costs for employees who retired prior to July 1, 1992	<input type="text"/>
B. Levy request for FY 2023 estimated eligible health benefits costs for employees who retired July 1, 1992, through June 30, 1998	<input type="text"/>
C. Levy request for annual postemployment benefits (OPEB). Amount cannot exceed OPEB expenses actually paid from operating funds on behalf of retirees in FY 2022.	<input type="text"/>
D. District certifies master agreements submitted to MDE relate to the same employee groups for which retiree costs are being claimed in A and B above.	<input type="radio"/> YES <input type="radio"/> NO

Save

Health Benefits levy is for
Estimated Fiscal Year 2023-24

OPEB levy is for Actual Costs in
Fiscal Year 2022-23

Elementary and Secondary Sparsity

- These two aid categories will be pre-populated and should be reviewed.
 - MDE verifies shortest routes using Google Maps. However, these routes might not be the most preferable. Please update when appropriate with reason for the change.
 - Numbers are calculated based on miles to the next qualifying building. Be sure to check if buildings have opened or closed in neighboring districts.

Definition of Site for Secondary Sparsity

- **Sparsity Revenue and Online Learning Schools**
- An online learning site classified as 46, Online Learning Program OLL (State approved) is not included in the district's secondary sparsity revenue as described in [Minnesota Statutes 126C.10 subdivision 7](#).
- Both the adjusted pupil units of the students enrolled at the OLL site and the site as a qualifying high school in the district would not be included in the formula.
- A high school is defined as a secondary school that has pupils enrolled in at least the 10th, 11th and 12th grades with a secondary average daily membership of less than 400.
- The nearest high school may be in your district or another district. Charter schools, Alternative Learning Centers (ALCs) and OLL sites are not be considered in determining the nearest high school.

Elementary Sparsity

Get Started

Announcements
Contact Information
Health Benefits
& Annual Other Postemployment Benefits (OPEB)
Elementary Sparsity
Secondary Sparsity
Building/Land Lease Payable 2023
Building/Land Lease FY 2022 Actual Costs
Building/Land Lease FY 2021 Payable 2021 Levy Adjustment
Building/Land Lease FY 2021 Payable 2020 Levy Adjustment
Building/Land Lease FY 2020 Payable 2020 Levy Adjustment
Debt Service
General and Community Service
Levy Information Status



Elementary Sparsity

The information listed below is currently being used to compute 2021-22 elementary sparsity revenue. Update the information to reflect all elementary schools 19 miles or more from the closest elementary school for 2022-23. **Sparsity data should be entered to reflect schools that will be in operation for the 2022-23 school year.**

Also enter information for elementary schools less than 19 miles from the closest elementary school if the information is readily available. These schools will not qualify for elementary sparsity revenue.

An elementary school that is located 19 miles or more from the closest elementary school and has an elementary average daily membership of 20 or fewer students per grade qualifies for elementary sparsity revenue. The closest elementary school may be a school in your district or in another district. Do not consider charter schools and online program sites when determining the closest elementary school.

0001-01 AITKIN PUBLIC SCHOOL DISTRICT	Closest Elementary					
	School	District	School	Distance		
	RIPPLESIDE ELEMENTARY	CROSBY-IRONTON PUBLIC SCHOOL DIST.	CUYUNA RANGE ELEMENTARY	15.0	Edit	Delete

Add New

Secondary Sparsity

Get Started

Announcements
Contact Information
Health Benefits
& Annual Other Postemployment Benefits (OPEB)
Elementary Sparsity
Secondary Sparsity
Building/Land Lease Payable 2023
Building/Land Lease FY 2022 Actual Costs
Building/Land Lease FY 2021 Payable 2021 Levy Adjustment
Building/Land Lease FY 2021 Payable 2020 Levy Adjustment
Building/Land Lease FY 2020 Payable 2020 Levy Adjustment
Debt Service
General and Community Service
Levy Information Status

Secondary Sparsity

The following information is currently being used to compute 2021-22 secondary sparsity revenue. Review data provided and update to reflect changes for 2022-23. Sparsity data should be entered to reflect schools that will be in operation for the 2022-23 school year.

Districts are encouraged to provide this information for all high schools. However, data is only required for high schools that may qualify for secondary sparsity revenue.

A high school is defined as a secondary school that has pupils enrolled in at least the 10th, 11th, and 12th grades. The closest operating high school may be a high school in your district or in another district. Do not consider charter schools, alternative learning centers (ALCs), and online program sites when determining the closest high school.

A high school must have secondary average daily membership of less than 400 to qualify for secondary sparsity revenue.

All districts must answer the two questions below for 2022-23.

Will the district be operating a high school?

☐ Yes ☐ No

Will the district be operating more than one high school?

☐ Yes ☐ No

Save

0001-01 AITKIN PUBLIC SCHOOL DISTRICT	Closest Secondary				
School	District	School	Distance		
AITKIN SECONDARY SCHOOL	CROSBY-IRONTON PUBLIC SCHOOL DIST.	CROSBY-IRONTON SECONDARY	15.0	Edit	Delete

"Add New" button will active after the two questions above are Saved.

Secondary Sparsity (2)

High School (from).	--Select School--
Distance from your district's high school to the nearest operating high school (to the nearest tenth of a mile).	
Reason For Change.	--Select Reason For Change--
District in which nearest high school is located.	--Select District--
School nearest your high school.	Select District For School Choices



If there is a change in the distance to the nearest high school, please select from the drop down “Reason For Change” menu for explanation and send MDE supporting documentation. Documentation for a change is required for elementary sparsity as well. Verification will be required for the update.

Please send documentation to [levy staff \(mde.levy@state.mn.us\)](mailto:mde.levy@state.mn.us).

Building/Land Lease Information

- Review instructions on updating, adding or removing lease authority. Information could be based on different fiscal years depending on the start of the lease. Make sure to follow proper dates for each screen.
- Capitalized lease approval process updated in Pay 22 cycle - **NEW** Capital Leases **ONLY**
 - [Capitalized Lease Levy Approval and Checklist Memo](#)
- Districts are also asked to provide current costs and actual costs for prior lease authority.
 - Prior year lease authority will be adjusted based on actuals.
- There is a levy limit of \$212 per Adjusted Pupil Unit (APU).

Building/Land Lease Information (2)

- Districts should make sure that only leased facility information is included on these screens.
- Information will need to be included on the purpose for the lease.
 - Instructional purposes, school storage, administrative space with separate approval, etc.
- All new leases will need to have a lease agreement provided with the information (including Certificates of Participation (COP) schedules for capitalized leases).
 - Once a lease agreement has been provided, a new agreement will only need to be submitted if changes occur to original lease.

Building/Land Lease Joint Lease Information

- Any leases that are undertaken by multiple districts is called a Joint Lease
 - One district (or co-op) will be designated as the Host district and completes the information with MDE
 - The Host district will provide the levy information for all other districts in the Joint Lease. The levy authority for the joint lease will appear for all members
 - For new Joint Leases, it is **strongly recommended** that all member districts levy in the same payable year

Lease Programs That Require Additional Information

- **Administrative Space Lease** – A district wishing to levy administrative space that meets the criteria of Minnesota Statutes, section 126C.40, subdivision 1 paragraph (j).
 - See “Levy for Leasing Administrative Space” memo on the MDE Levy webpage
 - Please contract [Jason Reil](#) for additional information on the lease levy program
- **Infant and Toddler Childcare Programs** - Districts wishing to lease space for infant and toddler childcare programs may apply for lease levy authority if the program meets state licensing requirements through the Department of Human Services and meets Parent Aware requirements through MDE.
 - To apply for levy authority for this use, a school district must additionally submit a letter of application by mid August to [Lisa Barnidge](#), Early Learning Services Director, Minnesota Department of Education.

Building/Land Lease Payable 2023

- Districts who apply for this levy authority must provide the information for each lease agreement and copies of new or modified lease agreements. Levy authority will be approved as data is submitted. Districts should enter data early to allow MDE adequate time to review and approve.
- The information shown will be the approved leases from the previous levy year. Edit and Delete leases that are not continuing.

Get Started

[Announcements](#)
[Contact Information](#)
[Health Benefits](#)
[& Annual Other Postemployment Benefits \(OPEB\)](#)
[Elementary Sparsity](#)
[Secondary Sparsity](#)
[Building/Land Lease Payable 2023](#)
[Building/Land Lease FY 2022 Actual Costs](#)
[Building/Land Lease FY 2021 Payable 2021 Levy Adjustment](#)
[Building/Land Lease FY 2021 Payable 2020 Levy Adjustment](#)
[Building/Land Lease FY 2020 Payable 2020 Levy Adjustment](#)
[Debt Service](#)
[General and Community Service](#)
[Levy Information Status](#)

Building/Land Lease Payable 2023

By completing the information below, the district is requesting authority to make an additional levy to rent or lease a building and/or land, for instructional purposes or for school storage or furniture repair.

Provide the requested information for each lease. For any new or modified lease, a copy of the lease agreement should also be sent to MDE, School Finance Division by August 12. A "yes" in the Approved column below indicates the district has been granted levy authority for this lease. If information on an approved lease is updated, the approval flag will be removed until the new information has been reviewed and approved by MDE staff.

