Budget Form CC-K 2021-2022 STATE OF KANSAS

CERTIFICATE

TO THE CLERK OF Pratt County COUNTY, STATE OF KANSAS

We the undersigned, duly elected, qualified and acting officers of

Pratt Community College

certify that: (1) the hearing mentioned in the attached proof of 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 2021-2022; and (3) the Amount(s) of 2021 Tax to be Levied are within statutory limitations.

Table of Contents:			2021-2022 Adopted Budget		
Adopted Budget and Financial Statements	K.S.A.	Page No.	Expenditures & Transfers	Amount of 2021 Tax to be Levied	County Clerk's Use Only
Statement of Indebtedness		2			
Statement of Conditional Lease, etc.		2a			
Current Funds Unrestricted:					
General	71-204	3, 4	11,178,992	6,753,115	
Postsecondary Technical Education		5, 6	4,548,982	xxxxxxxxx	
Adult Education	71-617	7, 8	5,000	0	
Adult Supplementary Education	74-32,261	9, 10	20,000	xxxxxxxxx	
Motorcycle Driver Safety	71-1508		0	xxxxxxxxx	
Truck Driver Training Course	71-1509		0	xxxxxxxxx	
Auxiliary Enterprise		11	6,251,728	xxxxxxxxx	
Total Current Funds Unrestricted			22,004,701	6,753,115	
Plant Funds					
Capital Outlay	71-501	12, 13	1,280,000	0	
Bond and Interest	10-113	14, 15	555,229	0	
Special Assessment			0	0	
No Fund Warrants			0	0	
Revenue Bonds	10-113	16		xxxxxxx	
Total Plant Funds			1,835,229	0	
Total – All Funds		xxxxxxx	23,839,931		
Publication		17			
Final Assessed Valuation					

Municipal Accounting Use Only
Received _____
Reviewed by _____
Follow-up: Yes ____ No ____

Assisted by: Kent Adams, Board Treasurer

Attest: 9-17, 2021

County Clerk

Signature and Title of Elected Official

Budget Form CC-J STATE OF KANSAS

NOTICE OF PUBLIC HEARING
2021-2022 BUDGET

The governing body of Pratt Community College, Pratt County, will meet on September 7, 2021, at 5:30 pm, at The Riney Student Center Room 312 for the purpose of answering objections of taxpayers relating to the proposed use of all funds, and the amount of as to be levied, and to consider amendments. Detailed budget information is available at VP Finance & Operations Offic Room 43 Benson Education Cener and will be available at this hearing.

BUDGET SUMMARY

The Expenditures and the Amount of 2021 Tax to be Levied (as shown below) establish the maximum limits of the 2021-2022 budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes, is subject to slight change depending on final assessed valuation.

	2019-2020		2020-2021		Proposed Budget 2021-2022		
	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Actual Tax Rate*	Budgeted Expend. & Transfers	Amount of 2021 Tax to be Levied	Est. Tax Rate*
Current Funds Unrestricted							
General Fund	8,936,663	39.011	8,908,783	39.457	11,178,992	6,753,115	38.710
Postsecondary Tech Ed	3,493,572		3,708,994		6,548,982	xxxxxxxx	xxx
Adult Education	0		0		5,000	0	0.000
Adult Supp Education	0	xxx	0	xxx	20,000	xxxxxxxx	xxx
Motorcycle Driver	0	xxx	0	xxx	0	xxxxxxxx	xxx
Truck Driver Training	0	xxx	0	xxx	0	xxxxxxxx	xxx
Auxiliary Enterprise	1,295,337	xxx	2,784,296	xxx	6,251,728	xxxxxxxx	xxx
Plant Funds		xxx		xxx		xxxxxxxx	xxx
Capital Outlay	880,322		952,326		1,280,000	0	0.000
Bond and Interest	278,239		424,509		555,229	0	0.000
Special Assessment	0		0		0	0	0.000
No Fund Warrants	0		0		0	0	0.000
Revenue Bonds	0	xxx	0	xxx		xxxxxxxx	xxx
Total All Funds	14,884,133	39.011	16,778,908	39.457	23,839,931	xxxxxxxx	38.710
Total Tax Levied	6,512,462		6,618,550		xxxxxxxx	6,753,115	
Assessed Valuation	166,939,116		167,740,842		174,454,017		
Revenue Neutral Rate							36.945

Outstanding Indebtedness, July 1			
	2019	2020	2021
G.O. Bonds	0	0	0
Capital Outlay Bonds	0	0	0
Revenue Bonds	0	0	0
No-Fund Warrants	0	0	0
Temporary Notes	0	0	0
Lease Purchase Principal	5,890,815	5,626,035	5,195,028
Total	5,890,815	5,626,035	5,195,028

* Tax Rates are expressed in mills.

Donna Rees Kleiber
Signature and Title

Page No. 17

NOTICE OF REVENUE NEUTRAL RATE HEARING

The governing body of 2022
Pratt Community College
will meet on September 7, 2021 at 5:30 pm at Riney Student Conference Center Room 312 for the purpose of hearing and answering objections of taxpayers relating to revenue neutral rate and proposed tax rate, as required by 2021 Kansas Senate Bill 13.

SUPPORTING COUNTIES
Pratt (home county)

Revenue Neutral Rate*	36.945	Proposed Tax Rate	38.71

Tax Rates are expressed in mills
* Revenue Neutral Rate as defined by 2021 Kansas Senate Bill 13

Proof of Publication Pratt Tribune
State of Kansas, Pratt County, SS.

