

**County Board of Taxation
Users Manual**

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Login Instructions

Click on "MicroSystems" on the Windows Desktop

```
SCO OpenServer(TM) Release 5 (ctb1900.com) (ttyp2)

login: ctb1
Password:
```

Type your login account name and press Enter.

Type your password and press Enter.

```
-----
Please Check the Following Message for any Errors.
If any Errors, please notify management.
-----
Automatic Backup Start:Mon Jun  7 02:00:00 EDT 2004
Compress   Completed:  Mon Jun  7 02:06:01 EDT 2004
Tar Backup Completed:  Mon Jun  7 02:13:16 EDT 2004
Tape Verify OK:        Mon Jun  7 02:20:11 EDT 2004
mode.sh    Completed.  Mon Jun  7 02:30:20 EDT 2004
Reboot.sh Start:       Mon Jun  7 02:30:20 EDT 2004
-----
Press Enter:
```

Press Enter.

```
Welcome to Sussex County Board of Taxation

                DATES TO REMEMBER.....

Press Enter:
```

Press Enter.

```
*****
*
*           COUNTY TAX BOARD INFORMATION SYSTEM           *
*
*****

      m4  - Mod IV

      sr  - SR1-A System

      ap  - Tax Appeals

      eq  - Equalization

      me  - Edit Login Message
      pr  - Cancel Print Job
      who - Who is on the System
      pw  - Change Password
      tax - Tax Assessor Menu

      q   - Quit

Please Type a Number and Press Enter:
```

Fast Command Line

All the data entry screens display the following on the first two lines of the computer terminal:

```
PRESS (Q)uery, (N)ext, (P)revious, (A)dd, (U)pdate, (R)emove, (O)utput (B)ye  
(S)creen                ** 1: prc file**
```

These are commands which make the program do its work. They are usually called "fast commands" because all you have to do to use them is to press the first letter of the command and it will execute. For example, if you want to Add a record all you have to do is press the letter A and you will see that the screen will change slightly and give you directions on how to add that record. This is the command that you will use to enter your information into the system.

ADDING A RECORD

To add a record, press the letter A for Add. The Cursor will then position at the first field on the data entry screen. Now add the information in at the first field and press <Enter>. The cursor will then position at the next field. Type the information and press <Enter>. Follow this procedure until the last field has been entered and then press <Enter>. After the last field has been entered, press the <ESC> key, and the record will then be added.

FINDING A RECORD (Query)

To find a particular record press the letter Q for Query. The cursor will then position at the first field on the screen. Now type the information in at the first field and press <Esc>. If any records exist, the first will be displayed on the screen and a message indicating how many the computer found. If you want to view all the records it found, press the letter N for Next. Each time you press N, the next record will appear. If you would like to go back a record, press the letter P for Previous.

REMOVING A RECORD

To remove a record you must first find the record. Follow the directions under the heading "FINDING A RECORD". Once the record has been found press the letter R for Remove. A message will then appear asking you if you are sure you want to go through with it. If you want to remove the record, press the letter Y for Yes. A message will then appear indicating that the record has been deleted.

UPDATING A RECORD

To update a record you must first find the record. Follow the directions under the heading "FINDING A RECORD". Once the record has been found, press the letter U for Update. Now you can advance to any field you want by pressing <Enter>. Make your changes by typing over the old information with the new information. When all your changes have been made, press <Esc>. A message will appear indicating that the record has been changed.

EXITING THE SCREEN

Whenever you want to leave the screen to go back to the menu, press the letter B for Bye. Make SURE you always go back to the menu before turning off the computer!

ABORTING A COMMAND

Whenever you want to cancel a command, simply hold the <CTRL> key and press the <Backspace> key. You will then see a message indicating that the command has been aborted. This will not delete a record. This will return you to the "Fast Command Line". The key can also be used to abort.

VIEWING THE NEXT SCREEN

If your data entry screen has two or more screens to it, you can view the other screen(s) by pressing the letter S for Screen. After you press the letter S the next screen will appear. If there are more screens you can keep pressing S. If the last screen is displayed and you press S, the first screen will be displayed again.

Special Keys

The following keys will be useful when you are adding, or updating records:

<Ctrl> and <P> or <F3>	Ditto (Repeats Previous Information)
<Ctrl> and or <F5>	Up a Line
<Ctrl> and <F> or <F6>	Down a Line
<Ctrl> and <D> or <F9>	Clears Field
<Ctrl> and <A>	Insert Mode On (Allows Insertion of a Letter or Character)
<Ctrl> and <X>	Delete a Letter or Character
<Ctrl> and <W>	Help Screen
<Ctrl> and <Backspace> or <F8>	Abort

Help Screen

```
QUERY:  ESC executes.  DEL aborts.  CTRL C clears all.  CTRL W for help.  
.  .  .
```

When the top line displays “CTRL W” for help, you can hold CTRL and Hit the letter “W” to display a help screen.

```
FIELD EDITING CONTROL KEYS:  
CTRL X   :  Deletes a character  
CTRL A   :  Toggles in and out of character insertion mode  
CTRL D   :  Clears to the end of the field  
backspace :  Backspace  
right    :  Forward space  
up       :  Traverse backwards through the fields  
CTRL F   :  'Fast-forward' through the fields  
CTRL B   :  'Fast-reverse' through the fields  
CTRL C   :  Clears all fields in the current file (Query mode only)  
CTRL P   :  Brings in most recent field value of the record  
CTRL W   :  Display help message  
CR       :  Next field  
CTRL I   :  Next field  
down     :  Next field  
ESC      :  Entry Complete  
DEL      :  Abort Command
```

Press RETURN to continue.

```
QUERY COMPARISON SYMBOLS:  
<      Less than           <=     Less than or equal  
>      Greater than        >=     Greater than or equal  
=      Equal               <>     Not equal  
>>    Last value (only for indexed fields, without other comparisons)  
<<    First value (same conditions as last value)  
:      Range (inclusive)  
The colon for range comparison is typed between the desired range values  
All other symbols are typed in front of the field value  
An asterisk (*) is used for wild card comparison of character fields  
A blank field means don't care  
To match for a blank character field, use the equality symbol
```

Press RETURN to continue.