Member district data for joint leases will not show until the fiscal host has entered and allocated costs.

		Approved?	Levy Payable Year	Fiscal Year	Lease Term (months)	Site Name	Landlord	Prior District Owned?	Host District	Admin Lease?	Primary Purpose of Space	Modular Construction?	Number of Classrooms	Lease Percent Eligible	Acquiring Ownership	New Lease	Other District Resources?	Lease Term (Total Years)	Year of Lease	Square Footage of Building	Annual Gross Cost	Operating Costs Paid by Landlord	Net Lease Cost	Lease Levy Authority
Edit	Delete		2023	2023	12.0	Cuyuna Rolling Hills Golf Course	Cuyuna Rolling Hills, Inc.	N	N	N	Outdoor Sports or Physical Education	N	0	100.00	N	N	N	0	0	0	0.00	0.00	0.00	0.00

Add New

New Building/Land Lease (part 1)

Levy Payable Year (cannot change)	<input type="text" value="2023"/>
Fiscal Year	<input type="text" value="2023"/>
Lease Term (number of months)	<input type="text" value="12.0"/>
Are you functioning as Host for this lease and allocating levy authority?	<input type="text" value="No"/>
Site Name	<input type="text" value="Cuyuna Rolling Hills Golf Course"/>
Landlord	<input type="text" value="Cuyuna Rolling Hills, Inc."/>
Has leased property ever been owned by a school district or educational cooperative?	<input type="text" value="No"/>
Is the lease for Administrative space either under MS 126C.40, subd. 1, paragraph (j) or previous special legislation?	<input type="text" value="No"/>
Purpose of Space (up to 5) and Percentage (must total 100)	
<input type="text" value="(r) Outdoor Sports or Physical Education"/>	<input type="text" value="100.00"/> %
<input type="text" value="--Select Purpose of Space--"/>	<input type="text" value="0.00"/> %
<input type="text" value="--Select Purpose of Space--"/>	<input type="text" value="0.00"/> %
<input type="text" value="--Select Purpose of Space--"/>	<input type="text" value="0.00"/> %
<input type="text" value="--Select Purpose of Space--"/>	<input type="text" value="0.00"/> %

Things to remember:

- **Site Name** helps MDE identify what the lease is.
- **Landlord** should be someone other than the school district.
- **Administrative space** usage has a separate approval process. A memo for leasing administrative space can be found on the MDE website (Levy for Leasing Administrative Space).
- **Purpose of Space** is meant for districts to provide up to 5 uses for the space. The usage is based on the square footage of the leased space.
 - For mixed-use leased space, districts can provide best estimate on square footage.
 - Ineligible components are spaces such as bus garages, and maintenance facilities except portion used for storage. These types of spaces reduce net levy authority.

New Building/Land Lease (part 2)

Is facility modular construction?	<input type="text" value="No"/>	
Number of Classrooms	<input type="text" value="0"/>	
Acquiring Ownership	<input type="text" value="No"/>	
If "Yes" to Acquiring Ownership, answer (1) through (4) below. If "No" to Acquiring Ownership, skip to New Lease question.		
	(1) Will (or have) other district resources be used to fund the project?	<input type="text" value="No"/>
	(2) Lease Term (Total Years)	<input type="text" value="--Select Total Years--"/>
	(3) Year of Lease	<input type="text" value="--Select Year of Lease--"/>
	(4) Status of expenditures for this capitalized lease.	<input type="text" value="--Select Status--"/>
	Complete questions 5-6 below only if expenditures for this capitalized lease are noted as completed in question 4 above.	
	(5) Excess balance of the funding proceeds as of June 30, 2022 for the completed capital project	<input type="text" value="0.00"/>
	(6) Portion of excess balance already used to reduce current or future lease levies (provide written documentation to MDE, Program Finance)	<input type="text" value="0.00"/>
	Remaining balance for current levy limitation reduction (computed = 5 - 6)	0.00

Things to remember:

- **Number of Classrooms** means classrooms used for regular instruction not items like gymnasiums or pools.
- If the lease is **Acquiring Ownership**, please be sure to answer questions 1-4. For question 4, if status is Completed, answer question 5 and 6. Excess funds remaining will reduce the districts lease levy authority.

New Building/Land Lease (part 3)

Things to remember:

New Lease	<input type="text" value="No"/>
Square Footage of Building	<input type="text" value="0"/>
Annual Gross Cost	<input type="text" value="0.00"/>
Operating Costs Paid by Landlord	<input type="text" value="0.00"/>
Net Lease Cost (computed)	0.00
Percent Eligible (computed)	100.00
Lease Levy Authority (computed)	0.00

Save

- **Annual Gross Cost** is the annual cost of the lease.
- **Operating Costs Paid** by Landlord are items such as trash, heating, cooling, snow removal, etc. that benefit the district.
 - These costs are excluded from the district's net lease levy authority.

Building/Land Lease FY 2022 Actual Costs

Districts should enter actual lease costs and actual operating costs for FY 2022 leases previously approved for levy authority. These leases may have been approved for levy authority for either taxes payable 2021 or 2022.

Get Started

Announcements
Contact Information
Health Benefits
& Annual Other Postemployment Benefits (OPEB)
Elementary Sparsity
Secondary Sparsity
Building/Land Lease Payable 2023
Building/Land Lease FY 2022 Actual Costs
[Building/Land Lease FY 2021 Payable 2021 Levy Adjustment](#)
[Building/Land Lease FY 2021 Payable 2020 Levy Adjustment](#)
[Building/Land Lease FY 2020 Payable 2020 Levy Adjustment](#)
Debt Service
General and Community Service
Levy Information Status



Building/Land Lease FY 2022 Actual Costs

The district received levy authority for taxes payable 2021 or 2022 for FY 2022 lease costs based upon estimated costs. For each record, click on "Enter Actuals" and update to show actual Annual Gross Costs and Operating Costs Paid by Landlord.

If actual data is not entered for a record, there will be a negative levy adjustment in Payable 2024 or 2025 for the full amount of the original levy.

	Actuals Approved?	Levy Payable Year	Fiscal Year	Lease Term (months)	Site Name	Landlord	Prior District Owned?	Host District	Admin Lease?	Primary Purpose of Space	Modular Construction?	Number of Classrooms	Lease Percent Eligible	Acquiring Ownership	New Lease	Square Footage of Building	Original Net Lease Cost	Actual Net Lease Cost	Lease Levy Adjustment
Enter Actuals		2022	2022	12.0	Cuyuna Rolling Hills Golf Course	Cuyuna Rolling Hills, Inc.	N	N	N	Outdoor Sports or Physical Education	N	0	100.00	N	N	0	1,950.00	0.00	0.00

Building/Land Lease FY 2022 Actual Costs (2)

Actuals Approval Flag (admin only)	
Levy Payable Year (cannot change)	2022
Fiscal Year	2022
Are you functioning as Host for this lease and allocating levy authority?	N
Lease Term (number of months)	12.0
Site Name	Cuyuna Rolling Hills Golf Course
Landlord	Cuyuna Rolling Hills, Inc.
Has leased property ever been owned by a school district or educational cooperative?	N
Purpose of Space (up to 5) and Percentage (must total 100)	
Outdoor Sports or Physical Education	100.00
	0.00
	0.00
	0.00
	0.00

Is facility modular construction?	N	
Number of Classrooms	0	
Acquiring Ownership	N	
New Lease	N	
Square Footage of Building	0	
	Estimated Costs	Actual Costs
Annual Gross Cost	2,000.00	0.00
Operating Costs Paid by Landlord	50.00	0.00
Net Lease Cost (computed)	1,950.00	0.00
Percent Eligible (computed)	100.00	100.00
Lease Levy Authority (computed)	1,950.00	0.00
Lease Levy Adjustment (computed)		0.00

Save

Things to remember:

- Final numbers should be entered in for **Annual Gross Costs** and **Operating Costs Paid by Landlord**. Numbers should be based on expenses incurred in FY 22.
- Levy adjustments will be made in a subsequent year based on these changes.

Building/Land Lease FY 2021 Payable 2021 Levy Adjustments

The remaining lease screens are for informational purposes only and show subsequent year adjustments. For Payable 23 levy adjustments, see FY 2021 Payable 2021 Levy and FY 2021 Payable 2020 for additional information.

Get Started

Announcements
Contact Information
Health Benefits
& Annual Other Postemployment Benefits (OPEB)
Elementary Sparsity
Secondary Sparsity
Building/Land Lease Payable 2023
Building/Land Lease FY 2022 Actual Costs
Building/Land Lease FY 2021 Payable 2021 Levy Adjustment
Building/Land Lease FY 2021 Payable 2020 Levy Adjustment
Building/Land Lease FY 2020 Payable 2020 Levy Adjustment
Debt Service
General and Community Service
Levy Information Status

Building/Land Lease FY 2021 Payable 2021 Levy Adjustment

For taxes payable 2021 the district received levy authority for the building/land leases listed below based upon estimated costs.

Districts were requested to enter actual annual gross costs and annual operating costs for FY 2021 leases by December 31, 2021.

Preliminary levy adjustments are computed below. Final adjustments shown on the Payable 2024 Levy Limitation and Certification Report will also take into consideration: costs for FY 2021/Payable 2021 leases, any per pupil limitation, and any district under levy of the original levy for this category.