Account No. PI

Pratt Community College
348 KS-61,
Pratt, KS 67124

Budget
THAT said newspaper has been published at least weekly fifty (50) times a year and has been so published for at least five years prior to the first publication of the attached notice;

THAT said paper was entered as second-class mail matter at the post office of its publication;

I, Being duly sworn, doth depose and say that she/he is an authorized representative of the Pratt Tribune, a daily newspaper published in the city of Pratt, Pratt County, Kansas, and that an advertisement of which the annexed a true copy, taken from said paper, which was published therein on:

PUBLISHED ON:	8-25-2021
TOTAL COST:	$ 0
AD SPACE:	24 inches

Witness my hand this 25th day of Aug 2021

SUBSCRIBED and Sworn to Before Me This 25th day of Aug, 2021

Notary Public, Ford County, Kansas

NOTARY PUBLIC - State of Kansas
LLOYD L. GUM
My Appt. Exp 01/12/2024

Resolution No. 2022-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF PRATT COMMUNITY COLLEGE, KANSAS TO LEVY A PROPERTY TAX RATE EXCEEDING THE REVENUE NEUTRAL RATE;

WHEREAS, the Revenue Neutral Rate for the Pratt Community College was calculated as 36.945 mills by the Pratt County Clerk; and

WHEREAS, the budget proposed by the Governing Body of the Pratt Community College will require the levy of a property tax rate exceeding the Revenue Neutral Rate; and

WHEREAS, the Governing Body held a hearing on September 7, 2021 allowing all interested taxpayers desiring to be heard an opportunity to give oral testimony; and

WHEREAS, the Governing Body of the Pratt Community College, having heard testimony, still finds it necessary to exceed the Revenue Neutral Rate.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE PRATT COMMUNITY COLLEGE:

The Pratt Community College shall levy a property tax rate exceeding the Revenue Neutral Rate of 36.945 mills.

This resolution shall take effect and be in force immediately upon its adoption and shall remain in effect until future action is taken by the Governing Body.

ADOPTED this 7 day of September 2021 and **SIGNED** by the Governing Body.

Board Member

Board Member

Board Member

Board Member

Board Members

Board Member

Board Member

Attest: 9-7-2021
Clerk of the Board of Trustees

STATE OF KANSAS
Budget Form CC-A
2021-2022

STATEMENT OF INDEBTEDNESS

Purpose of Debt	Date of Issue	Interest Rate %	Amount of Bonds Issued	Amount Outstanding 6/30/2021	Date Due		Amount Due 7/1/21 - 6/30/22		Amount Due 7/1/22 - 12/31/22	
					Interest	Principal	Interest	Principal	Interest	Principal

STATE OF KANSAS
Budget Form CC-A1
2021-2022

STATEMENT OF CONDITIONAL LEASE, LEASE-PURCHASE AND CERTIFICATE OF PARTICIPATION

Item/Service Purchased	Date of Contract	Term of Contract	Interest Rate* %	Total Outright Purchase Price	Other Charges In Contract	Total Amount Financed (Beg. Princ)	Principal Balance Due 6/30/2021	Payments Due 7/1/21 - 6/30/22	Payments Due 7/1/22 - 12/31/22
Fleet Vehicles	3/29/2018	5 Years	3.3500	73,355		73,355	28,339	15,959	7,979
Bus	10/9/2018	7 Years	4.4600	158,539		158,539	101,689	26,312	13,156
Track & Field Complex Series 2019	1/29/2019	20 Years	3 to 4	3,650,886		2,720,000	2,610,000	169,269	43,434
Lease Purchase Refunding, Series 2020	2/27/2020	10 Years	1.625 to 2	1,280,000		1,280,000	1,130,000	182,194	9,497
Lease Refunding COP, Series 2021	6/14/2021	7 years	.35 to .90	1,325,000		1,325,000	1,325,000	197,267	3,794

*Use arbitrage yield on the bonds.

Current Funds Unrestricted **General Fund**	Line	2019-2020 Audited Actual	2020-2021 Unaudited Actual	2021-2022 Proposed Budget
Unencumbered Cash Balance July 1	1	11,259,019	11,198,963	11,436,363
Transfer of Fund Balances, July 1 *	2	xxxxxxxxxx	xxxxxxxxxx	0
Adjusted Unencumbered Cash Balance, July 1	3	11,259,019	11,198,963	11,436,363
Revenues				
Student Sources:				
Tuition	4	209,570	803,457	1,123,414
Fees	5			
Total Student Income	9	209,570	803,457	1,123,414
Federal Sources:				
Federal Grants	10			
Other Federal Income	11			
Total Federal Income	19	0	0	0
State Sources:				
Non-Tiered State Aid (Form 108)	20	1,239,768	1,261,965	1,244,496
LAVTR	21			0
State Grants and Contracts	22		12,401	12,401
State Retirement Contributions **	23			
Other State Income	24			
Total State Income	29	1,239,768	1,274,366	1,256,897
Local Sources:				
Prior Year Ad Valorem Property Tax	30			0
Current Year Ad Valorem Property Tax	31	6,454,758	6,402,895	xxxxxxxxxx
Motor Vehicle Tax	32	437,836	473,737	363,619
Recreational Vehicle Tax	33	44,740	6,406	4,824
Delinquent Tax	34		37,189	0
In Lieu of Tax - Industrial Revenue Bond	35			0
Other Local Income	36			28,460
Total Local Income	39	6,937,334	6,920,227	396,903
Other Sources:				
Gifts	40			
Interest	41	9,277	2,225	
All Other Income	42	480,658	145,908	1,570,965
Cancellation of Prior Year Encumbrances	43			xxxxxxxxxx
Total Other Income	49	489,935	148,133	1,570,965
Total Revenues (9 + 19 + 29 + 39 + 49)	60	8,876,607	9,146,183	4,348,179
Total Resources Available (3 + 60)	62	20,135,626	20,345,146	15,784,542

* Must comply with K.S.A. 79-2958.