County Board of Taxation Menu

```
*****  
*  
*          COUNTY TAX BOARD INFORMATION SYSTEM          *  
*                                                                 *  
*****  
  
      m4 - Mod IV  
  
      sr - SR1-A System  
  
      ap - Tax Appeals  
  
      eq - Equalization  
  
      me - Edit Login Message  
      pr - Cancel Print Job  
      who - Who is on the System  
      pw - Change Password  
      tax - Tax Assessor Menu  
  
      q - Quit  
  
Please Type a Number and Press Enter:
```

m4 - Mod IV

```
*****
*                               Mod IV System                               *
*****
1 - Enter/Edit Mod IV Information      20 - Difference Report
2 - Update Mod IV Master              21 - Mod 4 Summary / Class Totals
3 - Print Accepted Transactions        22 - Edit Ace Report
4 - Print Rejected Transactions        23 - Run Ace Report
5 - ModIV Master File Statistics       24 - After Jan10 Menu
6 - View Change Transactions           25 - Over-Ride Reports
7 - Restricted Over-Ride Screen        26 - Mailing Labels
8 - Enter/Edit Bank Code Screen        27 - Export Data Menu
9 - Batch Program                     28 - 3B Assessment Report
10 - ID Change Program                29 - Tax List History Xref
11 - Change Transaction Report         30 - Preliminary Reconciliation
12 - Owner/Address Report              31 - AA Final Index
13 - Added Assessments                 32 - Highest Assessed for County
14 - AA Transaction Report             33 - Reap Report
15 - Owner/Street Index                34 - Sr3a Cards
16 - Proof Book                        35 - History Files
17 - AA Proof Book                     36 - AA History
18 - AA Final Book
19 - Exempt Proof Book                 Q - Quit this Menu

Please Type a Number and Press Enter:
```

1 - Enter/Edit Mod IV Information

```
SUSSEX COUNTY TAXING DISTRICTS

01 ANDOVER BORO                13 LAFAYETTE TWP
02 ANDOVER TWP                 14 MONTAGUE TWP
03 BRANCHVILLE BORO         15 TOWN OF NEWTON
04 BYRAM TWP                  16 OGDENSBURG BORO
05 FRANKFORD TWP             17 SANDYSTON TWP
06 FRANKLIN BORO             18 SPARTA TWP
07 FREDON TWP                19 STANHOPE BORO
08 GREEN TWP                 20 STILLWATER TWP
09 HAMBURG BORO              21 SUSSEX BORO
10 HAMPTON TWP               22 VERNON TWP
11 HARDYSTON TWP            23 WALPACK TWP
12 HOPATCONG BORO           24 WANTAGE TWP

XX - Cross Reference

q - Quit

Please Type a Number and Press Enter:XX
```

XX - Cross Reference

If you type "XX", you will get the County-Wide Cross Reference Screen.

```
PRESS (Q)uery, (N)ext, (P)revious, (A)dd, (U)pdate, (R)emove, (O)utput (B)ye
(S)creen                               ** 1: prc file**
-----

COUNTY-WIDE CROSS REFERENCE

OWNER NAME:

PROPERTY LOCATION:

BLOCK:          LOT:          Q:

DISTRICT:

QueryTotal
Assessed:                      0
Last Yr Taxes:                  0
Curr Yr Taxes:                  0
```

Press Q. Type "Smith*". Press <Esc>

```
COUNTY-WIDE CROSS REFERENCE

OWNER NAME:          SMITH*

PROPERTY LOCATION:

BLOCK:          LOT:          Q:
```

The following will display:

COUNTY-WIDE CROSS REFERENCE			
OWNER NAME:	SMITH & LINN		
PROPERTY LOCATION:	30 LAWRENCE RD		
BLOCK: 116	LOT: 4.01	Q: QFARM	
DISTRICT: 02			
		QueryTotal	
Assessed:	900	58008833	
Last Yr Taxes:	22.32	1805517	
Curr Yr Taxes:	0.00	0	

394 record(s) found

There were a total of 394 records found with the last name, Smith. The total assessed value of these records is 58,008,833.

If you type a district number and press Enter, the following screen will be displayed:

```

PRESS (Q)uery, (N)ext, (P)revious, (A)dd, (U)pdate, (R)emove, (O)utput (B)ye
(S)creen                               ** 1: prc file**
-----Screen:1 of 2
      Block:          Lot:          Q:
Prior Block:        Lot:          Q:          00/00/00
Loc:                11 HARDYSTON TWP, NJ
Owner:              Billing Code:
Street:             Account Num:
Town:              Zip:           Mtg Acct#:
Class:              Deductions:S 0  V 0  W 0  R 0  D 0  Own: 0  Amt: 0
Saled: 00/00/00 Bk:  Pg:          Price: 0          NU#:  Cd:  R:  0.00

      0              2005          Taxes 2003  Exemptions/Abatements
Land:              0              (57):    0.00  1              0
Impr:              0              (58):    0.00  2              0
Net:               0              Partial:  4              0 0 NetCalc

Land Dim:          Class4Cd:      YrBlt:      Neigh:
Bldg Desc:        BldgClass:      SF:        0
Addl Lots:        Type/Use:      PrcSF     0      UCd: 0
                  Style:          Zone:          Map:
  
