State of Kansas
City

2025

CERTIFICATE

To the Clerk of JEWELL COUNTY, State of Kansas
We, the undersigned, officers of
CITY OF BURR OAK
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 expenditures for the various funds for the year 2025; and
(3) the Amount(s) of 2024 Ad Valorem Tax are within statutory limitations.

Table of Contents:		Page No.	2025 Adopted Budget: Budget Authority for Expenditures	2025 Adopted Budget: Amount of 2024 Ad Valorem Tax	2025 Adopted Budget: Final Tax Rate (County Clerk's Use Only)
Allocation of MVT, RVT, and 16/20M Vehicle T		2			
Schedule of Transfers		3			
Statement of Indebtedness		4			
Statement of Lease-Purchases		5			
Fund	**K.S.A.**				
General	12-101a	6	58,530	24,989	27.548
Debt Service	10-113				
Library	12-1220				
Special Highway		7	26,859		
Water		7	74,781		
Sewer		8	20,096		
Gen Cap Out Equip		8			
Sp Bldg Cap Out Equip		9			
Sewer Cap Out Equip		9			
Water Cap Out Equip		10			
		10			
Non-Budgeted Funds-A		11			
Totals		xxxxx	180,266	24,989	
Budget Hearing Notice					
Combined Rate and Budget Hearing Notice					
RNR Hearing Notice					
Neighborhood Revitalization					

County Clerk's Use Only
907,104
Nov 1, 2024 Total Assessed Valuation

Revenue Neutral Rate	27.591
Does budget require a resolution to exceed the Revenue Neutral Rate?	NO

Assisted by: Kelley Bunting
City Clerk

Address: 212 N Lewis
Burr Oak, KS
66936

Email: burroakks@gmail.com

Attest: Oct 8 2024

County Clerk

Governing Body

CPA Summary

NOTICE OF BUDGET HEARING

The governing body of

CITY OF BURR OAK

will meet on August 20, 2024 at 7:00 p.m. at Community Building 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 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	Proposed Estimated Tax Rate*
General	60,620	31.345	49,810	28.046	58,530	24,989	27.591
Debt Service							
Library							
Special Highway	2,500		2,500		26,859		
Water	81,218		95,500		74,781		
Sewer	17,545		26,500		20,096		
Gen Cap Out Equip							
Sp Bldg Cap Out Equip							
Sewer Cap Out Equip							
Water Cap Out Equip							
Non-Budgeted Funds-A							
Totals	161,883	31.345	174,310	28.046	180,266	24,989	27.591
						*Revenue Neutral Rate***	*27.591*
Less: Transfers	0		0		0		
Net Expenditure	161,883		174,310		180,266		
Total Tax Levied	25,006		24,997		xxxxxxxxxxxxxxxxx		
Assessed Valuation	797,763		890,962		905,679		

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

*Tax rates are expressed in mills

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

Mike Harris

Official Title: Mayor

AFFIDAVIT OF PUBLICATION

JEWELL COUNTY RECORD

PO Box 305, Mankato, Kansas 66956

Phone: 402-879-3291 email: jcr@nckcn.com

STATE OF KANSAS, JEWELL COUNTY, SS:

William A. Blauvelt, being first duly sworn, deposes and says: That he is the publisher of the Jewell County Record, a weekly newspaper published in and of general circulation in Jewell County, Kansas, with a general paid circulation on a weekly basis in Jewell County Kansas and that said newspaper is not a trade, religious or fraternal publication.

Said newspaper is published at least 50 times a year and has been published continuously and uninterruptedly in said county for a period of more than five years prior to the first publication notice; and has been admitted at the post office of Mankato in said county as periodical class.

That the attached notice is a true copy thereof and was published in the regular and entire issue of said newspaper for 1 consecutive weeks, the first publication thereof being made on the 1st day of Aug, 2024 with subsequent publications being made on the following dates

Second publication on the _____ day of _____, 20____

Third publication on the _____ day of _____, 20____

Fourth publication on the _____ day of _____, 20____

Fifth publication on the _____ day of _____, 20____

Sixth publication on the _____ day of _____, 20____

Signed W A Blauvelt

Subscribed and sworn to before me on the 1st day of Aug, 2024

Printer (publication) Fee $ #99.00 Total Publication Fees $ #99.00

Notary Public Reta I. Boswell

GENERAL NOTARY - State of Nebraska
RETA I BOSWELL
My Comm. Exp. July 26, 2025

#19763.22

CITY OF BURR OAK

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 Year 2025				
		MVT	RVT	16/20M Veh	Comm Veh	Watercraft
General	24,997	3,749	152	63	1,026	85
Debt Service						
Library						
TOTAL	24,997	3,749	152	63	1,026	85