** Optional – if revenue is shown, expenditures must be included.

STATE OF KANSAS
Budget Form CC-B

Adopted Budget 2020-2021

CURRENT FUNDS UNRESTRICTED **General Fund**	Line	2019-2020 Audited Actual	2020-2021 Unaudited Actual	2021-2022 Proposed Budget
Total Resources Available	62	20,135,626	20,345,146	15,784,542
EXPENDITURES				
Education and General:				
Instruction	63	1,603,447	1,365,805	1,824,436
Research	64			
Public Service	65			
Academic Support	66	330,342	344,761	363,856
Student Services	67	2,336,404	2,490,284	2,782,423
Institutional Support	68	2,331,538	1,876,098	1,907,136
Operation and Maintenance	69	692,358	662,905	707,248
Scholarships	70	150,613	145,180	200,000
Total Expenditures	79	7,444,702	6,885,033	7,785,099
Transfers				
Transfer to Vocational	81	1,148,986	1,405,908	1,733,430
Non-Mandatory Transfers	82	273,000	277,000	1,305,000
Mandatory Transfers	83	69,975	340,842	355,463
Total Transfers	89	1,491,961	2,023,750	3,393,893
Total Expenditures & Transfers (79 + 89)	90	8,936,663	8,908,783	11,178,992
Unencumbered Cash Balance June 30 (62 - 90)	91	11,198,963	11,436,363	xxxxxxx
Tax Computation				
Unencumbered Cash Balance (3)	94			11,436,363
Tax in Process (30)	95			0
Total Resources less tax-in-process (60 - 30)	96			4,348,179
Six Month Resources (50% of 96) *	97			2,174,090
Total Resources (94 thru 97)	98			17,958,632
Total Expenditures & Transfers (90)	99			11,178,992
Six Month Expenditures (50% of 99) *	100			13,532,755
Total 18 Month Expenditures (99 + 100)	101			24,711,747
Tax Required Prior to Operating Grant (101- 98)	102			6,753,115
Tiered/Non-Tiered Tax Relief Portion (Form 108 line 4)	103			0
Tax Required (102 - 103)	104			6,753,115
Delinquent Tax Estimate	105	0.0%		0
Taxes Levied (104 + 105)	106			6,753,115

* 50% is the recommeded amount for the six-month allocation on lines 97 and 100. The actual amount or percentage used is discretionary for each community college.

Current Funds Unrestricted **Postsecondary Technical Education**	Line	2019-2020 Audited Actual	2020-2021 Unaudited Actual	2021-2022 Proposed Budget
Unencumbered Cash Balance July 1	1	6,273,069	6,477,316	6,577,316
Transfer to General Fund	2	xxxxxxxxx	xxxxxxxxx	
Adjusted Unencumbered Cash Balance, July 1	3	6,273,069	6,477,316	6,577,316
Revenues				
Student Sources:				
Tuition	4	756,954	760,133	604,915
Fees	5			
Total Student Income	9	756,954	760,133	604,915
Federal Sources:				
Federal Grants	10			
Other Federal Income	11			
Total Federal Income	19	0	0	0
State Sources:				
Tiered State Aid (Form 108)	20	1,185,769	1,189,790	1,189,790
LAVTR	21			0
State Grants and Contracts	22	541,974	453,163	420,847
State Retirement Contributions **	23			
Other State Income	24			
Total State Income	29	1,727,743	1,642,953	1,610,637
Local Sources:				
Prior Year Ad Valorem Property Tax	30			0
Current Year Ad Valorem Property Tax	31		0	xxxxxxxx
Motor Vehicle Tax	32			0
Recreational Vehicle Tax	33			0
Delinquent Tax	34			0
In Lieu of Tax - Industrial Revenue Bond	35			0
Other Local Income	36			
Total Local Income	39	0	0	0
Other Sources:				
Gifts	40			
Interest	41			
All Other Income	42	64,136	0	500,000
Cancellation of Prior Year Encumbrances	43			xxxxxxxxx
Transfer from General Fund	44	1,148,986	1,405,908	1,733,430
Total Other Income	49	1,213,122	1,405,908	2,233,430
Total Revenues (9 + 19 + 29 + 39 + 49)	60	3,697,819	3,808,994	4,448,982
Total Resources Available (3 + 60)	62	9,970,888	10,286,310	11,026,298

** Optional – if revenue is shown, expenditures must be included.

**Optional – if revenue is shown, expenditures must be included.

Adopted Budget

Current Funds Unrestricted **Postsecondary Technical Education**	Line	2019-2020 Audited Actual	2020-2021 Unaudited Actual	2021-2022 Proposed Budget
Total Resources Available	62	9,970,888	10,286,310	11,026,298
EXPENDITURES				
Education and General:				
Instruction	63	1,850,718	2,023,039	2,284,461
Research	64			
Public Service	65			
Academic Support	66	333,609	318,800	134,928
Student Services	67			
Institutional Support	68	975,495	1,010,206	1,026,920
Operation and Maintenance	69	333,750	356,949	380,826
Scholarships	70			
Total Expenditures	79	3,493,572	3,708,994	3,827,135
Transfers				
Non-Mandatory Transfers	82			721,847
Mandatory Transfers	83			
Total Transfers	89	0	0	721,847
Total Expenditures & Transfers (79 + 89)	90	3,493,572	3,708,994	4,548,982
Unencumbered Cash Balance June 30 (62 - 90)	93	6,477,316	6,577,316	xxxxxxx

Adopted Budget 2020-2021

Current Funds Unrestricted **Adult Education**	Line	2019-2020 Audited Actual	2020-2021 Unaudited Actual	2021-2022 Proposed Budget
Unencumbered Cash Balance July 1	3	40,891	40,891	40,891
Revenues				
Student Sources:				
Tuition	4			
Fees	5			
Total Student Income	9	0	0	0
Federal Sources:				
Federal Grants	10			
Other Federal Income	11			
Total Federal Income	19	0	0	0
State Sources:				
LAVTR	21			0
State Grants and Contracts	22			
State Retirement Contributions**	23			
Other State Income	24			
Total State Income	29	0	0	0
Local Sources:				
Prior Year Ad Valorem Property Tax	30			0
Current Year Ad Valorem Property Tax	31		0	xxxxxxxxx
Motor Vehicle Tax	32			0
Recreational Vehicle Tax	33			0
Delinquent Tax	34			0
In Lieu of Tax - Industrial Revenue Bond	35			0
Other Local Income	36			
Total Local Income	39	0	0	0
Other Sources:				
Gifts	40			
Interest	41			
All Other Income	42			5,000
Cancellation of Prior Year Encumbrances	43			xxxxxxxxx
Total Other Income	49	0	0	5,000
Total Revenues (9 + 19 + 29 + 39 + 49)	60	0	0	5,000
Total Resources Available (3 + 60)	62	40,891	40,891	45,891