```

3 - Print Accepted Transactions

```

Please Type a Number and Press Enter: 3
District: 01
-rw-rw-rw- 1 root tax 8240 Jun 6 01:00 accept.rpt
-rw-rw-rw- 1 root tax 13042 May 16 01:00 accept.1
-rw-rw-rw- 1 root tax 8218 May 9 01:00 accept.2
-rw-rw-rw- 1 root tax 18214 May 8 01:00 accept.3
-rw-rw-rw- 1 root tax 9091 May 7 16:38 accept.4
-rw-rw-rw- 1 root tax 18214 May 7 16:36 accept.5
-rw-rw-rw- 1 root tax 12561 May 7 16:36 accept.6
-rw-rw-rw- 1 root tax 9273 May 7 16:36 accept.7
-rw-rw-rw- 1 root tax 18214 Apr 30 01:03 accept.8
-rw-rw-rw- 1 root tax 7730 Apr 14 01:00 accept.9
Report File Name: accept.1
Do You Wish to Review on Screen?: n
Print TO Printer (A, B, C, D, H=OutFile, L=pl Q=Do Not Print): A
Number of Copies: 1
  
```

4 - Print Rejected Transactions

```

Please Type a Number and Press Enter: 4
District: 01
-rw-rw-rw- 1 root    tax          365 May 16 01:00 reject.1
-rw-rw-rw- 1 root    tax          365 May  9 01:00 reject.2
-rw-rw-rw- 1 root    tax          365 May  8 01:00 reject.3
-rw-rw-rw- 1 root    tax          365 May  7 16:38 reject.4
-rw-rw-rw- 1 root    tax          365 May  7 16:36 reject.5
-rw-rw-rw- 1 root    tax          365 May  7 16:36 reject.6
-rw-rw-rw- 1 root    tax          365 May  7 16:36 reject.7
-rw-rw-rw- 1 root    tax          365 Apr 30 01:03 reject.8
-rw-rw-rw- 1 root    tax          365 Apr 14 01:00 reject.9
-rw-rw-rw- 1 root    tax          111 Jun  7 02:22 reject.inf
-rw-rw-rw- 1 root    tax          365 Jun  6 01:00 reject.rpt
Report File Name: reject.1
Do You Wish to Review on Screen?: n
Print TO Printer (A, B, C, D, H=OutFile, L=pl Q=Do Not Print): a
Number of Copies: 1

```

5 - ModIV Master File Statistics

```

Please Type a Number and Press Enter: 5
Sussex
Do You Wish to Review on Screen?: y

```

```

Mod IV Master File Statistics                               Mon Jun  8 23:04:35 200
                CurrYr LastUpdate  RestrCd  Extended Fiscal Upd#
01 ANDOVER BORO           2004   06/06/04    R         1117
02 ANDOVER TWP            2004   06/07/04    R         1126
03 BRANCHVILLE BORO     2004   05/24/04    R         1117
04 BYRAM TWP              2004   05/24/04    R         1124
05 FRANKFORD TWP         2004   05/24/04    R         1129
06 FRANKLIN BORO         2004   05/21/04    R         1128
07 FREDON TWP            2004   05/27/04    R         1114
08 GREEN TWP             2004   06/03/04    R         1143
09 HAMBURG BORO          2004   05/31/04    R         1118
10 HAMPTON TWP           2004   05/24/04    R         1157
11 HARDYSTON TWP         2004   03/01/04    R         0938
12 HOPATCONG BORO        2004   06/05/04    R         1261
13 LAFAYETTE TWP         2004   06/07/04    R         1117
14 MONTAGUE TWP          2004   05/24/04    R         1142
15 TOWN OF NEWTON        2004   05/22/04    R         0918
16 OGDENSBURG BORO       2004   05/31/04    R         1119
17 SANDYSTON TWP         2004   05/24/04    R         1151
18 SPARTA TWP             2004   06/06/04    R         1317
19 STANHOPE BORO         2004   06/06/04    R         1005
20 STILLWATER TWP        2004   05/24/04    R         1135
21 SUSSEX BORO           2004   05/31/04    R         1116
Press SPACE-BAR or Q to Quit

```


6 - View Change Transactions

This screen is used to view change transaction history. It displays the current information and what it was changed to below each field.

```

-----Screen:1 of 1
Block: 13      Lot: 7      Q:      Card: M h82: 05/07/04
Transaction#: 1      Entered Dt: 12/22/03      Action: 1      Year: 0      OV:
Field Count: 0      Post:      CTrans: 03/01/04      Prtd: 00/00/00      M4U: 1619
Deed Date: 00/00/00      Sale Amount: 0      NU#:      Book:      Page:
          09/25/03      200000      10      2765      172
Owner Name: MCCARTHY, JOHATHAN      BillingCode: 00660
          MCCARTHY, JONOTHAN
Street:      26 WEST HIGH ST      Zone:      Map Page: 6
          26 HIGH ST
City,S,Z:      ANDOVER, NJ      07821      MtgAct#:
          ANDOVER, NJ      07821
Prop Loc:      26 WEST HIGH ST      Property Class: 2

Deductions:S 0      V 0      W 0      R 0      D 0      Own: 0      : 0      TenRebAssmt:
          0      0      0      0      0      0      0
Land: 53500      Imp: 86200      Partial:      Bldg Desc: 2SFL
          0      0
El:      0      2:      0      3:      0      4:      0      N: 139700
          0      0      0      0      0
  
