State of Kansas
City

2025

CERTIFICATE

To the Clerk of Republic County, State of Kansas
We, the undersigned, officers of
City of Courtland
certify that: (1) the hearing mentioned in the attached publication was held;
(2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditure for the various funds for the year 2025; and
(3) the Amount(s) of 2024 Ad Valorem Tax are within statutory limitations.

			2025 Adopted Budget		
Table of Contents:		Page No.	Budget Authority for Expenditures	Amount of 2024 Ad Valorem Tax	Final Tax Rate (County Clerk's Use Only)
Allocation of MVT, RVT, and 16/20M Veh Tax		2			
Schedule of Transfers		3			
Statement of Indebtedness		4			
Statement of Lease-Purchases		5			
Computation to Determine State Library Grant		6			
Fund	**K.S.A.**				
General	12-101a	7	415,133	82,406	43.297
Debt Service	10-113	8	50,504	23,567	12.383
Library	12-1220	8	5,578	4,216	2.215
Employee Benefits	12-16102	9	14,362	9,416	4.947
		9			
Special Highway		10	30,922		
Landfill		10	71,133		
Solid Waste		11	41,158		
Water		11	144,429		
Sewer		12	97,672		
		12			
Non-Budgeted Funds		13			
Totals		xxxxxx	870,891	119,605	
Budget Hearing Notice		14			County Clerk's Use Only
Combined Rate and Budget Hearing Notice					1,903,279
RNR Hearing Notice					Nov 1, 2024 Total Assessed Valuation
Neighborhood Revitalization		15			

62.842

Revenue Neutral Rate	62.845
Does budget require a resolution to exceed the Revenue Neutral Rate?	NO

Assisted by:
ATC Accounting

Address:
PO Box 267
Phillipsburg, Kansas 67661
Email:
leland.orr@ATCaccounting.com

Date Attested: August 20 2024

Kathleen L Marsicek
County Clerk

Governing Body

City of Courtland

2025

Allocation of MV, RV, 16/20M, Commercial Vehicle, and Watercraft Tax Estimates

Budgeted Funds for 2024	Ad Valorem Levy Tax Year 2023	Allocation for Proposed Year 2025				
		MVT	RVT	16/20M Veh	Comm Veh	Watercraft
General	84,403	12,794	269	682	1,064	73
Debt Service	22,576	3,422	72	182	285	20
Library	4,121	625	13	33	52	4
Employee Benefits	8,505	1,289	27	69	107	7
TOTAL	119,605	18,130	381	966	1,508	104

County Treas Motor Vehicle Estimate 18,130

County Treas Recreational Vehicle Estimate 381

County Treas 16/20M Vehicle Estimate 966

County Treas Commercial Vehicle Tax Estimate 1,508

County Treas Watercraft Tax Estimate 104

Motor Vehicle Factor 0.15158

Recreational Vehicle Factor 0.00319

16/20 Vehicle Factor 0.00808

Commercial Vehicle Factor 0.01261

Watercraft Factor 0.00087

City of Courtland 2025

Schedule of Transfers

Expenditure Fund Transferred From:	Receipt Fund Transferred To:	Actual Amount for 2023	Current Amount for 2024	Proposed Amount for 2025	Transfers Authorized by Statute
Water	General	-	10,000	10,000	12-825d
Sewer	General	-	10,000	10,000	12-825d
	Totals	0	20,000	20,000	
	Adjustments*				
	Adjusted Totals	0	20,000	20,000	

*Note: Adjustments are required only if the transfer is being made in 2024 and/or 2025 from a non-budgeted fund.

City of Courtland 2025

STATEMENT OF INDEBTEDNESS

Type of Debt	Date of Issue	Date of Retirement	Interest Rate %	Amount Issued	Beginning Amt Outstanding Jan 1, 2024	Date Due		Amount Due 2024		Amount Due 2025	
						Interest	Principal	Interest	Principal	Interest	Principal
General Obligation:											
Series 2013	9/5/2013	9/1/2033	3.00	365,000	210,000	3/1:9/1	9/1	6,300	20,000	5,700	20,000
Total G.O. Bonds					**210,000**			**6,300**	**20,000**	**5,700**	**20,000**
Revenue Bonds:											
Total Revenue Bonds					**0**			**0**	**0**	**0**	**0**
Other:											
Total Other					**0**			**0**	**0**	**0**	**0**
Total Indebtedness					**210,000**			**6,300**	**20,000**	**5,700**	**20,000**