** Optional – if revenue is shown, expenditures must be included.

STATE OF KANSAS
Budget Form CC-D
2020-2021

Adopted Budget

Current Funds Unrestricted **Adult Education**	Line	2019-2020 Audited Actual	2020-2021 Unaudited Actual	2021-2022 Proposed Budget
Total Resources Available	62	40,891	40,891	45,891
Expenditures				
Education and General:				
Instruction	63			5,000
Research	64			
Public Service	65			
Academic Support	66			
Student Services	67			
Institutional Support	68			
Operation and Maintenance	69			
Scholarships	70			
Total Expenditures	79	0	0	5,000
Transfers				
Non-Mandatory Transfers	82			
Mandatory Transfers	83			
Total Transfers	89	0	0	0
Total Expenditures and Transfers (79 + 89)	90	0	0	5,000
Unencumbered Cash Balance June 30 (62 - 90)	93	40,891	40,891	xxxxxxxx
Tax Computation				
Unencumbered Cash Balance (3)	94			40,891
Tax in Process (30)	95			0
Total Resources (60 - 30)	96			5,000
Six Month Resources (50% of 96)	97			2,500
Total Resources (94 thru 97)	98			48,391
Total Expenditures & Transfers (90)	99			5,000
Six Month Expenditures (50% of 99) *	100			43,391
Total 18 Month Expenditures (99 + 100)	101			48,391
Tax Required (101 - 98)	102			0
Delinquent Tax Percent	103	0.0000%		0
Taxes Levied (102 + 103)	104			0

* Recommended

Adopted Budget

Current Funds Unrestricted **Adult Supplementary Education Fund**	Line	2019-2020 Audited Actual	2020-2021 Unaudited Actual	2021-2022 Proposed Budget
Unencumbered Cash Balance July 1	3	1,107	1,107	1,107
Revenues				
Student Sources:				
Tuition	4			
Fees	5			
Total Student Income	9	0	0	0
Federal Sources:				
Federal Grants	10			
Other Federal Income	11			
Total Federal Income	19	0	0	0
State Sources:				
State Grants and Contracts	22			
Other State Income	24			
Total State Income	29	0	0	0
Local Sources:				
Other Local Income	36			
Total Local Income	39	0	0	0
Other Sources:				
Gifts	40			
Interest	41			
All Other Income	42			20,000
Cancellation of Prior Year Encumbrances	43			xxxxxxxxx
Total Other Income	49	0	0	20,000
Total Revenues (9 + 19 + 29 + 39 + 49)	60	0	0	20,000
Total Resources Available (3 + 60)	62	1,107	1,107	21,107

Adopted Budget

Current Funds Unrestricted **Adult Supplementary Education Fund**	Line	2019-2020 Audited Actual	2020-2021 Unaudited Actual	2021-2022 Proposed Budget
Total Resources Available	62	1,107	1,107	21,107
EXPENDITURES				
Education and General:				
Instruction	63			20,000
Research	64			
Public Service	65			
Academic Support	66			
Student Services	67			
Institutional Support	68			
Operation and Maintenance	69			
Scholarships	70			
Total Expenditures	79	0	0	20,000
Transfers				
Non-Mandatory Transfers	81			
Total Transfers	89	0	0	0
Total Expenditures & Transfers (79 + 89)	90	0	0	20,000
Unencumbered Cash Balance June 30 (62 - 90)	93	1,107	1,107	xxxxxxxx

STATE OF KANSAS
Worksheet CC-H
2020-2021

Current Funds Unrestricted **Auxiliary Enterprise Funds**	Line	2019-2020 Audited Actual	2020-2021 Unaudited Actual	2021-2022 Proposed Budget					2021-2022 Proposed Budget
				Scholarship Fund 17	Special Inst Fund 18	Athletics Fund 19	College Serv Fund 20	Housing/SU Fund 16	
Unencumbered Cash Balance July 1	3	1,224,676	1,389,267						2,220,593
Revenues									
Student Sources	9	93,324	2,367,130	1,250,000	350,000	150,000	400,000	1,851,728	4,001,728
Federal Sources	15								0
Gifts and Grants	50	911,225	924,911	350,000		200,000			550,000
Sales	53								0
Other Income	52	455,379	323,581	500,000	200,000	200,000	200,000	600,000	1,700,000
Cancel of Prior Year Encumbrances	51			XXXXXXXXX	XXXXXXXXX	XXXXXXXXX	XXXXXXXXX	XXXXXXXXX	XXXXXXXXX
Total Revenues	54	1,459,928	3,615,622	2,100,000	550,000	550,000	600,000	2,451,728	6,251,728
Expenditures									
Salaries & Benefits	69	1,707	190,570					224,885	224,885
General Operating Expenses	70	231,267	1,030,052		350,000	350,000	400,000	625,715	1,725,715
Supplies	71	111,661	386,629		200,000	200,000	200,000	1,401,361	2,001,361
Cost of Goods Sold	72								0
Equipment	73								0
_Scholarships_____	74	950,702	924,912	2,100,000					2,100,000
_____	75								0
_____	76								0
_____	77								0
Total Expenditures	78	1,295,337	2,532,163	2,100,000	550,000	550,000	600,000	2,251,961	6,051,961
Transfers									
Mandatory Transfers	80		252,133					199,767	199,767
Non-Mandatory Transfers	81								0
Total Transfers	89	0	252,133	0	0	0	0	199,767	199,767
Total Expenditures & Transfers (78 + 89)	90	1,295,337	2,784,296	2,100,000	550,000	550,000	600,000	2,451,728	6,251,728
Unencumbered Cash Balance June 30 (3 + 54 - 90	92	1,389,267	2,220,593	0	0	0	0	0	2,220,593

Adopted Budget

Plant Funds **Capital Outlay**	Line	2019-2020 Audited Actual	2020-2021 Unaudited Actual	2021-2022 Proposed Budget
Unencumbered Cash Balance July 1	3	796,825	773,341	433,577
Revenues				
Federal Sources:				
Federal Grants	10			
Other Federal Income	11			
Total Federal Income	19	0	0	0
State Sources:				
LAVTR	21			0
Other State Income	24			
PEI Loan Program Income	25			
Total State Income	29	0	0	0
Local Sources:				
Prior Year Ad Valorem Property Tax	30			0
Current Year Ad Valorem Property Tax	31		0	xxxxxxxx
Motor Vehicle Tax	32			0
Recreational Vehicle Tax	33			0
Delinquent Tax	34	6	22	0
In Lieu of Tax - Industrial Revenue Bond	35			0
Other Local Income	36			
Total Local Income	39	6	22	0
Other Sources:				
Gifts	40			
Interest	41			
All Other Income	42	856,832	612,540	1,280,000
Cancellation of Prior Year Encumbrances	43			xxxxxxxx
Tax Credit Donations Income	44			
Total Other Income	49	856,832	612,540	1,280,000
Total Revenues **(19 + 29 + 39 + 49)**	60	856,838	612,562	1,280,000
Total Resources Available (3 + 60)	62	1,653,663	1,385,903	1,713,577