```

```

-----
Addl Lots:      TR:      B 03 T      4009.39
          0.00
C15: 00 U 00 D 000 S      FD: 000000 FFD: 000000

Last Tax:      4009.39      Curr Tax: 0.0      Account#:
          0.0
Munc Tax:      0.0      Curr Tax: 0.0      User:
          0.0
Land Desc:      66X138      Acres: 0.2091      SpTax1,2:
          0.0
SaleCd:      YrBlt:      %Ownd:      BClas:      SS1:      SS2:
DwUnits:      CommUn:      SpT34:      Tract:      CBlk:      CL4:
SF: 1500      06/07/04
GARRIS, BARBARA C EST OF      144:      0.0
Remarks: AUTOMATIC FROM SR1A      BL Sort Field: 00013      00007      M
  
```

7 - Restricted Over-Ride Screen

```

-----
Please Type a Number and Press Enter: 7
-----
NOTE::
Call MicroSystems to Process these in Mod4
after all entries have been made.
-----
Password: ctbover
  
```

To make an entry to over-ride the printed tax list, press "A" to add a record.

```

-----Screen:1 of 3
OVER-RIDE FILE: (Records must be Added into this File)
      Block: 47.02      Lot: 37      Q:      M
Loc:   50 RANCOCAS ROAD      23 MOUNT HOLLY TWP, NJ
Owner: RANCOCAS RD PROF BLDG % H LONG
Street: 127 HIGH ST
Town:  MT HOLLY, NJ      Zip: 08060
      2001 TAX LIST
Class: 4A  Deductions:S 0      V 0      W 0      R 0      D 0      Own: 0      Amt: 0
Land:   105300  E1:      0
Impr:   1411900  E2:      0
      E3:      0
Net:    1517200  E4:      0
      CHANGE TO THE FOLLOWING:
Class: 15C  Deductions:S 0      V 0      W 0      R 0      D 0      Own: 0      Amt: 0
Land:   105300  E1:      0
Impr:   1411900  E2:      0      Remarks:
      E3:      0
Net:    1517200  E4:      0
Action: V      V=Value Change D=Deduction Change A=AddLineItem Updated: 02/02/01
  
```

8 - Enter/Edit Bank Code Screen

The following screen is used to make Bank Code changes. The cursor skips all fields and will go directly to "Billing Code".

```

-----Screen:1 of 2
      Block: 1      Lot: 1      Q: QFARM      M
Prior Block:      Lot:      Q:      02/18/03
Loc:   TRANQUILITY RD      01 ANDOVER BORO, NJ
Owner: SUSSEX PROPERTIES LTD C/O WISS & CO      Billing Code:
Street: 354 EISENHOWER PKWY      Account Num:
Town:  LIVINGSTON, NJ      Zip: 07039      Mtg Acct#:
Class: 3B  Deductions:S 0      V 0      W 0      R 0      D 0      Own: 0      Amt: 0
Saled: 00/00/00 Bk:      Pg:      Price: 0      NU#:      Cd:      R:      0.00

      2004      2005      Taxes      Exemptions/Abatements
Land:   6900      6900      (57):      198.03      1      0
Impr:   0      0      (58):      0.00      2      0
      0      0      3      0      NetCalc
Net:    6900      6900      Partial:      4      0      0

Land Dim: 13.77 ACS      Class4Cd:      YrBlt:
Bldg Desc:      BldgClass:      SF:      0
Addl Lots:      Type/Use:      PrcSF 0      UCd: 0
      Style:      Zone:      Map:
  
```

9 - Batch Program

Please Type a Number and Press Enter: **9**
1=Bank 2=Values 3=Reap: **3**

Would you like to add or remove R01 codes? A=Add, R=Remove:

10 - ID Change Program

Mastfile is RESTRICTED - ID Changes should only be made when the file is NOT RESTRICTED. This is usually the time between the close of the Added Assessments (October 1st) and the printing of the following Tax List (January 10th)

Transferring a record to a different block/lot should only be done between Oct. 1 and Jan 10th.

NOT RESTRICTED
Do you want to Use Qualifiers? (Y or N):**y**
Current Block: **105**
Current Lot: **21**
Current Qual: **c0001**
Change to Block: **105**
Change to Lot: **2**
Change to Qual: **qfarm**
Would you like to update more (y or n):

11 - Change Transaction Report

```

Transferred From Date: (Enter for All):
Transferred To   Date: (Enter for All):
Entered From Date: (Enter for All):1/1/04
Entered To   Date: (Enter for All):5/5/05
Do you Want Sales      Information to Print: y
Do you Want Deduction Information to Print: y
Do you Want Restrict Over-Rides ONLY?: n
Do you Want Acct# on All Records: n
Entered By : (Type user# in lower case or Enter for All):
Do You Wish to Review on Screen?: y
    
```

```

                C H A N G E   T R A N S A C T I O N S
                TRANSMITTED FROM: 00/00/00 TO: 00/00/00
                ENTERED FROM: 01/01/04 TO: 05/05/05
23:21:20                                06/08/04 Page 1
    
```

Block	Lot	Qual	Date	Action	Yr	Trans#	County	Trans
21	2		01/06/04	UPDATE		2	03/01/04	
			Entered by : ctb3.tra					
			Owner Street:29 SUSSEX ST					
			Owner Town: NEWTON, NJ				07860	

23	12		01/06/04	UPDATE		5	03/01/04	
			Entered by : ctb3.tra					
			Billing Code:00000					

24	31.03		01/06/04	UPDATE		4	03/01/04	
			Entered by : ctb3.tra					
			Billing Code:00660					

27	1		01/06/04	UPDATE		3	03/01/04	
Press SPACE-BAR or Q to Quit								

12 - Owner/Address Report

```

Please Type a Number and Press Enter: 12
I=Individual B=Batch:B
    
```

Sort Option: N=New BL(**default**) 1=Old BL, 2=Owner :
Starting Block (Press Return for First):
Printing will start from the First Record.