City of Courtland 2025

STATEMENT OF CONDITIONAL LEASE-PURCHASE AND CERTIFICATE OF PARTICIPATION*

Items Purchased	Contract Date	Term of Contract (Months)	Interest Rate %	Total Amount Financed (Beginning Principal)	Principal Balance As Beginning of 2024	Payments Due 2024	Payments Due 2025
None							
				Totals	**0**	**0**	**0**

***If leasing/renting with no intent to purchase, do not list--such transactions are not lease-purchases.**

WORKSHEET FOR STATE GRANT-IN-AID TO PUBLIC LIBRARIES AND REGIONAL LIBRARY SYSTEMS

Budgeted Year: 2025

Library found in: City of Courtland
Republic County

As provided in KSA 75-2553 *et seq.,* two tests are used to determine eligibility for State Library Grant. If the grant is approved, then the municipality's library will be paid the grant on February 15 of each year.

First test:

	Current Year 2024	Proposed Year 2025
Ad Valorem Tax	$4,121	$4,216
Delinquent Tax	$0	$0
Motor Vehicle Tax	$709	$625
Recreational Vehicle Tax	$10	$13
16/20M Vehicle Tax	$47	$33
	$0	$0
TOTAL TAXES	$4,887	$4,887
Difference in Total Taxes:	$0	
Qualify for grant: Qualify		

Second test:

Assessed Valuation	$1,720,763	$1,903,279
Did Assessed Valuation Decrease?	No	
Levy Rate	2.395	2.215
Difference in Levy Rate:	(0.180)	
Qualify for grant: Not Qualify		

Overall does the municipality qualify for a grant? **Qualify**

If the municipality would not have qualified for a grant, please seek assistance from the State

City of Courtland 2025

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget **General**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	120,700	124,630	173,644
Receipts:			
Ad Valorem Tax	79,733	84,403	xxxxxxxxxxxxxxxx
Delinquent Tax	1,938		
Motor Vehicle Tax	15,987	13,931	12,794
Recreational Vehicle Tax	260	203	269
16/20M Vehicle Tax	869	915	682
Commercial Vehicle Tax	1,251	1,323	1,064
Watercraft Tax		93	73
Gross Earning (Intangible) Tax			0
Building Rent & Misc	590	2,000	2,000
Sales Tax	51,930	30,000	60,000
Franchise Tax	31,615	30,000	35,000
Swimming Pool and Newspaper	18,773	18,000	20,000
Reimbursements & Dividends	40	8,000	8,000
Donations and Grants	8,598		
Transfers		20,000	20,000
Sale of Assets			
ARPA Funds			
Alcohol Tax	6,313		
In Lieu of Tax (IRB)			
Interest on Idle Funds	1,018	750	1,500
Neighborhood Revitalization Rebate	-343	-488	-336
Miscellaneous	10,123		
Does miscellaneous exceed 10% of Total R			
Total Receipts	**228,695**	**209,130**	**161,046**
Resources Available:	**349,395**	**333,760**	**334,690**
Expenditures:			
General	170,328	106,116	287,633
Community Building	372	1,000	36,500
Fire	2,768	3,000	5,000
Noxious Weeds	845	1,000	3,000
Park	1,130	2,000	16,000
Street & Alley	13,235	10,000	30,000
Street Lights	8,131	10,000	10,000
Swimming Pool	27,956	27,000	27,000
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**224,765**	**160,116**	**415,133**
Unencumbered Cash Balance Dec 31	124,630	173,644	xxxxxxxxxxxxxxxx
2023/2024/2025 Budget Authority Amount	360,613	361,116	415,133
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	415,133
		Tax Required	80,443
	Delinquent Comp Rate:	2.4%	1,963
		Amount of 2024 Ad Valorem Tax	**82,406**