STATE OF KANSAS
Budget Form CC-I
2020-2021

Adopted Budget

Plant Funds **Capital Outlay**	Line	2019-2020 Audited Actual	2020-2021 Unaudited Actual	2021-2022 Proposed Budget
Total Resources Available	62	1,653,663	1,385,903	1,713,577
Expenditures				
Plant Equipment and Facility	71	880,322	952,326	1,280,000
Principal on Bonds	72			
Interest and Fees	73			
Payments to Reserves	74			
Cash-Basis Reserve	75			
Total Expenditures	79	880,322	952,326	1,280,000
Total Transfers	89			
Total Expenditures & Transfers (79+89)	90	880,322	952,326	1,280,000
Unencumbered Cash Balance June 30 (62 - 90)	93	773,341	433,577	xxxxxxxx
Tax Computation				
Unencumbered Cash Balance (3)	94			433,577
Tax in Process (40)	95			0
Total Resources (60 - 40)	96			1,280,000
Six month Resources (50% of 96)	97			640,000
Total Resources (94 thru 97)	98			2,353,577
Total Expenditures & Transfers (90)	99			1,280,000
Six Month Expenditures (50% of 99) *	100			1,073,577
Total 18 Month Expenditures (99 + 100)	101			2,353,577
Tax Required (101 - 98)	102			0
Delinquent Tax Percent	103	0.0%		0
Taxes Levied (102 + 103)	104			0

* Recommended

Adopted Budget

Bond and Interest Fund	Line	2019-2020 Audited Actual	2020-2021 Unaudited Actual	2021-2022 Proposed Budget
Unencumbered Cash Balance July 1	3	506,364	656,380	827,187
Revenues				
State Sources:				
LAVTR	21			0
Other State Income	24			
Total State Income	29	0	0	0
Local Sources:				
Prior Year Ad Valorem Property Tax	30			0
Current Year Ad Valorem Property Tax	31		0	xxxxxxxxx
Motor Vehicle Tax	32			0
Recreational Vehicle Tax	33			0
Delinquent Tax	34			0
In Lieu of Tax - Industrial Revenue Bond	35			0
Other Local Income	36			
Total Local Income	39	0	0	0
Other Sources:				
Gifts	40			
Interest	41			
All Other Income	42	428,255	595,316	555,229
Cancellation of Prior Year Encumbrances	43			xxxxxxxxx
Total Other Income	49	428,255	595,316	555,229
Total Revenues (29 + 39 + 49)	60	428,255	595,316	555,229
Total Resources Available (3 + 60)	62	934,619	1,251,696	1,382,416

STATE OF KANSAS
Budget Form CC-I
2020-2021

Adopted Budget

Bond and Interest Fund	Line	2019-2020 Audited Actual	2020-2021 Unaudited Actual	2021-2022 Proposed Budget
Total Resources Available	62	934,619	1,251,696	1,382,416
Expenditures				
Plant Equipment and Facility	71			
Principal on Bonds	72	210,000	365,000	430,000
Interest and Fees	73	68,239	59,509	125,229
Payments to Reserves	74			
Cash-Basis Reserve	75			
Total Expenditures	79	278,239	424,509	555,229
Total Transfers	89			
Total Expenditures & Transfers (79+89)	90	278,239	424,509	555,229
Unencumbered Cash Balance June 30 (62 - 90)	93	656,380	827,187	XXXXXXXX
Tax Computation				
Unencumbered Cash Balance (3)	94			827,187
Tax in Process (30)	95			0
Total Resources (60 - 30)	96			555,229
Six month Resources (50% of 96)	97			277,615
Total Resources (94 thru 97)	98			1,660,031
Total Expenditures & Transfers (90)	99			555,229
Six Month Expenditures (50% of 99) *	100			1,104,802
Total 18 Month Expenditures (99 + 100)	101			1,660,031
Tax Required (101 - 98)	102			0
Delinquent Tax Percent	103	0.0%		0
Taxes Levied (102 + 103)	104			0

Adopted Budget

Revenue Bonds	Line	2019-2020 Audited Actual	2020-2021 Unaudited Actual	2021-2022 Proposed Budget
Unencumbered Cash Balance July 1	3	10,269	10,269	10,269
Revenues				
Local Sources:				
Other Local Income	36			
Total Local Income	39	0	0	0
Other Sources:				
Gifts	40			
Interest	41			
Transfer In	42			
Cancellation of Prior Year Encumbrances	43			xxxxxxxxx
Total Other Income	49	0	0	0
Total Revenues (39 + 49)	60	0	0	0
Total Resources Available (3 + 60)	62	10,269	10,269	10,269
EXPENDITURES				
Principal on Bonds	72			
Interest and Fees	73			
Payments to Reserves	74			
Cash-Basis Reserve	75			
Total Expenditures	79	0	0	0
Total Transfers	89			10,269
Total Expenditures & Transfers (79+89)	90	0	0	
Unencumbered Cash Balance June 30 (62 - 90)	93	10,269	10,269	#VALUE!

Budget Form CC-J STATE OF KANSAS

NOTICE OF PUBLIC HEARING
2021-2022 BUDGET

The governing body of Pratt Community College, Pratt County, will meet on August 23, 2021, at 6:00 pm, at The Riney Student Center Room 312 for the purpose of answering objections of taxpayers relating to the proposed use of all funds, and the amount of tax to be levied, and to consider amendments. Detailed budget information is available at VP Finance & Operations Office Room 43 Benson Education Cener and will be available at this hearing.

BUDGET SUMMARY

The Expenditures and the Amount of 2021 Tax to be Levied (as shown below) establish the maximum limits of the 2021-2022 budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes, is subject to slight change depending on final assessed valuation.