	Actuals Approved?	Levy Payable Year	Fiscal Year	Lease Term (months)	Site Name	Landlord	Prior District Owned?	Host District	Admin Lease?	Primary Purpose of Space	Modular Construction?	Number of Classrooms	Lease Percent Eligible	Acquiring Ownership	New Lease	Square Footage of Building	Original Net Lease Cost	Actual Net Lease Cost	Lease Levy Adjustment
View Details		2021	2021	12.0	Cuyuna Rolling Hills Golf Course	Cuyuna Rolling Hills, Inc.	N	N	N	Outdoor Sports or Physical Education	N	0	100.00	N	N	0	1,950.00	0.00	0.00

POC: Jason Reil/Kateri Little

Jason.reil@state.mn.us/Kateri.Little@state.mn.us

651-582-8781/651-582-8857

Building/Land Lease FY 2021 Payable 2020 Levy Adjustments

Get Started

[Announcements](#)

[Contact Information](#)

[Health Benefits](#)

[& Annual Other Postemployment Benefits \(OPEB\)](#)

[Elementary Sparsity](#)

[Secondary Sparsity](#)

[Building/Land Lease Payable 2023](#)

[Building/Land Lease FY 2022 Actual Costs](#)

[Building/Land Lease FY 2021 Payable 2021 Levy Adjustment](#)

[Building/Land Lease FY 2021 Payable 2020 Levy Adjustment](#)

[Building/Land Lease FY 2020 Payable 2020 Levy Adjustment](#)

[Debt Service](#)

[General and Community Service](#)


[Levy Information Status](#)

Building/Land Lease FY 2021 Payable 2020 Levy Adjustment

For taxes payable 2020, the district received levy authority for the building/land leases listed below based upon estimated costs.

Districts were requested to enter actual annual gross costs and annual operating costs for FY 2021 leases by December 31, 2021.

Preliminary levy adjustments are computed below. Final adjustments shown on the Payable 2023 Levy Limitation and Certification Report will also take into consideration: costs for FY 2021/Payable 2020 leases, any per pupil limitation, and any district under levy of the original levy for this category.



	Actuals Approved?	Levy Payable Year	Fiscal Year	Lease Term (months)	Site Name	Landlord	Prior District Owned?	Host District	Admin Lease?	Primary Purpose of Space	Modular Construction?	Number of Classrooms	Lease Percent Eligible	Acquiring Ownership	New Lease	Square Footage of Building	Original Net Lease Cost	Actual Net Lease Cost	Lease Levy Adjustment
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POC: Jason Reil/Kateri Little

Jason.reil@state.mn.us/Kateri.Little@state.mn.us

651-582-8781/651-582-8857

Building/Land Lease FY 2020 Payable 2020 Levy Adjustments

Get Started

[Announcements](#)
[Contact Information](#)
[Health Benefits](#)
[& Annual Other Postemployment Benefits \(OPEB\)](#)
[Elementary Sparsity](#)
[Secondary Sparsity](#)
[Building/Land Lease Payable 2023](#)
[Building/Land Lease FY 2022 Actual Costs](#)
[Building/Land Lease FY 2021 Payable 2021 Levy Adjustment](#)
[Building/Land Lease FY 2021 Payable 2020 Levy Adjustment](#)
[Building/Land Lease FY 2020 Payable 2020 Levy Adjustment](#)
[Debt Service](#)
[General and Community Service](#)
[Levy Information Status](#)



Building/Land Lease FY 2020 Payable 2020 Levy Adjustment

For taxes payable 2020, the district received levy authority for the building/land leases listed below based upon estimated costs.

Districts were requested to enter actual annual gross costs and annual operating costs for FY 2020 leases by December 31, 2020.

Preliminary levy adjustments are computed below. Final adjustments shown on the Payable 2023 Levy Limitation and Certification Report will also take into consideration: costs for FY 2020/Payable 2020 leases, any per pupil limitation, and any district under levy of the original levy for this category.

	Actuals Approved?	Levy Payable Year	Fiscal Year	Lease Term (months)	Site Name	Landlord	Prior District Owned?	Host District	Admin Lease?	Primary Purpose of Space	Modular Construction?	Number of Classrooms	Lease Percent Eligible	Acquiring Ownership	New Lease	Square Footage of Building	Original Net Lease Cost	Actual Net Lease Cost	Lease Levy Adjustment
View Details		2020	2020	12.0	Cuyuna Rolling Hills Golf Course	Cuyuna Rolling Hills, Inc.	N	N	N	Outdoor Sports or Physical Education	N	0	100.00	N	N	0	2,000.00	0.00	-2,000.00

New Debt Service Schedules

- Districts must submit newly issued, refunded, or omitted debt service principal and interest schedules to MDE to be included on the yearly Levy Limitation and Certification report.
 - If an outstanding bond issue is omitted or a district has recently issued a new or refunding issue, please email the bond schedule to [Lonn Moe](#) at MDE. Districts will no longer need to enter in bond schedules themselves. The schedules that are sent to Lonn Moe will be directly entered into the MDE bond database.
- Districts should make sure that **final** (not preliminary) schedules are being used.

Existing Debt Service

- For existing bond schedules, please review the data entry. A district will be able to modify the FY 2024 payments if changes are necessary. Changes less than \$1 do not have to be reported.
 - If a district makes changes to a bond issue, the information will not be reflected on the levy information system (LIS) afterwards. Districts will see the total levy with updates on the Levy Limitation and Certification (LLC) report when it is released after Labor Day.

Existing Debt Service

Get Started

Announcements
Contact Information
Health Benefits
& Annual Other Postemployment Benefits (OPEB)
Elementary Sparsity
Secondary Sparsity
Building/Land Lease Payable 2023
Building/Land Lease FY 2022 Actual Costs
Building/Land Lease FY 2021 Payable 2021 Levy Adjustment
Building/Land Lease FY 2021 Payable 2020 Levy Adjustment
Building/Land Lease FY 2020 Payable 2020 Levy Adjustment
Debt Service
General and Community Service
Levy Information Status

Debt Service

Information currently on file at MDE for each bond issue is shown below. This information will be used to compute district debt service levy authority for taxes payable in 2023.

If the amounts listed below do not properly reflect the principal and interest payments due for FY 2024 (July 1, 2023 through June 30, 2024), enter the correct data below and send documentation for each change to MDE, School Finance by August 12.

All new or refunded final bond schedules regardless of type must be emailed to Lonnn Moe for inclusion in the MDE bond database. This may be done at any time during the year. (Bond schedules can be submitted to MDE by a school district's bond counsel after issuance). However, if your school district has any bond issue(s) that are not reflected in the below table, please contact Lonnn Moe (lonnn.moe@state.mn.us) at MDE with the missing bond schedules.

If debt excess was used in FY 2022 to retire Equipment and Facilities Bonds issued after April 1, 1997, please contact MDE at mde.levy@state.mn.us with the amount.

				Principal FY 2024		Interest FY 2024		Required Debt Service Levy P + I + 5%	
	Bond Series	Bond Amount	Bond Type	Original	Revised	Original	Revised	Original	Revised
	2018A	3,080,000.00	Fac Maint-Other	190,000.00	<input type="text" value="190,000.00"/>	65,400.00	<input type="text" value="65,400.00"/>	268,170.00	268,170.00

Save

Debt Service – Use of Debt Excess

Debt Service

Information currently on file at MDE for each bond issue is shown below. This information will be used to compute district debt service levy authority for taxes payable in 2023.

If the amounts listed below do not properly reflect the principal and interest payments due for FY 2024 (July 1, 2023 through June 30, 2024), enter the correct data below and send documentation for each change to MDE, School Finance by August 12.

All new or refunded final bond schedules regardless of type must be emailed to Lonni Moe for inclusion in the MDE bond database. This may be done at any time during the year. (Bond schedules can be submitted to MDE by a school district's bond counsel after issuance). However, if your school district has any bond issue(s) that are not reflected in the below table, please contact Lonni Moe (lonni.moe@state.mn.us) at MDE with the missing bond schedules.

If debt excess was used in FY 2022 to retire Equipment and Facilities Bonds issued after April 1, 1997, please contact MDE at mde.levy@state.mn.us with the amount.



Districts will not be able to enter in the use of debt excess funds. If debt excess was used in FY 2024 to retire Equipment and Facilities Bonds issued after April 1, 1997, please contact [MDE Levy staff](mailto:mde.levy@State.mn.us) (mde.levy@State.mn.us) with the amount.

General and Community Service

- There will be a group of other levy categories that your district **may or may not** be eligible for.
- The General Fund Levies include:
 - Reemployment, Judgement, Integration, Local Optional, Safe Schools, LT Facilities Maintenance, Q Comp, and Other Health and Safety Revenue
- The Community Service Levies include:
 - Basic Community Education – Youth Services and After School Enrichment, Early Childhood Family Education (ECFE), Home Visiting, Adults with Disabilities and School Age Care.

Please check the Levy Information System Instructions to see if your district is able to levy for these programs.