County Treas Motor Vehicle Estimate	3,749
County Treas Recreational Vehicle Estimate	152
County Treas 16/20M Vehicle Estimate	63
County Treas Commercial Vehicle Tax Estimate	1,026
County Treas Watercraft Tax Estimate	85

Motor Vehicle Factor	0.14998
Recreational Vehicle Factor	0.00608
16/20M Vehicle Factor	0.00252
Commercial Vehicle Factor	0.04104
Watercraft Factor	0.00340

CITY OF BURR OAK 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
	Totals	0	0	0	
	Adjustments*				
	Adjusted Totals	0	0	0	

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

CITY OF BURR OAK 2025

STATEMENT OF INDEBTEDNESS

Type of Debt	Date of Issue	Date of Retirement	Interest Rate %	Amount Issued	Beginning Amount Outstanding Jan 1, 2024	Date Due		Amount Due 2024		Amount Due 2025	
						Interest	Principal	Interest	Principal	Interest	Principal
General Obligation:											
Total G.O. Bonds					**0**			**0**	**0**	**0**	**0**
Revenue Bonds:											
Total Revenue Bonds					**0**			**0**	**0**	**0**	**0**
Other:											
Total Other					**0**			**0**	**0**	**0**	**0**
Total Indebtedness					**0**			**0**	**0**	**0**	**0**

CITY OF BURR OAK 2025

STATEMENT OF CONDITIONAL LEASE-PURCHASE AND CERTIFICATE OF PARTICIPATION*

Item Purchased	Contract Date	Term of Contract (Months)	Interest Rate %	Total Amount Financed (Beginning Principal)	Principal Balance On Jan 1, 2024	Payments Due 2024	Payments Due 2025
Totals					**0**	**0**	**0**

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

CITY OF BURR OAK 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	17,045	7,870	5,113
Receipts:			
Ad Valorem Tax		24,997	xxxxxxxxxxxxxxxxx
Delinquent Tax			
Motor Vehicle Tax		4,243	3,749
Recreational Vehicle Tax		151	152
16/20M Vehicle Tax		52	63
Commercial Vehicle Tax		572	1,026
Watercraft Tax		23	85
Gross Earning (Intangible) Tax		1,167	1,005
State of Kansas:		6,500	13,000
Local Alcoholic Liquor			
Compensating Use Tax			
Local Sales Tax		48	48
Franchise Tax		6,900	6,900
Licenses			
late fees		600	600
RV Rent		700	700
Community Building Rent		700	700
Non Portable Water		400	400
Total Income	51,445		
In Lieu of Taxes (IRB)			
Interest on Idle Funds			
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	**51,445**	**47,053**	**28,428**
Resources Available:	**68,490**	**54,923**	**33,541**

FUND PAGE - GENERAL

Adopted Budget General	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Resources Available:	68,490	54,923	33,541
Expenditures:			
Total Salaries for all Employees	24,517	23,410	23,410
Employee Benefits	4,260	2,400	4,290
General	10,613	7,000	13,830
Utilites	21,230	17,000	17,000
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
Sub-Total detail page	60,620	49,810	58,530
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	**60,620**	**49,810**	**58,530**
Unencumbered Cash Balance Dec 31	7,870	5,113	xxxxxxxxxxxxxxxxx
2023/2024/2025 Budget Authority Amount:	60,620	60,620	58,530
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	58,530
		Tax Required	24,989
	Delinquent Comp Rate:	0.0%	0
		Amount of 2024 Ad Valorem Tax	24,989