	2019-2020		2020-2021		Proposed Budget 2021-2022		
	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Actual Tax Rate*	Budgeted Expend. & Transfers	Amount of 2021 Tax to be Levied	Est. Tax Rate*
Current Funds Unrestricted General Fund	8,936,663	39.011	8,908,783	39.457	11,178,992	6,753,115	38.710
Postsecondary Tech Ed	3,493,572		3,708,994		4,548,982	xxxxxxxxx	xxx
Adult Education	0		0		5,000	0	0.000
Adult Supp Education	0	xxx	0	xxx	20,000	xxxxxxxxx	xxx
Motorcycle Driver	0	xxx	0	xxx	0	xxxxxxxxx	xxx
Truck Driver Training	0	xxx	0	xxx	0	xxxxxxxxx	xxx
Auxiliary Enterprise	1,295,337	xxx	2,784,296	xxx	6,251,728	xxxxxxxxx	xxx
Plant Funds		xxx		xxx		xxxxxxxxx	xxx
Capital Outlay	880,322		952,326		1,280,000	0	0.000
Bond and Interest	278,239		424,509		555,229	0	0.000
Special Assessment	0		0		0	0	0.000
No Fund Warrants	0		0		0	0	0.000
Revenue Bonds	0	xxx	0	xxx		xxxxxxxxx	xxx
Total All Funds	14,884,133	39.011	16,778,908	39.457	23,839,931	xxxxxxxxx	38.710
Total Tax Levied	6,512,462		6,618,550		xxxxxxxxxx	6,753,115	
Assessed Valuation	166,939,116		167,740,842		174,454,017		
Revenue Neutral Rate							36.945

	Outstanding Indebtedness, July 1		
	2019	2020	2021
G.O. Bonds	0	0	0
Capital Outlay Bonds	0	0	0
Revenue Bonds	0	0	0
No-Fund Warrants	0	0	0
Temporary Notes	0	0	0
Lease Purchase Principal	5,890,815	5,626,035	5,195,028
Total	5,890,815	5,626,035	5,195,028

* Tax Rates are expressed in mills.

Donna Meier-Pfeifer
Signature and Title

Form 108
(Revised 6/2021)

Community College Name: Pratt Community College

County: Pratt County

FORM 108

STATE FUNDING	General Fund	Postsec Tiered Ed Fund	Totals
1. Total FY 2022 Estimated State Funding (Tiered/Non-Tiered) calculated by the Kansas Board of Regents, per K.S.A. 71-614 and 71-620.	$1,244,496	$1,189,790	$2,434,286
2. Total FY 2021 Estimated State Funding (Tiered/Non-Tiered) calculated by the Kansas Board of Regents, per K.S.A. 71-614 and 71-620.	$1,266,794	$1,189,790	$2,456,584
3. Estimated increase in State Funding for K.S.A. 71-204			$0
4. 80% Portion of State Funding increase for tax relief per K.S.A. 71-204 (to Gen-2, line 38)			$0

Form 112
(Revised 6/2021)

Community College: Pratt Community College
County: Pratt County

FORM 112

TAX IN PROCESS OF COLLECTION AND INFORMATION NEEDED
FROM THE COUNTY TREASURER TO PREPARE COMMUNITY COLLEGE BUDGET FORMS
2021-2022

		General Fund	Postsecondary Technical Education Fund	Adult Basic Education Fund
1. County Treasurer Balance 6/30/21*		$0	$0	$0
2. 2020 Actual Taxes Levied*		$6,645,064		
3. Less: delinquent taxes	0.0%	$0	$0	$0
4. Less: 2020 Taxes Received*		$6,504,166		
5. Total Deductions (add Lines 3 + 4)		$6,504,166	$0	$0
6. 2020 taxes receivable (taxes in process of collection 6/30/21) (Line 2 less Line 5)		$0	$0	$0
7. Estimated Revenue from Delinquent Taxes during the next 18 months (7-1-20 to 12-31-21) (Line 3 x 75%)		$0	$0	$0
8. Estimated Delinquent Tax (12 months) (Line 7 x .6666)		$0	$0	$0

* These amounts are available from the County Treasurer.

For more information, see K.S.A. 79-5111, K.S.A. 79-5a27, and K.S.A. 79-5a28.

Community College Pratt Community College
County Pratt County

FORM 112

TAX IN PROCESS OF COLLECTION AND INFORMATION NEEDED
FROM THE COUNTY TREASURER TO PREPARE COMMUNITY COLLEGE BUDGET FORMS
2021-2022

		Capital Outlay Fund	Bond and Interest Fund	Special Assessment	No Fund Warrants
1. County Treasurer Balance 6/30/21*		$0	$0	$0	$0
2. 2020 Actual Taxes Levied*					
3. Less: delinquent taxes	0.0%	$0	$0	$0	$0
4. Less: 2020 Taxes Received*					
5. Total Deductions (add Lines 3 + 4)		$0	$0	$0	$0
6. 2020 taxes receivable (taxes in process of collection 6/30/21) (Line 2 less Line 5)		$0	$0	$0	$0
7. Estimated Revenue from Delinquent Taxes during the next 18 months (7-1-20 to 12-31-21) (Line 3 x 75%)		$0	$0	$0	$0
8. Estimated Delinquent Tax (12 months) (Line 7 x .6666)		$0	$0	$0	$0

*9. Estimated Motor Vehicle Property Tax (Include 16/20 M Truck Tax) 7/1/21 to 6/30/22: $363,619

*10. Estimated Recreational Vehicle Property Tax 7/1/21 to 6/30/22: $4,824

*11. Estimated In Lieu of Taxes on Industrial Revenue Bonds 7/1/21 to 6/30/22: $0

Actual Deliquency for 2019 Taxes *: 0.0%

Estimated Delinquency Rate used in this budget: 0.0%

*12. Estimated Local Ad Valorem Tax Reduction Fund 7/1/21 to 6/30/22: $0

* These amounts are available from the County Treasurer.

Form 263
(Revised 6/2021)

Community College: Pratt Community College
County: Pratt County

FORM 263

Proration of Estimated Motor Vehicle Property Tax, Recreational Vehicle Property Tax, and In Lieu of Taxes on Industrial Revenue Bonds, and Local Ad Valorem Tax Reduction

2021-2022

Do Not Anticipate Revenues from Motor Vehicle Property Tax, Recreational Vehicle Property Tax and In Lieu of Taxes on Ind. Revenue Bonds For New Levies Made in 2020-2021 School Year Until March 2022. Revenues will not be received until March 2023 for new levies made in 2021-2022.