Do you want only ONE Record? (y or n)
Multiple Records will Print.

Stop After Block (Press Return for All Records):
All records will be printed.

All Having Class - ie: 1,2,3A,3B... (press return fo all):
All Classes will be Printed.

Print All From Neighborhood (press return for all):
Print All To Neighborhood (press return for all):
Neighborhoods From **0 to 9999** will be Printed.

Print All Having Update Date From (mmddy):
Print All Having Update Date To: (mmddy):
All Having Date From **00/00/00** Will Be Printed.
All Having Date To **12/31/2099** Will Be Printed.

Print All Having Update Code:
All Update Codes Will Be Printed.

All Having Zip Code (press return fo all):
All Zip Codes Will Be Printed.

Do you want Assessments Printed? (y or n)
Assessments **Will Not** Be Printed.

Do you want the Owner Address to Print? (y or n)
Owner Address **Will NOT** Print.

Do you want the Old Block/Lot to Print? (y or n)
Old Block/Lot **Will NOT** Print.

Do you want to Swap the Old Block/Lot in the Heading? (y or n)
Old Block/Lot **Will NOT** Be Swapped.

Do you want the Neighborhood to Print? (y or n)
Neighborhood **Will NOT** Print.

Do you want the Building Desc to Print? (y or n)
Building Desc **Will NOT** Print.

Do you want to Indent the Left Margin? (y or n)
Left Margin **Will NOT** be Indented.

Do You Want Veteran/Widow Deductions Only (y or n):

Do You Want Seniors/Surviving Spouse/Disabled Only (y or n):

Do You Wish to Review on Screen?:**y**

O W N E R & A D D R E S S R E P O R T

ANDOVER BORO

06/07/04 Page 1

BLOCK	LOT	QUAL- IFIER	CLA	PROPERTY ADDRESS	PROPERTY OWNER
1	1	QFARM	3B	TRANQUILITY RD	SUSSEX PROPERTIES LTD C/O W
1	2	QFARM	3B	TRANQUILITY RD	WASHER, RICHARD JR
2	1.01		2	26 TRANQUILITY RD	MOONEY, ROBERT C & CATHERIN
2	1.02		2	22 TRANQUILITY RD	LEO GRANDE, PETER R & LAURA
2	2	QFARM	3B	MAIN ST	TRI-FARMS, INC
2	2.01		15D	48 TRANQUILITY RD	GOOD SHEPHERD R C CHURCH
2	2.02		15D	42 TRANQUILITY RD	GOOD SHEPHERD R C CHURCH

13 - Added Assessments

The following screen is used to enter Added Assessments:

```

-----Screen:1 of 2
Block:          Lot:          Q:          Card: M
-----
01 ANDOVER BORO, NJ          ADDED and/or OMITTED INFORMATION
List-Type:          Increment:          Class:
List Year:    0          Compl Month: 0          Day: 0          AA Months: 0
Building Desc:          Transfer Code:          Special Tax :
Land:          0          Rollback Code:
Impr:          0 Pro-Rated:          *To Correct an Increment
Totl:          0          0          Please Use Mod4 Screen
-----
Owner's Name:          Partial:
Prop Loc:          Tax List Year: 2005
Building Desc:          Class:
0          0          Tax List          PRC Values
Land:          0          0          0          0
Impr:          0          0          0          0
NET:          0          0          0          0
Query Total: 0
    
```

14 - AA Transaction Report

```

Transferred From Date: (Enter for All):
Transferred To Date: (Enter for All):
Entered From Date: (Enter for All):1/1/04
Entered To Date: (Enter for All):5/5/05
Do You Wish to Review on Screen?: y
    
```

15 - Owner/Street Index

```
Print Normal OR Compressed (n or c): n

Sort by Street      (s)?
Sort by Owners Name (o)?
Sort by Zip         (z)?
Create Text File to load into Access Data Base (t)?
Sort by Street/Landscape Mode (l)?
911 by street landscape (911)?
Enter Choice (s,o,z,t,l,911): s
```

16 - Proof Book

```
-----
Note: This program does NOT produce Preliminary Reconciliation Report.
Please Call MicroSystems if you need this report.
-----
```

```
District:01
```

17 - AA Proof Book

```
Do You Wish to Review on Screen?: n
```

18 - AA Final Book

```
Please Type a Number and Press Enter: 18
Please load AA LIST Paper Face DOWN with Holes on the RIGHT.
District:
```

19 - Exempt Proof Book

```
Do You Wish to Review on Screen?: n
```

20 - Difference Report

```
Town Name: andover

What Records (U=Ups, D=Downs, C=Changes, A=All): c
Do You Wish to Review on Screen?: y
```


23 - Run Ace Report

Please Type a Number and Press Enter: **23**
Town#: (nn), A=All Towns 01

NUMBER CODE: (Enter for LAST): **1**

ACEPREP ACE Report Writing Language Compiler INFORMIX Version 3.30.14
Copyright (C) 1981, 1982, 1983, 1984 Relational Database Systems, Inc.
Software Serial Number ALT-R268201

The file "aceout" will now be compiled.

The compilation was successful. The file that holds
the ACE Report Control tables, "aceout.arc", has been created.

Program over.

Compiled OK
Press Enter

24 - After Jan10 Menu

```
*****  
*                               After Jan10 Menu                               *  
*****
```

Start of New Tax List Year Process - After Tax Books are Complete

- 1 - Report on Tax List Master Files
- 2 - Create New History Files (ONLY RUN THIS ONCE A YEAR!)
- 3 - Update History w/Over-Rides
- 4 - Run Class Totals to Verify with EqualTable
- 5 -
- 6 -
- 7 -
- 8 -
- 9 -

Please Type a Number and Press Enter:

25 - Over-Ride Reports

Please Type a Number and Press Enter: **25**
1=ApprovalForm 2=DeductionList 3=AssmentList: **1**

26 - Mailing Labels

Select (B)atch, (I)ndividual, (F)orm, (P)rint Form, (O)wner rpt? (n)ew owners **b**
Sort Option: N=New BL(default) 1=Old BL, 2=Owner :
Starting Block (Press Return for First):
Printing will start from the First Record.