General and Community Services (part 1)

Get Started

Announcements
Contact Information
Health Benefits
& Annual Other Postemployment Benefits (OPEB)
Elementary Sparsity
Secondary Sparsity
[Building/Land Lease Payable 2023](#)
[Building/Land Lease FY 2022 Actual Costs](#)
[Building/Land Lease FY 2021 Payable 2021 Levy Adjustment](#)
[Building/Land Lease FY 2021 Payable 2020 Levy Adjustment](#)
[Building/Land Lease FY 2020 Payable 2020 Levy Adjustment](#)
Debt Service
General and Community Service
Levy Information Status

General and Community Service

Please read the General Information and Instructions before entering information. The document is available on the Help link located on the top right corner of the page. Statutory references are cited for each component or type of levy in the instructions. Please complete every line. If no levy limitation is desired, or does not apply to your district, please enter zero. Enter all amounts in dollars and cents, include decimal point but do not include dollar signs or commas. All fields must be completed.

General Fund	
1. K-12 Reemployment Insurance. 2022-23 Reemployment Compensation and Job Placement Expenditures (Obj.280, excluding Federal).	<input type="text" value="0.00"/>
2. Judgment. Judgments against school district (send copy of settlement to MDE, Program Finance).	<input type="text" value="0.00"/>
3. Judgment-Intermediate. District's share of judgments against Intermediate District (Intermediate District to send copy to MDE, Program Finance).	<input type="text" value="0.00"/>

Question 1: Reemployment insurance levy is based off of a projection of what a district will pay in FY 2023.

Questions 2-3: Judgements against a school district and intermediate districts that are passing the costs to school district are based on what a district actually paid.

If a district has a Judgment, the judgement settlement and cancelled checks (or other proof of payment) showing the payment(s) must be sent to [Levy Staff \(mde.levy@state.mn.us\)](mailto:mde.levy@state.mn.us).

- Information entered in for questions 2 and 3 will not appear automatically on the levy report. MDE staff must approve the categories before the levy is calculated. Please work with MDE staff if you do not see the levy after you have submitted the proper documentation.

General and Community Services (part 2)

4. Initial Achievement and Integration. District's estimated initial revenue budget for initial aid/levy integration programs for 2023-24.	<input type="text" value="0.00"/>
5. Achievement and Integration Incentive. District's estimated incentive revenue budget for aid/levy integration programs for 2023-24.	<input type="text" value="0.00"/>
6. Local Optional Allowance. Amount up to \$724.00 per APU that the district plans to levy according to M.S.126C.10, Subd. 2e, as amended by Laws 2019, 1st Special Session, Chapter 11.	<input type="text" value="724.00"/>
7. Safe Schools. The district plans to levy for costs associated with safe schools activities authorized according to M.S.126C.44.	<input type="radio"/> YES <input type="radio"/> NO

Questions 4-5: Additional Achievement and Integration information can be found by looking at the Estimated 2023-24 Aid report. The report will show the maximum Achievement and Integration revenue to assist with these estimates.

- To keep the levy authority, a district must have an Achievement and Integration plan for the following year.

Question 6: A district can modify up to the maximum amount of **\$724** or less, depending on how much they would like to levy for Local Option Revenue (LOR) levy

Question 7: Districts can choose whether or not to levy the Safe Schools program

General and Community Services (part 3)

8. Q Comp. The district plans to levy for the Alternative Teacher Compensation (Q Comp) revenue under to M.S. 122A.415.	<input type="radio"/> YES <input type="radio"/> NO
9. Long-Term Facilities Maintenance (LTFM) Revenue. District Requested Reduction from maximum LTFM Revenue (to levy less than the max) under M.S. 123B.595.	<input type="text" value="0.00"/>
10. Other Health and Safety Revenue. 2021-22 Other Health and Safety Revenue (includes utility rebates, grants and recoveries from lawsuits).	<input type="text" value="0.00"/>

Question 8: Q Comp districts will be given the opportunity to say “Yes” or “No” on whether the district would like to include the levy portion of the Q Comp revenue on the proposed levy.

- If a district plans to underlevy the Q Comp revenue, the amount will only be removed from the proposed levy. Districts will still see the Q Comp levy during the certification phase and will need to officially underlevy Q Comp through the school board.

Question 9: If districts wish to levy less than the maximum in LTFM, please enter the revenue reduction as a positive amount. MDE will calculate the reduced levy based on this amount.

Question 10: Spot for districts to enter deductions and rebates on the health and safety revenue projects to help reduce levy.

General and Community Services (part 4)

Community Services Fund	
11. Youth Service. The district has a Youth Development Plan approved by the school board and plans to provide a Youth Service program in 2023-24.	<input type="radio"/> YES <input type="radio"/> NO
12. After School Enrichment. The district plans to provide a Youth After-School Enrichment program in 2023-24.	<input type="radio"/> YES <input type="radio"/> NO
13. Disabled School-Age Care. Estimated additional costs district will incur to include students with disabilities in the School Age Care Program in 2023-24.	<input type="text" value="0.00"/>
14. Early Childhood Family Education (ECFE). The district plans to provide Early Childhood Family Education in 2023-24 and will meet all program requirements in M.S.124D.13.	<input type="radio"/> YES <input type="radio"/> NO
15. Home Visiting. The district plans to provide ECFE home visiting services in 2023-24. Note: Line 11 above must also be "Yes" for Home Visiting revenue to be calculated.	<input type="radio"/> YES <input type="radio"/> NO

Save

Questions 11-12: A district must have a Community Education Program to have the authority to levy these categories.

Question 13: Enter any additional costs incurred from including students with disabilities in the school age program.

Questions 14-15: A district must have an ECFE program to have these levies. To keep the annual levy, a district must submit an annual ECFE report to MDE.

General and Community Services (part 5)

POC	Question #
Jason Reil (Jason.reil@state.mn.us)	1-3,8
Kristine Anderson/Becky Wochnick (Kristine.Anderson@state.mn.us Becky.Wochnick@state.mn.us)	6
Lonn Moe (Lonn.moe@state.mu.us)	9-10
Sarah C. Miller (Sarah.c.miller@state.mn.us)	10
Janice Carlson (Janice.Carlson@state.mn.us ,)	4-5, 7, 11-15

- Information on Career and Technical Education (CTE) Levy is from the district's budgets entered into the CTE Web-Based Reporting System. The CTE 2022-23 Aid Entitlement Report also provides additional information.

Warning Message

- Districts will get a warning message in the General and Community Services section if the “Yes/No” questions are not answered.
- The message states “{Type of Levy} is Required”
 - This does not mean that a district is required to levy for each particular program. The message means that a district must select “Yes” or “No” before moving on.

General and Community Service

Please read the General Information and Instructions before entering information. The document is available on the Help link located on the top right corner of the page. Statutory references are cited for each component or type of levy in the instructions. Please complete every line. If no levy limitation is desired, or does not apply to your district, please enter zero. Enter all amounts in dollars and cents, include decimal point but do not include dollar signs or commas. All fields must be completed.

- Safety Levy is required.
- Early Childhood is required.
- Youth Service is required.
- After School is required.
- Home Visiting is required.
- Q Comp is required.

General Fund

Levy Information Status

- Check the Levy Information Status page for the last saved date.
- Districts can go in and change information as long as its within the MDE data collection timeframe.
 - Building/Land Lease information and Debt Service schedules should be submitted by August 16
 - All other information should be turned in August 27
 - Information may be revised through September proposed levy rerun period

Levy Information Status (2)

Get Started

Announcements
Contact Information
Health Benefits
& Annual Other Postemployment Benefits (OPEB)
Elementary Sparsity
Secondary Sparsity
Building/Land Lease Payable 2023
Building/Land Lease FY 2022 Actual Costs
Building/Land Lease FY 2021 Payable 2021 Levy Adjustment
Building/Land Lease FY 2021 Payable 2020 Levy Adjustment
Building/Land Lease FY 2020 Payable 2020 Levy Adjustment
Debt Service
General and Community Service
Levy Information Status



Levy Information Status

Date of Last Modification will show only for screens where actual data changes were made and saved. If a screen is reviewed without making data changes, the Date of Last Modification will not be updated. Not all screens are applicable for every district.

Web Page	Date of Last Modification
Contact Information	2019-08-22 13:43:43.0
Health Benefits & Annual OPEB	
Elementary Sparsity	
Secondary Sparsity - Questions	2022-07-25 16:11:12.0
Secondary Sparsity - School Data	
Building/Land Lease Payable 2023	
Building/Land Lease FY 2022 Actual Costs	
Debt Service	
General & Community Education	

Other Items: Average Daily Membership

- **Average Daily Membership (ADM)** is the portion of the school year that a student is enrolled. A student enrolled all-year will generate 1.0 ADM.
- ADM computed is based on MARSS data: Student membership days divided by the number of instructional days in the school year.
- ADM estimates are provided and updated by school districts on ADMWE
 - ADMWE can be found on the Data Submissions page on the MDE Website. Estimates will be pre-populated for **FY 23, FY 24, and FY 25** for Pay 24.
 - A majority of levy components are calculated using ADM so it is **very important** that districts check the information for reasonableness and update as needed. This includes adjusted, resident, extended time and English learner (EL) ADM estimates.