CPA Summary

City of Courtland 2025

OPTIONAL DETAIL PAGE FOR ANY FUND

Adopted Budget Fund - Detail Expend	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Expenditures:			
General Administration			
Salaries	26,008	35,000	35,000
Contractual	44,862	5,000	40,000
Commodities	83,716	50,000	50,000
Capital Outlay	15,742	16,116	162,633
Total	**170,328**	**106,116**	**287,633**
Community Building			
Salaries		500	1,500
Contractual			
Commodities	372	500	35,000
Capital Outlay			
Total	**372**	**1,000**	**36,500**
Fire			
Salaries			
Contractual			
Commodities	2,768	3,000	5,000
Capital Outlay			
Total	**2,768**	**3,000**	**5,000**
Noxious Weeds			
Salaries			
Contractual			
Commodities	845	1,000	3,000
Capital Outlay			
Total	**845**	**1,000**	**3,000**
Park			
Salaries		1,000	1,000
Contractual			
Commodities	885	1,000	15,000
Capital Outlay	245		
Total	**1,130**	**2,000**	**16,000**
Street and Alley			
Salaries		0	15,000
Contractual		0	5,000
Commodities	13,235	10,000	10,000
Capital Outlay			
Total	**13,235**	**10,000**	**30,000**
Street Lights			
Salaries			
Contractual			
Commodities	8,131	10,000	10,000
Capital Outlay			
Total	**8,131**	**10,000**	**10,000**
Swimming Pool			
Salaries	10,198	15,000	15,000
Contractual			
Commodities	17,078	12,000	12,000
Capital Outlay	680		
Total	**27,956**	**27,000**	**27,000**
Page Total	**224,765**	**160,116**	**415,133**

City of Courtland 2025

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget **Debt Service**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	23,586	23,357	23,613
Receipts:			
Ad Valorem Tax	22,814	22,576	xxxxxxxxxxxxxxxx
Delinquent Tax	394		
Motor Vehicle Tax	3,098	3,986	3,422
Recreational Vehicle Tax	51	58	72
16/20M Vehicle Tax	170	262	182
Commercial Vehicle Tax	242	378	285
Watercraft Tax		27	20
Interest on Idle Funds			
Neighborhood Revitalization Rebate	(98)	-131	-96
Miscellaneous			
Does miscellaneous exceed 10% of Total R			
Total Receipts	**26,671**	**27,156**	**3,885**
Resources Available:	**50,257**	**50,513**	**27,498**
Expenditures:			
Principal	20,000	20,000	20,000
Interest	6,900	6,900	5,700
Cash Reserve (2025 column)			24,804
Miscellaneous			
Does miscellanous exceed 10% of Total E			
Total Expenditures	**26,900**	**26,900**	**50,504**
Unencumbered Cash Balance Dec 31	23,357	23,613	xxxxxxxxxxxxxxxx
2023/2024/2025 Budget Authority Amoun	26,900	51,769	50,504
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	50,504
		Tax Required	23,006
	Delinquent Comp Rate:	2.4%	561
		Amount of 2024 Ad Valorem Tax	23,567

Adopted Budget **Library**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	1,150	1,150	752
Receipts:			
Ad Valorem Tax	4,058	4,121	xxxxxxxxxxxxxxxx
Delinquent Tax	93		
Motor Vehicle Tax	758	709	625
Recreational Vehicle Tax	13	10	13
16/20M Vehicle Tax	42	47	33
Commercial Vehicle Tax	59	67	52
Watercraft Tax		5	4
Interest on Idle Funds			
Neighborhood Revitalization Rebate	-17	-24	-17
Miscellaneous			
Does miscellaneous exceed 10% of Total R			
Total Receipts	**5,006**	**4,935**	**710**
Resources Available:	**6,156**	**6,085**	**1,462**
Expenditures:			
Apropriations	5,006	5,333	5,578
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**5,006**	**5,333**	**5,578**
Unencumbered Cash Balance Dec 31	1,150	752	xxxxxxxxxxxxxxxx
2023/2024/2025 Budget Authority Amoun	5,719	5,333	5,578
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	5,578
		Tax Required	4,116
	Delinquent Comp Rate:	2.4%	100
		Amount of 2024 Ad Valorem Tax	4,216