CPA Summary

CITY OF BURR OAK 2025

Adopted Budget **General Fund - Detail Expenditures**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Expenditures:			
Total Salaries for all Employees			
Salaries	24,517	23,410	23,410
Contractual			
Commodities			
Capital Outlay			
Total	**24,517**	**23,410**	**23,410**
Employee Benefits			
Vacation time	1,240		1,240
Sick Leave	620		650
Insurance Cost	2,400	2,400	2,400
Capital Outlay			
Total	**4,260**	**2,400**	**4,290**
General			
Office Equipment	10,613	7,000	13,830
Contractual			
Commodities			
Capital Outlay			
Total	**10,613**	**7,000**	**13,830**
Utilites			
Utilites- Gas & Electric	21,230	17,000	17,000
Contractual			
Commodities			
Capital Outlay			
Total	**21,230**	**17,000**	**17,000**
Salaries			
Contractual			
Commodities			
Capital Outlay			
Total	**0**	**0**	**0**
Salaries			
Contractual			
Commodities			
Capital Outlay			
Total	**0**	**0**	**0**
Salaries			
Contractual			
Commodities			
Capital Outlay			
Total	**0**	**0**	**0**
Salaries			
Contractual			
Commodities			
Capital Outlay			
Total	**0**	**0**	**0**
Page Total	**60,620**	**49,810**	**58,530**

(Note: Should agree with general sub-totals.)

CITY OF BURR OAK 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	19,354	20,639	22,499
Receipts:			
State of Kansas Gas Tax	3,785	4,360	4,360
County Transfers Gas		0	0
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	**3,785**	**4,360**	**4,360**
Resources Available:	**23,139**	**24,999**	**26,859**
Expenditures:			
Repairs and supplies	2,500	2,500	26,859
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	**2,500**	**2,500**	**26,859**
Unencumbered Cash Balance Dec 31	20,639	22,499	0
2023/2024/2025 Budget Authority Amount	16,854	16,854	26,859

Adopted Budget

Water	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	45,020	50,281	14,781
Receipts:			
Charges to Customers	86,479	60,000	60,000
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	**86,479**	**60,000**	**60,000**
Resources Available:	**131,499**	**110,281**	**74,781**
Expenditures:			
Salaries	8,074	14,500	74,781
Utilites	18,540	25,000	
Off & Equip	12,604	14,000	
Transfer to Water Tower fund	42,000	42,000	
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	**81,218**	**95,500**	**74,781**
Unencumbered Cash Balance Dec 31	50,281	14,781	0
2023/2024/2025 Budget Authority Amount	122,520	122,520	74,781

CPA Summary

CITY OF BURR OAK 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	7,451	9,618	2,618
Receipts:			
Sewer Customers	19,712	19,500	19,500
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	**19,712**	**19,500**	**19,500**
Resources Available:	**27,163**	**29,118**	**22,118**
Expenditures:			
Salaries	7,636	12,000	20,096
Utilites	1,300	4,500	
Off & Equip	8,609	10,000	
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	**17,545**	**26,500**	**20,096**
Unencumbered Cash Balance Dec 31	9,618	2,618	2,022
2023/2024/2025 Budget Authority Amount	27,951	27,951	20,096

Adopted Budget

Gen Cap Out Equip	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	20,151	20,151	20,151
Receipts:			
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	**0**	**0**	**0**
Resources Available:	**20,151**	**20,151**	**20,151**
Expenditures:			
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	**0**	**0**	**0**
Unencumbered Cash Balance Dec 31	20,151	20,151	20,151
2023/2024/2025 Budget Authority Amount	0	0	0

CPA Summary

CITY OF BURR OAK 2025

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Sp Bldg Cap Out Equip**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	11,430	11,430	11,430
Receipts:			
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	**0**	**0**	**0**
Resources Available:	**11,430**	**11,430**	**11,430**
Expenditures:			
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	**0**	**0**	**0**
Unencumbered Cash Balance Dec 31	11,430	11,430	11,430
2023/2024/2025 Budget Authority Amoun	0	0	0

Adopted Budget

Sewer Cap Out Equip	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	15,225	15,225	15,225
Receipts:			
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	**0**	**0**	**0**
Resources Available:	**15,225**	**15,225**	**15,225**
Expenditures:			
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	**0**	**0**	**0**
Unencumbered Cash Balance Dec 31	15,225	15,225	15,225
2023/2024/2025 Budget Authority Amoun	0	0	0

CPA Summary

CITY OF BURR OAK 2025

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Water Cap Out Equip**	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	26,557	26,557	26,557
Receipts:			
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	**0**	**0**	**0**
Resources Available:	**26,557**	**26,557**	**26,557**
Expenditures:			
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	**0**	**0**	**0**
Unencumbered Cash Balance Dec 31	26,557	26,557	26,557
2023/2024/2025 Budget Authority Amoun	0	0	0

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:			
Transfer from water to water tower			
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	**0**	**0**	**0**
Resources Available:	**0**	**0**	**0**
Expenditures:			
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	**0**	**0**	**0**
Unencumbered Cash Balance Dec 31	0	0	0
2023/2024/2025 Budget Authority Amoun	0	0	0