Other Items: Average Daily Membership (2)

[ADMWE webpage \(https://education.mn.gov/MDE/dse/datasub/ADM/\)](https://education.mn.gov/MDE/dse/datasub/ADM/)

The screenshot shows the ADMWE webpage interface. At the top is a navigation bar with links: Home, About, Students and Families, Licensing, Districts, Schools and Educators, Data Center, and COVID-19. Below this, a breadcrumb trail reads: MDE > Districts, Schools and Educators > Data Submissions > ADM Web Estimates (ADMWE). A red box highlights this breadcrumb trail, with a red arrow pointing from the text 'The “ADM Web Estimates (ADMWE)” can be found by from the Districts, Schools and Educators dropdown menu on the MDE homepage and then hovering over Business and Finance and then clicking Data Submissions.' to the 'Districts, Schools and Educators' link. On the left sidebar, under 'Data Submissions', there is a list of links. A red box highlights the link '> ADM Web Estimates (ADMWE)', with a red arrow pointing from the text 'Each district should have a staff person authorized for access to ADMWE to update the data. This system uses the MIDMS security.' to it. The main content area is titled 'ADM Web Estimates (ADMWE)' and contains descriptive text about the system, a list of data provided by independent districts, and links to enrollment projections and timelines.

Home About Students and Families Licensing Districts, Schools and Educators Data Center COVID-19

MDE > Districts, Schools and Educators > Data Submissions > ADM Web Estimates (ADMWE)

► Data Submissions

- 0-4 Census Data Reporting
- Access to Career Technical Education for Students with a Disability (ACTE-SPED)
- ADM Web Estimates (ADMWE)
- Assessment Secure Reports
- Assurance of Compliance and Mandated Reporting
- Athletics Data Reporting
- Career and Technical Education Levy Web-Based Reporting System
- Carl Perkins
- CLICS Program Administration
- Compulsory Instruction Compliance Data Reporting
- Continuing Education Clock Hour Reporting
- Disciplinary Incident Reporting System
- District and School Site Verification
- Early Childhood Education Outcomes
- Early Education Student
- Early Learning Scholarship Administration System (ELSA)
- Early Learning Services Data Reporting
- Ed-Fi

ADM Web Estimates (ADMWE)

The Average Daily Membership Web Estimates (ADMWE) system is the means by which districts and charter schools provide the department with their estimated Average Daily Membership (ADM) for three school years. All independent school districts, and charter schools in their fourth or later year of operation, use this system. For charter schools in their first three years, the Minnesota Department of Education (MDE) uses a quarterly updated paper report and requires rosters and mid-year Minnesota Automated Reporting Student System (MARSS) submissions to support the estimated ADM.

It is important the data be as accurate as the districts and charter schools are able to provide because they will be used for a variety of purposes, including levies, aid entitlements, forecasts and analysis. All three years will be used in forecasts and legislative analysis starting in late December. MDE may not be able to use updates to the current year's estimates after the December deadline for aid entitlement calculations, because MDE's appropriation is held at the February forecast estimates.

The following data are provided by independent districts:

- Districtwide resident ADM by grade
- Extended time ADM by grade and site
- Adjusted ADM by grade and site
- English learner (EL) ADM by site

Charter schools provide adjusted ADM by grade and site and EL ADM by site. Find the Enrollment Projection Reports below.

Districts and charter schools in their fourth or later year are requested to update their estimates at least twice a year. If the existing data are accurate, districts should sum and authorize so that MDE knows the data have been reviewed.

Refer to the timelines posted below for a detailed description of when and for what the data will be used.

[District/School ADM \(Average Daily Membership\) Projections as Provided via ADMWE \(Average Daily Membership Web Estimates\) System](#)

> [Enter ADM Web Estimates \(ADMWE\)](#)

[Enrollment Projections Report for Charter Schools - School Year 2022-23 - 6/6/22](#)

[Timelines for ADM Estimates and Selected Aid Entitlements for Calendar Year 2022 - 5/18/21](#)

The “ADM Web Estimates (ADMWE)” can be found by from the Districts, Schools and Educators dropdown menu on the MDE homepage and then hovering over Business and Finance and then clicking **Data Submissions**.

Each district should have a staff person authorized for access to ADMWE to update the data. This system uses the MIDMS security.

Sum and Authorize Each Update

https://w1.education.state.mn.us ADM Projections - View 18-...

File Edit View Favorites Tools Help

MARSS Student Accounting MDE Organization Refere... MDE Data Center Home - Inside MDE

Page Safety Tools

m DEPARTMENT OF EDUCATION Skip navigation

Home Admin 18-19 0001-01 Aitkin Public School District PeckTime

Average Daily Membership Projection

ADM Projections Submitted to MDE by MainframeSyncUser (6/26/18 6:41 AM)

Main Menu

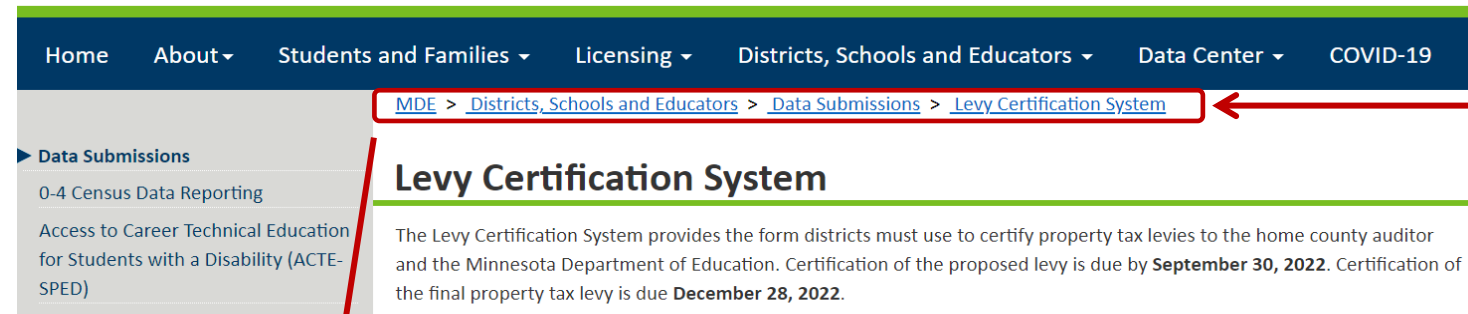
- View 18-19 ADM Projections
- Edit 18-19 ADM Projections
- Sum & Authorize**
- Change Year
- Change District

POC: Jeanne Krile
Jeanne.Krile@state.mn.us
651-582-8637

- The Levy Information System and ADMWE are uploaded each morning during capture any new or modified data
 - Any district entered updates in these two systems will not be captured on their respective levy report until the following work day.
- Additional updates for OPEB, Debt Service, Health and Safety, etc. are made by the program POC's and should be captured on that day's levy report
- Once all automated and manual updates have been loaded, the levy report for that day will be ran and posted to the Minnesota Funding Reports (MFR) site

How to Log In to the Levy Certification System

[Levy Certification System webpage](https://education.mn.gov/MDE/dse/datasub/LevyCertSys/) (<https://education.mn.gov/MDE/dse/datasub/LevyCertSys/>)



The “Levy Certification System” can be found by using the Districts, Schools and Educators dropdown on the MDE website and then hovering over Business and Finance and then by clicking on Data Submissions



Levy Certification System

The Levy Certification System provides the form districts must use to certify property tax levies to the home county auditor and the Minnesota Department of Education. Certification of the proposed levy is due by **September 30, 2022**. Certification of the final property tax levy is due **December 28, 2022**.

[> Enter the Levy Certification System.](#)

If you do not have an EDIAM user account, click on “Create Account” below the Login button. Once you have submitted your EDIAM application, your district’s Iowa is responsible for approving your request

A screenshot of the Minnesota Education Identity & Access Management (EDIAM) User Account Login page. The page features the Minnesota Department of Education logo and the text 'Education Identity & Access Management (EDIAM) User Account Login'. Below this, there are input fields for 'User ID:' (containing 'JasonReilMN') and 'Password:' (containing '*****'). A green 'LOGIN' button is at the bottom.