Qualifies for

CPA Summary

City of Courtland 2025

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget **Employee Benefits**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	2,924	4,183	3,709
Receipts:			
Ad Valorem Tax	9,782	8,505	xxxxxxxxxxxxxxxx
Delinquent Tax	217		
Motor Vehicle Tax	1,784	1,710	1,289
Recreational Vehicle Tax	29	25	27
16/20M Vehicle Tax	98	112	69
Commercial Vehicle Tax	140	162	107
Watercraft Tax		12	7
Interest on Idle Funds			
Neighborhood Revitalization Rebate	(42)	-49	-38
Miscellaneous			
Does miscellaneous exceed 10% of Total I			
Total Receipts	**12,008**	**10,477**	**1,461**
Resources Available:	**14,932**	**14,660**	**5,170**
Expenditures:			
Social Security	9,624	5,000	5,000
Health Insurance		5,000	7,900
Work Comp & Unemployment	1,125	951	1,462
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellanous exceed 10% of Total E			
Total Expenditures	**10,749**	**10,951**	**14,362**
Unencumbered Cash Balance Dec 31	4,183	3,709	xxxxxxxxxxxxxxxx
2023/2024/2025 Budget Authority Amoun	11,932	13,451	14,362
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	14,362
		Tax Required	9,192
	Delinquent Comp Rate:	2.4%	224
		Amount of 2024 Ad Valorem Tax	9,416

Adopted Budget

0	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1		0	0
Receipts:			
Ad Valorem Tax		0	xxxxxxxxxxxxxxxx
Delinquent Tax			
Motor Vehicle Tax			
Recreational Vehicle Tax			
16/20M Vehicle Tax			
Commercial Vehicle Tax			
Watercraft Tax			
Interest on Idle Funds			
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% of Total I			
Total Receipts	**0**	**0**	**0**
Resources Available:	**0**	**0**	**0**
Expenditures:			
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**0**	**0**	**0**
Unencumbered Cash Balance Dec 31	0	0	xxxxxxxxxxxxxxxx
2023/2024/2025 Budget Authority Amoun	0	0	0
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	0
		Tax Required	0
	Delinquent Comp Rate:	2.4%	0
		Amount of 2024 Ad Valorem Tax	0

CPA Summary

City of Courtland 2025

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Special Highway**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	8,816	16,632	23,782
Receipts:			
State of Kansas Gas Tax	7,816	7,150	7,140
County Transfers Gas		0	0
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% of Total R			
Total Receipts	**7,816**	**7,150**	**7,140**
Resources Available:	**16,632**	**23,782**	**30,922**
Expenditures:			
Street Repair and Maint		0	30,922
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**0**	**0**	**30,922**
Unencumbered Cash Balance Dec 31	16,632	23,782	0
2023/2024/2025 Budget Authority Amoun	15,787	23,156	30,922

Adopted Budget **Landfill**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	22,869	26,272	36,133
Receipts:			
Charges to Customers	28,635	35,000	35,000
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% of Total R			
Total Receipts	**28,635**	**35,000**	**35,000**
Resources Available:	**51,504**	**61,272**	**71,133**
Expenditures:			
Personal Services			
Contractual Services	24,661	25,000	35,000
Commodities	571	139	36,133
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**25,232**	**25,139**	**71,133**
Unencumbered Cash Balance Dec 31	26,272	36,133	0
2023/2024/2025 Budget Authority Amoun	56,730	69,139	71,133

CPA Summary

City of Courtland 2025

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Solid Waste**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	1,912	1,840	11,158
Receipts:			
Charges to Customers	23,916	22,000	30,000
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% of Total R			
Total Receipts	**23,916**	**22,000**	**30,000**
Resources Available:	**25,828**	**23,840**	**41,158**
Expenditures:			
Personal Services			
Contractual Services	22,177	8,000	25,000
Commodities	1,811	4,682	16,158
Capital Outlay			
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**23,988**	**12,682**	**41,158**
Unencumbered Cash Balance Dec 31	1,840	11,158	0
2023/2024/2025 Budget Authority Amount	33,230	27,682	41,158

Adopted Budget **Water**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	9,591	4,429	24,429
Receipts:			
Charges to Customers	98,751	120,000	120,000
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% of Total R			
Total Receipts	**98,751**	**120,000**	**120,000**
Resources Available:	**108,342**	**124,429**	**144,429**
Expenditures:			
Personal Services	29,257	30,000	35,000
Contractual	21,746	30,000	40,000
Commodities	51,719	40,000	40,000
Capital Outlay	1,191	0	19,429
Transfer		0	10,000
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**103,913**	**100,000**	**144,429**
Unencumbered Cash Balance Dec 31	4,429	24,429	0
2023/2024/2025 Budget Authority Amount	198,894	149,591	144,429