CPA Summary

0 **NON-BUDGETED FUNDS (A)** 2025

(Only the actual budget year for 2023 is reported)

Non-Budgeted Funds-A

(1) Fund Name:		(2) Fund Name:		(3) Fund Name:		(4) Fund Name:		(5) Fund Name:		
Water Tower			**0**		**0**		**0**		**0**	
Unencumbered		Unencumbered		Unencumbered		Unencumbered		Unencumbered		Total
Cash Balance Jan 1	0	Cash Balance Jan 1		Cash Balance Jan 1		Cash Balance Jan 1		Cash Balance Jan 1		0
Receipts:		Receipts:		Receipts:		Receipts:		Receipts:		
From Water	42,000									
Total Receipts	42,000	Total Receipts	0	Total Receipts	0	Total Receipts	0	Total Receipts	0	42,000
Resources Available:	42,000	Resources Available:	0	Resources Available:	0	Resources Available:	0	Resources Available:	0	42,000
Expenditures:		Expenditures:		Expenditures:		Expenditures:		Expenditures:		
	0									
Total Expenditures	0	Total Expenditures	0	Total Expenditures	0	Total Expenditures	0	Total Expenditures	0	0
Cash Balance Dec 31	42,000	Cash Balance Dec 31	0	Cash Balance Dec 31	0	Cash Balance Dec 31	0	Cash Balance Dec 31	0	**42,000** **
										42,000 **

**Note: These two block figures should agree.

CPA Summary

State of Kansas
City

2025

NOTICE OF BUDGET HEARING

The governing body of

CITY OF BURR OAK

will meet on August 20, 2024 at 7:00 p.m. at Community Building 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 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	Proposed Estimated Tax Rate*
General	60,620	31.345	49,810	28.046	58,530	24,989	27.591
Debt Service							
Library							
Special Highway	2,500		2,500		26,859		
Water	81,218		95,500		74,781		
Sewer	17,545		26,500		20,096		
Gen Cap Out Equip							
Sp Bldg Cap Out Equip							
Sewer Cap Out Equip							
Water Cap Out Equip							
Non-Budgeted Funds-A							
Totals	161,883	31.345	174,310	28.046	180,266	24,989	27.591
						*Revenue Neutral Rate***	*27.591*
Less: Transfers	0		0		0		
Net Expenditure	161,883		174,310		180,266		
Total Tax Levied	25,006		24,997		xxxxxxxxxxxxxxxxx		
Assessed Valuation	797,763		890,962		905,679		

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

*Tax rates are expressed in mills

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

Mike Harris

Official Title: Mayor

State of Kansas
City

2025

NOTICE OF HEARING TO EXCEED REVENUE NEUTRAL RATE AND BUDGET HEARING

The governing body of

CITY OF BURR OAK

will meet on at at for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds, the amount of ad valorem tax, and the Revenue Neutral Rate.

Detailed budget information is available at and will be available at this hearing.

BUDGET SUMMARY

Proposed Budget 2025 Expenditures and Amount of 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	Proposed Estimated Tax Rate*
General	60,620	31.345	49,810	28.046	58,530	24,989	27.591
Debt Service							
Library							
Special Highway	2,500		2,500		26,859		
Water	81,218		95,500		74,781		
Sewer	17,545		26,500		20,096		
Gen Cap Out Equip							
Sp Bldg Cap Out Equip							
Sewer Cap Out Equip							
Water Cap Out Equip							
Non-Budgeted Funds-A							
Totals	161,883	31.345	174,310	28.046	180,266	24,989	27.591
						*Revenue Neutral Rate***	*27.591*
Less: Transfers	0		0		0		
Net Expenditure	161,883		174,310		180,266		
Total Tax Levied	25,006		24,997		xxxxxxxxxxxxxxxxx		
Assessed Valuation	797,763		890,962		905,679		

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

*Tax rates are expressed in mills

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

0

Official Title: 0

CITY OF BURR OAK 2025

2025 Neighborhood Revitalization Rebate

Budgeted Funds for 2025	2024 Ad Valorem before Rebate**	2024 Mil Rate before Rebate	Estimate 2025 NR Rebate
General			0
Debt Service			0
Library			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
TOTAL	0	0.000	0

2024 July 1 Valuation: 905,679

Valuation Factor: 905.679

Neighborhood Revitalization Subj to Rebate: 0

Neighborhood Revitalization factor:

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