		(1) 2020 Taxes Levied (Dollars)(a)	(2) Percent of Total Taxes Levied (b)	(3) Motor Vehicle Property Tax (d)	(4) Recreational Vehicle Property Tax (d)	(5) In Lieu of Taxes in Ind. Revenue Bonds (d)	(6) Local Ad Valorem Tax Reduction Fund
1.	General	$6,645,064	100.0%	$363,619	$4,824	0.0%	
2.	Postsecondary Tech Ed	$0	0.0%	0.0%	0.0%	0.0%	
3.	Adult Education	$0	0.0%	0.0%	0.0%	0.0%	
4.	Capital Outlay	$0	0.0%	0.0%	0.0%	0.0%	
5.	Bond and Interest	$0	0.0%	0.0%	0.0%	0.0%	
6.	Special Assessment	$0	0.0%	0.0%	0.0%	0.0%	
7.	No Fund Warrants	$0	0.0%	0.0%	0.0%	0.0%	
8.			0.0%	0.0%	0.0%	0.0%	
9.			0.0%	0.0%	0.0%	0.0%	
10.	TOTAL	$6,645,064	100.000%	$363,619	$4,824	$0	$0
			(c)	(e)	(e)	(e)	(e) (f)

(a) Do not include taxes levied for any funds in which a budget will not be made in 2021-2022.
(b) Divide each fund's tax levy by total tax dollars levied.
(c) Should equal 100 percent.
(d) The amount on line 10 is multiplied by the calculated percentage for each fund from Column 2.
(e) These figures are pulled in from Form 112 for the period 7/1/21 - 6/30/22.
(f) The college may place this amount in any or all levy funds.

PRATT Community College

348 NE SR 61 Pratt, KS 67124 www.prattcc.edu 620-672-5641

July 12, 2021

Ms. Lori Voss
Pratt County Clerk
P. O. Bos 885
Pratt, KS 67124

Dear Lori:

I have attached the original signed the Pratt Community College Board notice of intent to exceed the revenue neutral rate. Please let me know if you need any further information.

Sincerely,

Kent L Adams
Vice-President of Finance & Operations
Pratt Community College

Notice of Revenue Neutral Rate Intent

THE GOVERNING BODY OF Pratt Community College **, HEREBY NOTIFIES THE** Pratt **COUNTY CLERK OF INTENT TO EXCEED THE REVENUE NEUTRAL RATE;**

☑ Yes, we intend to exceed the Revenue Neutral Rate and our proposed mill levy rate is 38.71. The date of our hearing is August 23, 2001 at 6:00 AM/PM and will be held at Pratt Community College in Pratt, Kansas.

☐ No, we do not plan to exceed the Revenue Neutral Rate and will submit our budget to the County Clerk on or before August 25, 2021.

WITNESS my hand and official seal on July 12, 2021.

Donna Meier Beizer

Clerk or Officer of Governing Body

NOTE: Notice required to be sent to County Clerk on or before 5 p.m. on July 20, otherwise Revenue Neutral Rate cannot be exceeded. Signed notice may be scanned and sent electronically.

Notice of Revenue Neutral Rate Intent

THE GOVERNING BODY OF Pratt Community College **, HEREBY NOTIFIES THE** Pratt **COUNTY CLERK OF INTENT TO EXCEED THE REVENUE NEUTRAL RATE;**

☑ Yes, we intend to exceed the Revenue Neutral Rate and our proposed mill levy rate is 38.71. The date of our hearing is August 23, 2001 at 6:00 AM/PM and will be held at Pratt Community College in Pratt, Kansas.

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WITNESS my hand and official seal on July 12, 2021.

PRATT COMMUNITY COLLEGE PRATT, KANSAS

Donna Meier Reitzer

Clerk or Officer of Governing Body

NOTE: Notice required to be sent to County Clerk on or before 5 p.m. on July 20, otherwise Revenue Neutral Rate cannot be exceeded. Signed notice may be scanned and sent electronically.

Budget Form CC-K 2021-2022 STATE OF KANSAS

CERTIFICATE

TO THE CLERK OF Pratt County COUNTY, STATE OF KANSAS

We the undersigned, duly elected, qualified and acting officers of

Pratt Community College

certify that: (1) the hearing mentioned in the attached proof of 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 2021-2022; and (3) the Amount(s) of 2021 Tax to be Levied are within statutory limitations.

Table of Contents:			2021-2022 Adopted Budget		
Adopted Budget and Financial Statements	K.S.A.	Page No.	Expenditures & Transfers	Amount of 2021 Tax to be Levied	County Clerk's Use Only
Statement of Indebtedness		2			
Statement of Conditional Lease, etc.		2a			
Current Funds Unrestricted:					
General	71-204	3, 4	11,178,992	6,753,115	
Postsecondary Technical Education		5, 6	4,548,982	xxxxxxxxx	
Adult Education	71-617	7, 8	5,000	0	
Adult Supplementary Education	74-32,261	9, 10	20,000	xxxxxxxxx	
Motorcycle Driver Safety	71-1508		0	xxxxxxxxx	
Truck Driver Training Course	71-1509		0	xxxxxxxxx	
Auxiliary Enterprise		11	6,251,728	xxxxxxxxx	
Total Current Funds Unrestricted			22,004,701	6,753,115	
Plant Funds					
Capital Outlay	71-501	12, 13	1,280,000	0	
Bond and Interest	10-113	14, 15	555,229	0	
Special Assessment			0	0	
No Fund Warrants			0	0	
Revenue Bonds	10-113	16		xxxxxxx	
Total Plant Funds			1,835,229	0	
Total – All Funds		xxxxxxx	23,839,931		
Publication		17			
Final Assessed Valuation					

Municipal Accounting Use Only
Received _____
Reviewed by _____
Follow-up: Yes ____ No ____

Assisted by: Kent Adams, Board Treasurer

Attest: 9-17, 2021

County Clerk

Signature and Title of Elected Official

Budget Form CO-1 STATE OF KANSAS

NOTICE OF PUBLIC HEARING
2021-2022 BUDGET

The governing body of Pratt Community College, Pratt County, will meet on September 7, 2021, at 5:30 pm, at The Riney Student Center Room 312 for the purpose of answering objections of taxpayers relating to the proposed use of all funds, and the amount of ax to be levied, and to consider amendments. Detailed budget information is available at VP Finance & Operations Offic Room 43 Benson Education Cener and will be available at this hearing.