Do you want only ONE Record? (y or n)
Multiple Records will Print.

Stop After Block (Press Return for All Records):
All records will be printed.

All Having Class - ie: 1,2,3A,3B... (press return fo all):
All Classes will be Printed.

Print All From Neighborhood (press return for all):
Print All To Neighborhood (press return for all):
Neighborhoods From 0 to 9999 will be Printed.

Print All Having Update Date From (mmddy):
Print All Having Update Date To: (mmddy):
All Having Date From 00/00/00 Will Be Printed.
All Having Date To 12/31/99 Will Be Printed.

Print All Having Update Code:
All Update Codes Will Be Printed.

All Having Zip Code (press return fo all):
All Zip Codes Will Be Printed.

Do You Want To Use Notes for Name on Label?(y or n):

Do You Want Veteran/Widow Deductions Only (y or n):

Do You Want Seniors/Surviving Spouse/Disabled Only (y or n):

Are You Printing to a HP Laser Printer with 3-Up Labels? (y or n)
HP Laser Labels will be Used.

Select Font Size: (1=8pt 2=9pt 3=10pt 4=11pt)**2**
Univers 9 Pt Selected.
Font Selection Will ONLY Work on HP III & HP IV Printers.

Do You Want New Block/Lot Info on Each Label? (y or n)
New Block/Lot Info will Print.

Do You Want Old Block/Lot Info on Each Label? (y or n)
Old Block/Lot Info will Print.

Do You Want Property Location on Each Label? (y or n)
Property Location will Print.

Do You Want Deduction Info on Each Label? (y or n)
Deduction Info will Print.

Do You Wish to Review on Screen?:

27 - Export Data Menu

```

*****
*                               Export Data Menu                               *
*****
1 - Prepare ZIP File in Comma-Delimited Format (Entire County)
2 - Prepare ZIP File in Comma-Delimited Format (One District)
3 - Prepare ZIP File in Mod-IV-Master Format (Entire County)
4 - Prepare ZIP File in Mod-IV-Master Format (One District)
5 - Copy ZIP File to 3.5in Diskette
6 - View Files on 3.5in Diskette
7 - Prepare ZIP File of Srla Data in Tab-Delimited OR Comma-Delimited Format
8 - Prepare ZIP File of addresses for Owners with Deductions (Senior, Vet...)
9 - Prepare ZIP File in 700Byte Format of Srla Data
10 - Prepare /usr2/mod4.zip for Inquire-CD
11 - Vets Only (name,address) in ascii format

                               Q - Quit this Menu

Please Type a Number and Press Enter:

```

28 - 3B Assessment Report

Owners of 3b Report	06/09/04	
Owners name	Block	Lot

EGAN, THOMAS J TST	1	1
EGAN, THOMAS J TST	1	1.01
EASTERN CONCRETE MATERIALS, INC	2	4
EGAN FAMILY PARTNERSHIP	2	5
ESSES, ANNA	14	4
EASTERN CONCRETE MATERIALS, INC	14	6.01
SUSSEX NATIONAL DEV, INC	14	22.01
SUSSEX NATIONAL DEV CORP	14	24.01
SUSSEX NATIONAL DEV CORP	14	30.01
JOEMAR, LLC - C/O BRUCE PATTI	14	30.02
JOEMAR, LLC - C/O BRUCE PATTI	14	30.04
JOEMAR, LLC - C/O BRUCE PATTI	15	1.01
JOEMAR, LLC - C/O BRUCE PATTI	15	1.02
POPPER, R C/O APPALACHIAN FORESTRY	15	1.03
POPPER, R C/O APPALACHIAN FORESTRY	15	15
SILCONAS, MARGARET C/O M A KELLAR	16	1.01
SHOTMEYER BROS, INC	16	1.02
CRYSTAL SPRINGS SITE DEV, INC	16	3.03
WV ASSOCIATES, LLC	16	3.05

32 - Highest Assessed for County

```
00=County Summary 01-99=District:  
00  
Enter Number of Line Items to Print on List (Default 10): 200  
Include Exempts ( N or Y=default ) : n  
Exclude Property Values Less Than (Default 500,000): y
```

33 - Reap Report

```
District Name: andover  
Reap Rate (eg: 0.001 - 0.099): .400  
The reading of the database will now begin.  
Informer statement number 1 will now be processed.  
The reading of the database has finished.  
The report will now be written to the file "acereap.out".  
Program over.  
Do You Wish to Review on Screen?:
```

34 - Sr3a Cards

```
1 - Re-Calculate Totals from History Data File  
2 - Print on Pre-Printed Forms  
3 - Print on Blank Forms  
  
q - Quit  
  
Please Type a Number and Press Enter:
```

35 - History Files

```
1= 2004  
2= 2003  
Enter Number and Press Enter: 2
```

```

-----
MOD-IV HISTORY
Block: 24      Lot: 11      Qual:      ANDOVER BORO, NJ
Property Loc: 196 LINDLEY CT      2003 Tax List
Owner:  RAPSHER, GARY      Land:      47400
Street: 196 LINDLEY CT      Improvement: 72600
Town:   ANDOVER, NJ      07821      Exemption: 0
NET:      120000
Class: 2
AddL:
Deductions: S: 0 V: 0 W: 0 R: 0 D: 0 Owners: 00 Deduction Amount: 000
Saled: 08/12/93 Bk: 01944 Pg: 00250 Price: 114000 NU#: 01