CPA Summary

City of Courtland 2025

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Sewer**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	14,492	2,672	22,672
Receipts:			
Charges to Cutomers	53,971	75,000	75,000
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% of Total R			
Total Receipts	**53,971**	**75,000**	**75,000**
Resources Available:	**68,463**	**77,672**	**97,672**
Expenditures:			
Personal Services	27,707	30,000	30,000
Contractual	26,267	10,000	10,000
Commodities	9,460	15,000	15,000
Capital Outlay	2,357	0	32,672
Transfers		0	10,000
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**65,791**	**55,000**	**97,672**
Unencumbered Cash Balance Dec 31	2,672	22,672	0
2023/2024/2025 Budget Authority Amount	132,266	129,492	97,672

Adopted Budget **0**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	0	0	0
Receipts:			
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% of Total R			
Total Receipts	**0**	**0**	**0**
Resources Available:	**0**	**0**	**0**
Expenditures:			
Salaries & Wages			
Employee Beneifts			
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total E			
Total Expenditures	**0**	**0**	**0**
Unencumbered Cash Balance Dec 31	0	0	0
2023/2024/2025 Budget Authority Amount	0	0	0

First published in *The Courtland Journal* August 1, 2024

NOTICE OF BUDGET HEARING

The governing body of
City of Courtland
will meet on August 12, 2024 at 12:00 pm at City Office for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax.
Detailed budget information is available at City Office and will be available at this hearing.

BUDGET SUMMARY

Proposed Budget 2025 Expenditures and Amount of Current Year Estimate for 2024 Ad Valorem Tax establish the maximum limits of the 2025 budget.
Estimated Tax Rate is subject to change depending on the final assessed valuation.

	Prior Year Actual for 2023		Current Year Estimate for 2024		Proposed Budget for 2025		
FUND	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2024 Ad Valorem Tax	Estimate Tax Rate*
General	224,765	47.264	160,116	49.050	415,133	82,406	43.297
Debt Service	26,900	13.524	26,900	13.120	50,504	23,567	12.382
Library	5,006	2.406	5,333	2.395	5,578	4,216	2.215
Employee Benefits	10,749	5.799	10,951	4.943	14,362	9,416	4.947
Special Highway					30,922		
Landfill	25,232		25,139		71,133		
Solid Waste	23,988		12,682		41,158		
Water	103,913		100,000		144,429		
Sewer	65,791		55,000		97,672		
Non-Budgeted Funds							
Totals	486,344	68.993	396,121	69.508	870,891	119,605	62.841
						*Revenue Neutral Rate***	*62.845*
Less: Transfers	0		20,000		20,000		
Net Expenditure	486,344		376,121		850,891		
Total Tax Levied	119,601		119,605		xxxxxxxxxxxxxxxxx		
Assessed Valuation	1,733,527		1,720,763		1,903,279		

Outstanding Indebtedness, January 1,	2022	2023	2024
G.O. Bonds	245,000	230,000	210,000
Revenue Bonds	0	0	0
Other	0	0	0
Lease Purchase Principal	0	0	0
Total	245,000	230,000	210,000

*Tax rates are expressed in mills

** *Revenue Neutral Rate as defined by KSA 79-2988*

City of Courtland
City Official Title: City Clerk

2025 Neighborhood Revitalization Rebate

Budgeted Funds for 2025	2024 Ad Valorem before Rebate**	2024 Mil Rate before Rebate	Estimate 2025 NR Rebate
General	82,406	43.297	336
Debt Service	23,567	12.382	96
Library	4,216	2.215	17
Employee Benefits	9,416	4.947	38
			0
			0
			0
TOTAL	119,605	62.842	487

2024 July 1 Valuation: 1,903,279

Valuation Factor: 1,903.279

Neighborhood Revitalization Subj to Rebate: 7,770

Neighborhood Revitalization factor: 7.77

**This information comes from the 2025 Budget Summary page. See instructions tab #12 for completing the Neighborhood Revitalization Rebate table.