Home/Levy Method

Information under this section corresponds to the top portion of page 31 on the Levy Certification Report



Levy Certification

Taxes Payable 2023
0001-01-000-000 Aitkin Public School District
JasonReilMN

[Home/Levy Method](#)

Section Links

[Home/Levy Method](#)

[Certification Status](#)

[Validate/Certify Levy](#)

[Help](#)

[Logout](#)

[General-RMV Voter-Jobz Exempt](#)

[General-RMV Other-Jobz Exempt](#)

[General-NTC Voter-Jobz Exempt](#)

[General-NTC Other-Jobz Exempt](#)

[Community Service-NTC Other-Jobz Exempt](#)

[General Debt-NTC Voter-Jobz Nonexempt](#)

[General Debt-NTC Other-Jobz Nonexempt](#)

[OPEB Debt-NTC Voter-Jobz Nonexempt](#)

[OPEB Debt-NTC Other-Jobz Nonexempt](#)

[Refresh With Limit](#)

District Levy Summary

Subtotals By Levy Category

Title	Limit	Proposed	Certified
GENERAL - RMV VOTER - JOBZ EXEMPT	0.00	0.00	0.00
GENERAL - RMV OTHER - JOBZ EXEMPT	0.00	0.00	0.00
GENERAL - NTC VOTER - JOBZ EXEMPT	0.00	0.00	0.00
GENERAL - NTC OTHER - JOBZ EXEMPT	0.00	0.00	0.00
COMMUNITY SERVICE - NTC OTHER - JOBZ EXEMPT	0.00	0.00	0.00
GENERAL DEBT - NTC VOTER - JOBZ NONEXEMPT	0.00	0.00	0.00
GENERAL DEBT - NTC OTHER - JOBZ NONEXEMPT	0.00	0.00	0.00
OPEB DEBT - NTC VOTER - JOBZ NONEXEMPT	0.00	0.00	0.00
OPEB DEBT - NTC OTHER - JOBZ NONEXEMPT	0.00	0.00	0.00

Subtotals By Fund

Title	Limit	Proposed	Certified
GENERAL FUND	0.00	0.00	0.00
COMMUNITY SERVICES FUND	0.00	0.00	0.00
GENERAL DEBT SERVICE FUND	0.00	0.00	0.00
OPEB/PENSION DEBT SERVICE FUND	0.00	0.00	0.00

Subtotals By Tax Base

Title	Limit	Proposed	Certified
REFERENDUM MARKET VALUE	0.00	0.00	0.00
NET TAX CAPACITY	0.00	0.00	0.00

Subtotals By Truth in Taxation Category

Title	Limit	Proposed	Certified
VOTER APPROVED	0.00	0.00	0.00
OTHER	0.00	0.00	0.00

Total Levy

Title	Limit	Proposed	Certified
TOTAL LEVY	0.00	0.00	0.00

Certification Status

Two different
status messages

Section Links
Home/Levy Method
Certification Status
Validate/Certify Levy
Help
Logout
General-RMV Voter-Jobz Exempt
General-RMV Other-Jobz Exempt
General-NTC Voter-Jobz Exempt

Certification Status

Each district must certify final levy to county auditor by December 28th.

Warning: Levy certification has not yet been submitted

Section Links
Home/Levy Method
Certification Status
Open Files To Recertify
Print Report
Help
Logout
General-RMV Voter-Jobz Exempt
General-RMV Other-Jobz Exempt
General-NTC Voter-Jobz Exempt

Certification Status

Each district must certify final levy to county auditor by December 28th.

Levy certification has been submitted

General-RMV Voter-Jobz Exempt

Information under this section corresponds to the top portion of page 32 on the Levy Certification Report

Section Links	
Home/Levy Method	
Certification Status	
Validate/Certify Levy	
Help	
Logout	
General-RMV Voter-Jobz Exempt	
General-RMV Other-Jobz Exempt	
General-NTC Voter-Jobz Exempt	
General-NTC Other-Jobz Exempt	
Community Service-NTC Other-Jobz Exempt	
General Debt-NTC Voter-Jobz Nonexempt	
General Debt-NTC Other-Jobz Nonexempt	
OPEB Debt-NTC Voter-Jobz Nonexempt	
OPEB Debt-NTC Other-Jobz Nonexempt	
Refresh With Limit	
MDE Menu	
Move MSFS To LevyCertification	
Move LevyCertification To MSFS	

General-RMV Voter-Jobz Exempt				
Line#	Levy Item	Limit	Proposed	Certified
310:	FY 2024 1ST TIER RMV REF	0.00	0.00	0.00
311:	FY 2024 2ND TIER RMV REF	0.00	0.00	0.00
312:	FY 2024 UNEQUALIZED RMV REF	0.00	0.00	0.00
1032:	FY 2023 1ST TIER RMV ADJUST	0.00	0.00	0.00
1040:	FY 2023 2ND TIER RMV ADJUST	0.00	0.00	0.00
1048:	FY 2023 UNEQUAL RMV ADJUST	0.00	0.00	0.00
1054:	FY 2023 TBRA ALLOC ADJUST	0.00	0.00	0.00
1063:	FY 2023 REF HOLD HARMLESS ADJ	0.00	0.00	0.00
1140:	FY 2021 1ST TIER RMV ADJUST	0.00	0.00	0.00
1147:	FY 2021 2ND TIER RMV ADJUST	0.00	0.00	0.00
1154:	FY 2021 UNEQUAL RMV ADJUST	0.00	0.00	0.00
1160:	FY 2021 TBRA ALLOC ADJUST	0.00	0.00	0.00
1172:	FY 2021 REF HOLD HARMLESS ADJ	0.00	0.00	0.00
13169:	OTHER RMV REFER ADJUST	0.00	0.00	0.00
3026:	RMV REF NET OFFSET ADJ	0.00	0.00	0.00
4056:	REFER RMV TACONITE ADJ	0.00	0.00	0.00

General-RMV Other-Jobz Exempt

Information under this section corresponds to the bottom portion of page 32 on the Levy Certification Report

Section Links
Home/Levy Method
Certification Status
Validate/Certify Levy
Help
Logout
General-RMV Voter-Jobz Exempt
General-RMV Other-Jobz Exempt
General-NTC Voter-Jobz Exempt
General-NTC Other-Jobz Exempt
Community Service-NTC Other-Jobz Exempt
General Debt-NTC Voter-Jobz Nonexempt
General Debt-NTC Other-Jobz Nonexempt
OPEB Debt-NTC Voter-Jobz Nonexempt
OPEB Debt-NTC Other-Jobz Nonexempt
Refresh With Limit

General-RMV Other-Jobz Exempt

Line#	Levy Item	Limit	Proposed	Certified
307:	1ST TIER LOCAL OPTIONAL	323220.00	323220.00	323220.00
237:	2ND TIER LOCAL OPTIONAL	456817.60	456817.60	456817.60
240:	EQUITY	178107.68	178107.68	178107.68
242:	TRANSITION	46920.77	46920.77	46920.77
1012:	FY 2023 LOR TIER 1 ADJUST	-11623.33	-11623.33	-11623.33
1016:	FY 2023 LOR TIER 2 ADJUST	12465.60	12465.60	12465.60
1020:	FY 2023 EQUITY ADJUST	5051.43	5051.43	5051.43
1024:	FY 2023 TRANSITION ADJUST	1280.37	1280.37	1280.37
1056:	FY 2023 LOR TIER 1 TBRA ADJUST	0.00	0.00	0.00
1065:	FY 2023 LOR TIER 1 HOLD HARM ADJUST	0.00	0.00	0.00
1112:	FY 2021 LOCAI OPTIONAL TIER 1 ADJUST	-1346.84	-1346.84	-1346.84
1119:	FY 2021 LOCAI OPTIONAL TIER 2 ADJUST	-15946.64	-15946.64	-15946.64

General-NTC Voter-Jobz Exempt

Information under
this section
corresponds to
page 33 of the Levy
Certification Report

Section Links
Home/Levy Method
Certification Status
Validate/Certify Levy
Help
Logout
General-RMV Voter-Jobz Exempt
General-RMV Other-Jobz Exempt
General-NTC Voter-Jobz Exempt
General-NTC Other-Jobz Exempt
Community Service-NTC Other-Jobz Exempt
General Debt-NTC Voter-Jobz Nonexempt
General Debt-NTC Other-Jobz Nonexempt
OPEB Debt-NTC Voter-Jobz Nonexempt
OPEB Debt-NTC Other-Jobz Nonexempt
Refresh With Limit

General-NTC Voter-Jobz Exempt				
Line#	Levy Item	Limit	Proposed	Certified
502:	CAPITAL PROJECT REFERENDUM	949913.76	949913.76	949913.76
1377:	OTHER NTC REF ADJUST	0.00	0.00	0.00
3028:	NTC VOTER NET OFFSET ADJ	0.00	0.00	0.00
3515:	NTC VOTER MAX EFFORT OFFSET	0.00	0.00	0.00
4058:	CAPITAL PROJ TACONITE ADJ	0.00	0.00	0.00

General-NTC Other-Jobz Exempt

Information under this section corresponds to page 34 of the Levy Certification Report

Section Links
Home/Levy Method
Certification Status
Validate/Certify Levy
Help
Logout
General-RMV Voter-Jobz Exempt
General-RMV Other-Jobz Exempt
General-NTC Voter-Jobz Exempt
General-NTC Other-Jobz Exempt
Community Service-NTC Other-Jobz Exempt
General Debt-NTC Voter-Jobz Nonexempt
General Debt-NTC Other-Jobz Nonexempt
OPEB Debt-NTC Voter-Jobz Nonexempt
OPEB Debt-NTC Other-Jobz Nonexempt
Refresh With Limit

General-NTC Other-Jobz Exempt				
Line#	Levy Item	Limit	Proposed	Certified
231:	OPERATING CAPITAL	233305.61	233305.61	233305.61
333:	ALT TEACHER COMPENSATION	0.00	0.00	0.00
356:	INTEGREGATION	0.00	0.00	0.00
360:	REEMPLOYMENT INS	2000.00	2000.00	2000.00
362:	SAFE SCHOOLS	38786.40	38786.40	38786.40
365:	INTERMEDIATE SAFE SCHOOLS	0.00	0.00	0.00
368:	JUDGMENT	0.00	0.00	0.00
370:	ICE ARENA	0.00	0.00	0.00
382:	FY 2023 CAREER TECHNICAL	47690.75	47690.75	47690.75
386:	ANNUAL OTHER POSTEMPLOYMENT BENEFITS (OPEB)	0.00	0.00	0.00
444:	LT FACILITIES EQUAL	165777.56	165777.56	165777.56
445:	LT FACILITIES UNEQUAL	0.00	0.00	0.00