```

36 - AA History

```

-----Screen:1 of 2
Block: 302      Lot: 33      Q:      Card: M
-----
40 WRIGHTSTOWN BORO, NJ      ADDED and/or OMITTED INFORMATION
List-Type: 3 Added      Increment:      Class: 2
List Year: 2002      Compl Month: 7      Day: 22      AA Months: 5
Building Desc: RENOVATIONS      Transfer Code:      Special Tax :
Land: 0      Rollback Code:
Impr: 2000 Pro-Rated:
Totl: 2000      833
-----
Owner's Name: TRONCO, PAMELA & DANIEL      Partial:
Prop Loc: FORT DIX ST      Tax List Year: 2004
Building Desc: 1S-F-C      Class: 2
0      2002      Tax List      PRC Values
Land: 0      21050      21050      0
Impr: 0      45950      47950      0
0      0
NET: 0      67000      69000      0
2000      Query Total: 2000

```

sr - SR1-A System

```

*****
*
*                      SR1A SYSTEM                      *
*
*****
1 - Enter/Edit SR1A S              15 -
2 - Assign SR1A Numbers            16 - View Sr1a Number Assigments/Dates
3 - Print Test Pattern             17 - Prepare File for State
4 - Print SR1A Forms on Dot Matrix 18 - Print Sr1a on Laser/Sr1a Report
5 -                                19 - Global Inquire Sr1a
6 - Worksheet Report              20 -
7 - Print Worksheets              21 - Mod4 Inquire Only
8 - Coefficient of Deviation Report 22 - Progress Report
9 -                                23 - County Clerk Interface
10 -
11 - Move SR to a Different Town
12 - Edit Town Name
13 - Outstanding Summary Report
14 - Outstanding Sr1a Report      q - Quit this Menu

Please Type a Number and Press Enter:

```

1 - Enter/Edit SR1A S

Sr1a's are created by the County Board of Taxation by pressing "A" to add a record. A worksheet report is generated to provide a list of deeds that need to be processed by the Assessors.

The Assessors "Query" the records and "Update" their section. They enter a "Y" in the field "OkByAssessor" to indicate that it is ready to be assigned an sr1a number and ready to be printed.

The completed Sr1a's are transmitted to the State after they have been printed. They may be changed by the County Board of Taxation until they have been sent to the State.

```

-----
                          SR1A INFORMATION (Detail)
Block: 24      Lot: 12      Q:      01  ANDOVER BORO, NJ
Book/Page: 2753 / 302  Deed Date: 07/14/03  Recorded: 09/04/03  V EY: 2004
Sale Price: 175000      RT Fee:      767.50  AddlRT Fee: 0.0      RTF: *
                          GRANTOR                          GRANTEE
DOMINIANNI, ANTONIETTA EST OF      WOLTERS, LUKE M & CAROL
19 KORY RD                          12 HARBOR VIEW
NEWTON, NJ                          Z: 07860  ANDOVER, NJ                          Z: 07821

Condo: N  Year: 2003  Over-Ride:      Property Class: 2
Land:      47400      Impr:      93000  Net:      140400  Ratio:      80.22
Property Loc: 198 LINDLEY CT      Assessed:
Addl Lots:      Conveyed:
NU#:      SqFt: 984      YrBlt: 0      Class4Code:      CompCd:
Rem:      :
OkByAssessor: Y      M4 Update:      Bank:      Deductions:      SR#: 7783015
Wksht/Deed: 10/09/03  Assessor: 10/09/03  Assgnd/Printed: 10/09/03

```

```

-----
                        ADDITIONAL BLOCK/LOT INFORMATION
Block: 24          Lot: 12          Q:          01  ANDOVER BORO, NJ

Additional Blocks Included in Sale:

1)Block:          Lot:          Qual:          0          0
2)Block:          Lot:          Qual:          0          0
3)Block:          Lot:          Qual:          0          0
4)Block:          Lot:          Qual:          0          0
5)Block:          Lot:          Qual:          0          0

      Bldg M Join 0 0      Sent to State: 10/16/03 Updated: 09/24/03      2005
-----
Hold Block: 27          Lot: 4          Qualifier:          Tmp 0          PeYr 2004
-----
BL Sort: 00024      00012          M 19

```

```

-----
01  ANDOVER BORO, NJ          MOD IV INFORMATION (Master)
      Block: 24          Lot: 12          Qualifier:

Property Loc: 198 LINDLEY CT

                                2005 Tax List
Owner:  WOLTERS, LUKE M & CAROL          Land:      47400  Exempt Code:
Street: 12 HARBOR VIEW          Impr:      93000  Amt:      0
Town:   ANDOVER, NJ          07821  NET:      140400

Class: 2          Addl Lots:
Last Sale: 07/14/03      Bk: 2753  Pg: 302      Price:      175000  YrBlt:
Old Block:          Lot:          Qualifier:          SF:      0
Seq#:      237
2004 Tax List - Land:      47400  Impr:      93000  NET:      140400
2003 Tax List - Land:      47400  Impr:      93000  NET:      140400
0 Tax List - Land:      0  Impr:      0  NET:      0
-----

```

2 - Assign SR1A Numbers

```

Assign Sr Numbers (password): camera
Started Numbering At: 7783000
Stop Numbering At: 7869000
Last Srla Number Used: 7863994
Press Enter to Start:

```

3 - Print Test Pattern

```

Do You Wish to Review on Screen?: n
Print TO Printer (A, B, C, D, H=OutFile, L=pl Q=Do Not Print):

```

4 - Print SR1A Forms on Dot Matrix

```

Do you want All Districts? (Y/N): y
Sussex
01
Using 2004 from srlayear.dat file.