BUDGET SUMMARY

The Expenditures and the Amount of 2021 Tax to be Levied (as shown below) establish the maximum limits of the 2021-2022 budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes, is subject to slight change depending on final assessed valuation.

	2019-2020		2020-2021		Proposed Budget 2021-2021		
	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Actual Tax Rate*	Budgeted Expend. & Transfers	Amount of 2021 Tax to be Levied	Est. Tax Rate*
Current Funds Unrestricted							
General Fund	8,936,683	39.011	8,908,783	39.457	11,178,992	6,753,115	38.710
Postsecondary Tech Ed	3,493,572		3,708,994		6,548,982	xxxxxxxx	xxx
Adult Education	0		0		5,000	0	0.000
Adult Supp Education	0	xxx	0	xxx	20,000	xxxxxxxx	xxx
Motorcycle Driver	0	xxx	0	xxx	0	xxxxxxxx	xxx
Truck Driver Training	0	xxx	0	xxx	0	xxxxxxxx	xxx
Auxiliary Enterprise	1,295,337	xxx	2,784,296	xxx	6,251,728	xxxxxxxx	xxx
Plant Funds		xxx		xxx		xxxxxxxx	xxx
Capital Outlay	880,322		952,326		1,280,000	0	0.000
Bond and Interest	278,339		424,509		553,229	0	0.000
Special Assessment	0		0		0	0	0.000
No Fund Warrants	0		0		0	0	0.000
Revenue Bonds	0	xxx	0	xxx		xxxxxxxx	xxx
Total All Funds	14,884,133	39.011	16,778,908	39.457	23,939,931	xxxxxxxx	38.710
Total Tax Levied	6,512,462		6,618,550		xxxxxxxx	6,753,115	
Assessed Valuation	166,939,116		167,740,392		174,454,017		
Revenue Neutral Rate							36.945

Outstanding Indebtedness, July 1			
	2019	2020	2021
G.O. Bonds	0	0	0
Capital Outlay Bonds	0	0	0
Revenue Bonds	0	0	0
No-Fund Warrants	0	0	0
Temporary Notes	0	0	0
Lease Purchase Principal	5,890,815	5,626,035	5,193,028
Total	5,890,815	5,626,035	5,193,028

* Tax Rates are expressed in mills.

Signature and Title

Page No. 17

NOTICE OF REVENUE NEUTRAL RATE HEARING

The governing body of 2022
Pratt Community College
will meet on September 7, 2021 at 5:30 pm at Riney Student Conference Center Room 312 for the purpose of hearing and answering objections of taxpayers relating to revenue neutral rate and proposed tax rate, as required by 2021 Kansas Senate Bill 13.

SUPPORTING COUNTIES
Pratt (home county)

Revenue Neutral Rate*	36.945	Proposed Tax Rate	38.71

Tax Rates are expressed in mills
* Revenue Neutral Rate as defined by 2021 Kansas Senate Bill 13

Proof of Publication Pratt Tribune
State of Kansas, Pratt County, SS.

Account No. PI

Pratt Community College
348 KS-61,
Pratt, KS 67124

Budget
THAT said newspaper has been published at least weekly fifty (50) times a year and has been so published for at least five years prior to the first publication of the attached notice;

THAT said paper was entered as second-class mail matter at the post office of its publication;

I, Being duly sworn, doth depose and say that she/he is an authorized representative of the Pratt Tribune, a daily newspaper published in the city of Pratt, Pratt County, Kansas, and that an advertisement of which the annexed a true copy, taken from said paper, which was published therein on:

PUBLISHED ON: 8-25-2021
TOTAL COST: $ .0
AD SPACE: 24 inches

Witness my hand this 25th day of Aug 2021

SUBSCRIBED and Sworn to Before Me This 25th day of Aug, 2021

Notary Public, Ford County, Kansas

NOTARY PUBLIC - State of Kansas
LLOYD L. GUM
My Appt. Exp. 07/12/2024

Resolution No. 2022-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF PRATT COMMUNITY COLLEGE, KANSAS TO LEVY A PROPERTY TAX RATE EXCEEDING THE REVENUE NEUTRAL RATE;

WHEREAS, the Revenue Neutral Rate for the Pratt Community College was calculated as 36.945 mills by the Pratt County Clerk; and

WHEREAS, the budget proposed by the Governing Body of the Pratt Community College will require the levy of a property tax rate exceeding the Revenue Neutral Rate; and

WHEREAS, the Governing Body held a hearing on September 7, 2021 allowing all interested taxpayers desiring to be heard an opportunity to give oral testimony; and

WHEREAS, the Governing Body of the Pratt Community College, having heard testimony, still finds it necessary to exceed the Revenue Neutral Rate.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE PRATT COMMUNITY COLLEGE:

The Pratt Community College shall levy a property tax rate exceeding the Revenue Neutral Rate of 36.945 mills.

This resolution shall take effect and be in force immediately upon its adoption and shall remain in effect until future action is taken by the Governing Body.

ADOPTED this 7 day of September 2021 and **SIGNED** by the Governing Body.

Board Member

Board Member

Board Member

Board Member

Board Members

Board Member

Board Member

Attest: 9-7-2021
Clerk of the Board of Trustees

Notice of Revenue Neutral Rate Intent

THE GOVERNING BODY OF Pratt Community College **, HEREBY NOTIFIES THE** Pratt **COUNTY CLERK OF INTENT TO EXCEED THE REVENUE NEUTRAL RATE;**

☑ Yes, we intend to exceed the Revenue Neutral Rate and our proposed mill levy rate is 38.71. The date of our hearing is August 23, 2001 at 6:00 AM/PM and will be held at Pratt Community College in Pratt, Kansas.

☐ No, we do not plan to exceed the Revenue Neutral Rate and will submit our budget to the County Clerk on or before August 25, 2021.

WITNESS my hand and official seal on July 12, 2021.

Donna Meier Kleiser

Clerk or Officer of Governing Body

NOTE: Notice required to be sent to County Clerk on or before 5 p.m. on July 20, otherwise Revenue Neutral Rate cannot be exceeded. Signed notice may be scanned and sent electronically.