Community Service-NTC Other-Jobz Nonexempt

Information under
this section
corresponds to
page 37 of the Levy
Certification Report

Section Links
Home/Levy Method
Certification Status
Validate/Certify Levy
Help
Logout
General-RMV Voter-Jobz Exempt
General-RMV Other-Jobz Exempt
General-NTC Voter-Jobz Exempt
General-NTC Other-Jobz Exempt
Community Service-NTC Other-Jobz Exempt
General Debt-NTC Voter-Jobz Nonexempt
General Debt-NTC Other-Jobz Nonexempt
OPEB Debt-NTC Voter-Jobz Nonexempt
OPEB Debt-NTC Other-Jobz Nonexempt
Refresh With Limit

Community Service-NTC Other-Jobz Exempt				
Line#	Levy Item	Limit	Proposed	Certified
610:	BASIC COMMUNITY ED	78498.84	78498.84	78498.84
620:	EARLY CHILD FAMILY	53984.70	53984.70	53984.70
625:	HOME VISITING	1026.00	1026.00	1026.00
627:	ADULT W/ DISABILITIES	0.00	0.00	0.00
631:	SCHOOL-AGE CARE	0.00	0.00	0.00
633:	OTHER COMM ED (MEMO)	0.00	0.00	0.00
1403:	FY 2023 EARLY CHILD ADJ	-11.00	-11.00	-11.00
1407:	FY 2021 HOME VISITING ADJ	16.21	16.21	16.21
1411:	FY 2021 SCHOOL-AGE CARE ADJ	0.00	0.00	0.00
1412:	ADULTS W/ DISABILITIES ADJ	0.00	0.00	0.00
1415:	OTHER ADJUST (MEMO)	0.00	0.00	0.00
2040:	ABATEMENT ADJUSTMENT	0.00	0.00	0.00

General Debt-NTC Voter-Jobz Nonexempt

Information under this section corresponds to the top portion of page 38 on the Levy Certification Report

Section Links	
Home/Levy Method	
Certification Status	
Validate/Certify Levy	
Help	
Logout	
General-RMV Voter-Jobz Exempt	
General-RMV Other-Jobz Exempt	
General-NTC Voter-Jobz Exempt	
General-NTC Other-Jobz Exempt	
Community Service-NTC Other-Jobz Exempt	
General Debt-NTC Voter-Jobz Nonexempt	
General Debt-NTC Other-Jobz Nonexempt	
OPEB Debt-NTC Voter-Jobz Nonexempt	
OPEB Debt-NTC Other-Jobz Nonexempt	
Refresh With Limit	

General Debt-NTC Voter-Jobz Nonexempt				
Line#	Levy Item	Limit	Proposed	Certified
808:	DEBT SERV-AID ELIG	0.00	0.00	0.00
810:	DEBT SERV-AID INELIG	0.00	0.00	0.00
780:	NATURAL DISASTER DEBT	0.00	0.00	0.00
1701:	REDUCTION FOR DEBT EXCESS-VOTER	0.00	0.00	0.00
1702:	OTHER ADJUST (MEMO)-VOTER	0.00	0.00	0.00
2041:	ABATEMENT ADJUSTMENT	0.00	0.00	0.00
2054:	CARRY-OVER ABATE ADJ	0.00	0.00	0.00
2072:	ADVANCE ABATEMENT ADJ	0.00	0.00	0.00
3035:	GDS VTR NET OFFSET ADJ	0.00	0.00	0.00
3511:	GDS VTR MAX EFFORT ADJ	0.00	0.00	0.00
4062:	GDS VTR TACONITE ADJ	0.00	0.00	0.00

General Debt-NTC Other-Jobz Nonexempt

Information under this section corresponds to the bottom portion of page 38 on the Levy Certification Report

Section Links	
Home/Levy Method	
Certification Status	
Validate/Certify Levy	
Help	
Logout	
General-RMV Voter-Jobz Exempt	
General-RMV Other-Jobz Exempt	
General-NTC Voter-Jobz Exempt	
General-NTC Other-Jobz Exempt	
Community Service-NTC Other-Jobz Exempt	
General Debt-NTC Voter-Jobz Nonexempt	
General Debt-NTC Other-Jobz Nonexempt	
OPEB Debt-NTC Voter-Jobz Nonexempt	
OPEB Debt-NTC Other-Jobz Nonexempt	
Refresh With Limit	

General Debt-NTC Other-Jobz Nonexempt				
Line#	Levy Item	Limit	Proposed	Certified
809:	DEBT SERV-AID ELIG	0.00	0.00	0.00
811:	DEBT SERV-AID INELIG	0.00	0.00	0.00
771:	LT FACILITIES DEBT SERVICE	268170.00	268170.00	268170.00
1710:	FY 2023 LTFM DEBT SERVICE ADJUST	0.00	0.00	0.00
1717:	FY 2022 LTFM DEBT SERVICE ADJUST	0.00	0.00	0.00
1728:	FY 2021 LTFM DEBT SERVICE ADJUST	0.00	0.00	0.00
1704:	REDUCTION FOR DEBT EXCESS-OTHER	-24535.56	-24535.56	-24535.56
1705:	OTHER ADJUST (MEMO)-OTHER	0.00	0.00	0.00
2041:	ABATEMENT ADJUSTMENT	12.73	12.73	12.73
2054:	CARRY-OVER ABATE ADJ	0.00	0.00	0.00
2072:	ADVANCE ABATEMENT ADJ	12.84	12.84	12.84
3036:	GDS OTH NET OFFSET ADJ	0.00	0.00	0.00

OPEB Debt-NTC Voter-Jobz Nonexempt

Information under this section corresponds to the top portion of page 39 on the Levy Certification Report

Section Links
Home/Levy Method
Certification Status
Validate/Certify Levy
Help
Logout
General-RMV Voter-Jobz Exempt
General-RMV Other-Jobz Exempt
General-NTC Voter-Jobz Exempt
General-NTC Other-Jobz Exempt
Community Service-NTC Other-Jobz Exempt
General Debt-NTC Voter-Jobz Nonexempt
General Debt-NTC Other-Jobz Nonexempt
OPEB Debt-NTC Voter-Jobz Nonexempt
OPEB Debt-NTC Other-Jobz Nonexempt
Refresh With Limit

OPEB Debt-NTC Voter-Jobz Nonexempt				
Line#	Levy Item	Limit	Proposed	Certified
903:	INITIAL OPEB DEBT SERV-VOTER	0.00	0.00	0.00
1900:	REDUCTION FOR DEBT EXCESS-VOTER	0.00	0.00	0.00
1901:	OTHER ADJUST (MEMO)	0.00	0.00	0.00
2042:	ABATEMENT ADJUSTMENT	0.00	0.00	0.00
2055:	CARRY OVER ABATEMENT	0.00	0.00	0.00
2073:	ADVANCE ABATE ADJUST	0.00	0.00	0.00
3041:	OPEB DEBT VOTER NET OFFSET ADJ	0.00	0.00	0.00
3513:	OPEB VTR MAX EFFORT ADJ	0.00	0.00	0.00
4060:	OPEB VOTER TACONITE ADJ	0.00	0.00	0.00
Save		Cancel		

OPEB Debt-NTC Other-Jobz Nonexempt

Information under this section corresponds to the bottom portion of page 39 on the Levy Certification Report

Section Links
Home/Levy Method
Certification Status
Validate/Certify Levy
Help
Logout
General-RMV Voter-Jobz Exempt
General-RMV Other-Jobz Exempt
General-NTC Voter-Jobz Exempt
General-NTC Other-Jobz Exempt
Community Service-NTC Other-Jobz Exempt
General Debt-NTC Voter-Jobz Nonexempt
General Debt-NTC Other-Jobz Nonexempt
OPEB Debt-NTC Voter-Jobz Nonexempt
OPEB Debt-NTC Other-Jobz Nonexempt
Refresh With Limit

OPEB Debt-NTC Other-Jobz Nonexempt

Line#	Levy Item	Limit	Proposed	Certified
908:	INITIAL OPEB DEBT SERV-OTHER	0.00	0.00	0.00
1903:	REDUCTION FOR DEBT EXCESS-OTHER	0.00	0.00	0.00
1904:	OTHER ADJUST (MEMO)	0.00	0.00	0.00
2042:	ABATEMENT ADJUSTMENT	0.00	0.00	0.00
2055:	CARRY OVER ABATEMENT	0.00	0.00	0.00
2073:	ADVANCE ABATE ADJUST	0.00	0.00	0.00
3042:	OPEB DEBT OTHER NET OFFSET ADJ	0.00	0.00	0.00
3514:	OPEB OTH MAX EFFORT ADJ	0.00	0.00	0.00
4050:	OPEB OTHER TACONITE ADJ	0.00	0.00	0.00

Save

Cancel

Refresh with Limit

Selecting Refresh will reset all proposed or certified amounts to match the amount listed under the limits column

Section Links
Home/Levy Method
Certification Status
Validate/Certify Levy
Help
Logout
General-RMV Voter-Jobz Exempt
General-RMV Other-Jobz Exempt
General-NTC Voter-Jobz Exempt
General-NTC Other-Jobz Exempt
Community Service-NTC Other-Jobz Exempt
General Debt-NTC Voter-Jobz Nonexempt
General Debt-NTC Other-Jobz Nonexempt
OPEB Debt-NTC Voter-Jobz Nonexempt
OPEB Debt-NTC Other-Jobz Nonexempt
Refresh With Limit

Refresh With Limit

You are about to refresh your current levy data entry with levy limits. The process updates all current levy entries that you are working on (either Proposed or Certified) to their corresponding Limit amounts. The process is irreversible once it starts. You should only click Submit button ONCE if you want to refresh with levy limits.

Refresh

Validate/Certify Levy

Certifying your levy:

1. Select
Validate/Certify Levy
from the menu

2. Click on Validate
Levy button

3. Click on Certify
Levy button

Section Links
Home/Levy Method
Certification Status
Validate/Certify Levy
Help
Logout
General-RMV Voter-Jobz Exempt
General-RMV Other-Jobz Exempt
General-NTC Voter-Jobz Exempt
General-NTC Other-Jobz Exempt
Community Service-NTC Other-Jobz Exempt
General Debt-NTC Voter-Jobz Nonexempt
General Debt-NTC Other-Jobz Nonexempt
OPEB Debt-NTC Voter-Jobz Nonexempt
OPEB Debt-NTC Other-Jobz Nonexempt

Section Links
Home/Levy Method
Certification Status
Validate/Certify Levy
Help
Logout
General-RMV Voter-Jobz Exempt

Section Links
Home/Levy Method
Certification Status

Validate/Certify Levy

Submit Levy

If you are sure your levy data is correct and ready to certify it, you can do so by clicking Certify Levy button below. Before certifying it, you are strongly recommended to validate it by clicking Validate Levy button.

- By clicking Certify Levy button, you are certifying your levy data and data is being submitted to MDE.
- If you certified your levy previously and are now making any changes, you have to recertify it again.

For further information about Levy Certification, contact the following:

Program Finance at mde.levy@state.mn.us

Emails will be redirected to the appropriate staff person within Program Finance.

2.

Validate Levy

3.

Certify Levy

Validate/Certify Levy

You have successfully validated your Levy data! You are ready to submit it.

Submit Levy

If you are sure your levy data is correct and ready to certify it, you can do so by clicking Certify Levy button below. Before certifying it, you are strongly recommended to validate it by clicking Validate Levy button.

Validate/Certify Levy

Levy certification data has been successfully submitted electronically to MDE. Print certification report using navigation bar at the left. Send signed form to home county auditor, with a copy to MDE, by due date.

Print Levy Report

Section Links
Home/Levy Method
Certification Status
Open Files To Recertify
Print Report
Help
Logout

Select Print Report from the menu

Once the report opens on the new pop-up screen right click and select "Print"



Levy Certification - Work - Microsoft Edge

https://secure.education.mn.gov/LevyCertification/printCertified.jsf

Minnesota Department of Education
Levy Limitation and Certification Report
2022 Payable 2023

District Number-Type: 0001-01
District Name: Aitkin Public School District
Home County: AITKIN

SUBTOTALS BY LEVY CATEGORY

GENERAL - RMV VOTER - JOBZ EXEMPT	
GENERAL - RMV OTHER - JOBZ EXEMPT	
GENERAL - NTC VOTER - JOBZ EXEMPT	
GENERAL - NTC OTHER - JOBZ EXEMPT	
COMMUNITY SERVICE - NTC OTHER - JOBZ EXEMPT	
GENERAL DEBT - NTC VOTER - JOBZ NONEXEMPT	
GENERAL DEBT - NTC OTHER - JOBZ NONEXEMPT	
OPEB DEBT - NTC VOTER - JOBZ NONEXEMPT	
OPEB DEBT - NTC OTHER - JOBZ NONEXEMPT	

SUBTOTALS BY FUND

GENERAL FUND	
COMMUNITY SERVICES FUND	
GENERAL DEBT SERVICE FUND	
OPEB/PENSION DEBT SERVICE FUND	

SUBTOTALS BY TAX BASE

3/16/23
sd: 11/30/22
mitted: 3/16/23

CERTIFIED

0.00
987,101.20
949,913.76
513,564.60
0.00
0.00
243,660.01
0.00
0.00
2,450,579.56
0.00
243,660.01
0.00

Back Alt+Left arrow
Forward Alt+Right arrow
Refresh Ctrl+R
Save as Ctrl+S
Print Ctrl+P
Cast media to device
Send tab to your devices
Create QR Code for this page
Read aloud Ctrl+Shift+U
Translate to English
Add page to Collections
Share

Print Levy Report

The school board clerk or superintendent must sign the Levy report

Once signed, send the original to your county auditor and email a copy to Jason.reil@state.mn.us, nicki.cha@state.mn.us, and mde.levy@state.mn.us

SUBTOTALS BY TAX BASE

REFERENDUM MARKET VALUE	987,101.20	987,101.20	987,101.20
NET TAX CAPACITY	1,707,138.37	1,707,138.37	1,707,138.37

SUBTOTALS BY TRUTH IN TAXATION CATEGORY

VOTER APPROVED	949,913.76	949,913.76	949,913.76
OTHER	1,744,325.81	1,744,325.81	1,744,325.81

TOTAL LEVY

TOTAL LEVY	2,694,239.57	2,694,239.57	2,694,239.57
------------	--------------	--------------	--------------

The school district must submit the completed original of this form to the home county auditor by December 28, 2022. A duplicate form must be submitted to Minnesota Department of Education, School Finance Division, 400 NE Stinson Blvd., Minneapolis, MN 55413, by January 7, 2023.

The certified levy listed above is the levy voted by the school board for taxes payable in 2023.

Signature of School Board Clerk

Date of Certification

Open Files to Recertify

Section Links

Home/Levy Method

Certification Status

Open Files To Recertify

Print Report

Help

Logout

General-RMV Voter-Jobz Exempt

General-RMV Other-Jobz Exempt

General-NTC Voter-Jobz Exempt

General-NTC Other-Jobz Exempt

Community Service-NTC Other-Jobz Exempt

General Debt-NTC Voter-Jobz Nonexempt

Open Files To Recertify

This feature should only be used if the district needs to correct a levy certification previously submitted.

- School board will need to meet and recertify the district's property tax levy prior to the due date.
- Selecting this option will open all screens to allow changes to the levy certification.
- Enter required changes and revalidate the certification data.
- Select "Certify Levy" option to recertify the district's levy to MDE.
- Print and have school board clerk sign the revised certification form.
- Deliver revised form to the home county auditor and MDE by due date.

If you are ready to confirm this action, please click Open Files To Recertify button.

Open Files to Recertify



Section Links

Home/Levy Method

Certification Status

Validate/Certify Levy

Help

Logout

General-RMV Voter-Jobz Exempt

General-RMV Other-Jobz Exempt

General-NTC Voter-Jobz Exempt

General-NTC Other-Jobz Exempt

Open Files To Recertify

You have successfully opened files to recertify!

Your files were opened for recertifying.

Underlevying

- During the proposed phase, update the amounts under the proposed column in the levy certification system and select save for each page you underlevy
- During the certification phase, update the amounts under the certified column in the levy certification system and select save for each page you underlevy
- Once your proposed levy has been certified, you will not be able to increase any areas underlevied during the certification phase unless MDE manually adjusts it in the system
- If looking to reduce your total levy, underlevy any applicable 3 year adjustments first as there is no aid associated with these adjustments

- Check the MDE website for levy instructions and updates.
- Be sure to update contact information on the Levy Information System so MDE can contact you with any questions or changes.
- You may not qualify for every levy item, so be sure to check a prior levy to see what categories were levied in the past.

Quick Review (2)

- MDE staff is here to help. If you have questions, be sure to contact the appropriate contacts for assistance.
- Do not forget to think about potential impacts of referendums your district might be running in November.
- Errors can happen. Even if you submitted data correctly, be sure to review all pages on your levy for accuracy.

Contacts

School Funding

Jason Reil – Levy/Gened
651-582-8817
(Jason.reil@state.mn.us)

Becky Wochnick – Gened
651-582-8781
(Becky.Wochnick@state.mn.us)

Kristine Anderson - Gened
651-582-8544
(kristine.anderson@state.mn.us)

Kelly Wosika – Levy/Gened
651-582-8855
(Kelly.Wosika@state.mn.us)

Debt & LTFM Revenue

Lonn Moe
651-582-8569
(lonn.moe@state.mn.us)

LTFM & Health and Safety

Sarah C. Miller
651-582-8370
(sarah.c.miller@state.mn.us)

Lease Levy

Jason Reil
651-582-8817
(Jason.reil@state.mn.us)

Kateri Little
651-582-8857
(Kateri.Little@state.mn.us)

Pupil Transportation

Greg Sogaard
651-582-8858
(greg.sogaard@state.mn.us)

ADMWE

Jeanne Krile
651-582-8637
(jeanne.krile@state.mn.us)

Community Service A&I, OPEB, & Health Benefits

Jan Carlson
651-582-8342
(janice.carlson@state.mn.us)

Thank you!

School Finance Staff

MDE.Levy@state.mn.us

651-582-8866