```

Last Srla Number Used: 7863994
 Begin Srla Number: 7863994
 Last Srla Number: 7863994

 Total Records Scanned: 17
 Total Records Updated: 0
 Last Srla Number Used: 7863994
 Total Quantity Used: 0
 Start from Number:
 Stop at Number:
 Assigned/Printed Date: 6/8/04
 02
 ...
 24
 Do You Wish to Review on Screen?: n
 Print TO Printer (A, B, C, D, H=OutFile, L=pl Q=Do Not Print):

6 - Worksheet Report

Do you want to UPDATE the Worksheet Date for All New Sr's? (Y/N): y
 Sussex
 Changed 0 of 17 Records
 ...
 Changed 0 of 423 Records
 Sort Options:
 1=Sorted as Entered
 2=Sorted by Book/Page
 : 1
 Do you want All Districts? (Y/N): y
 Sussex
 01
 Worksheet Date: 6/7/04
 02
 ...
 24
 Do You Wish to Review on Screen?: n
 Print TO Printer (A, B, C, D, H=OutFile, L=pl Q=Do Not Print):

Worksheet Listing For: 06/07/04

06/08/04 Page 1

District: 11 HARDYSTON TWP

Grantor / Grantee	Deed	Price	Bk	Page	Keyed	Order
CRYSTAL SPRINGS BUILDERS, LLC DECORDOVA, DONALD W & MARYANN	05/18/04	490351	2822	251	06/04/04	424
LAU, WILLIAM & LAI WAI ONG LAI WAI ONG	04/23/04	1	2823	66	06/04/04	425

2 Listed.

7 - Print Worksheets

```
Sort Options:
1=Sorted as Entered
2=Sorted by Book/Page
: 1
Do you want All Districts? (Y/N): y
Sussex
01
Worksheet Date: 6/8/04
Book/Page (nnnn nnn) or Enter for All:
02
...
24
Do You Wish to Review on Screen?: n
Print TO Printer (A, B, C, D, H=OutFile, L=pl Q=Do Not Print):
```

S R 1 A W O R K S H E E T

11 HARDYSTON TWP

PRINTED: 06/07/04 #424

===== SECTION 1 (COUNTY TAX BOARD) =====

BOOK	PAGE	DEED	RECORDED	RT FEE	PRICE	RTF CODE
2822	251	5/18/04	5/26/04	3200.90	490351	*

GRANTOR: CRYSTAL SPRINGS BUILDERS, LLC
 50 SUGAR MAPLE LN, HAMBURG, NJ 07419

GRANTEE: DECORDOVA, DONALD W & MARYANN
 15 BRACKEN HILL RD, HAMBURG, NJ 07419

===== SECTION 2 (TAX ASSESSOR) =====

BLOCK: _____ LOT: _____ QUAL: _____

CONDO? (Y/N) : _____

PROPERTY LOCATION: _____

ASSESSMENT - LAND: _____ CLASS: _____

 BLDG: _____ CL4 TYPE: _____

 NET: _____

NU CODE: _____ SQ FT: _____ YEAR BUILT: _____

REMARKS:

ADDITIONAL LOTS INCLUDED WITH THIS PROPERTY ON TAX LIST:

ADDITIONAL TAX LIST LINE ITEMS:

#1 BLOCK: _____ LOT: _____ QUAL: _____

#2 BLOCK: _____ LOT: _____ QUAL: _____

#3 BLOCK: _____ LOT: _____ QUAL: _____

#4 BLOCK: _____ LOT: _____ QUAL: _____

#5 BLOCK: _____ LOT: _____ QUAL: _____

UPDATE MOD4? (Y/N) : ___ CLEAR BANK CODE? (Y/N) : ___ CLEAR DEDUCTIONS? (Y/N) : ___

=====

8 - Coefficient of Deviation Report

Include Market Data from Date (MM/DD/YY): **1/1/04**
to Date (MM/DD/YY): **1/1/05**

Do You Wish to Review on Screen?: **n**

Print TO Printer (A, B, C, D, H=OutFile, L=pl Q=Do Not Print):

11 - Move SR to a Different Town

Please Type a Number and Press Enter: **11**
Enter District to Move FROM: (01-99): **01**
Enter District to Move TO: (01-99): **12**

Book Page (Must be separated by space): **5674 12**

Are You Sure? (y/n): **y**

13 - Outstanding Summary Report

Srla Summary for Sampling Period Year Ending: 2004

06/08/04 Page 1
00:12:33

DISTRICT	Total Sr's	Sent NJDT	New/ Wkst	Un- Assn	Ass- ignd	OUTSTANDING IN DAYS			
-----	-----	-----	-----	-----	-----	<30	<60	<90	90+
01 ANDOVER BORO	17	15	1	0	16	1	0	0	0
02 ANDOVER TWP	227	217	6	0	221	6	0	0	0
03 BRANCHVILLE BORO	29	27	2	0	27	2	0	0	0
04 BYRAM TWP	317	299	18	0	299	17	1	0	0
05 FRANKFORD TWP	216	203	9	0	207	8	0	1	0
06 FRANKLIN BORO	199	180	12	0	187	5	3	0	4
07 FREDON TWP	144	132	3	0	141	3	0	0	0
08 GREEN TWP	119	107	4	0	115	4	0	0	0
09 HAMBURG BORO	171	164	7	0	164	7	0	0	0
10 HAMPTON TWP	211	204	7	0	204	6	0	1	0
11 HARDYSTON TWP	422	380	27	0	395	7	5	0	15
12 HOPATCONG BORO	678	565	67	0	611	14	15	4	34
13 LAFAYETTE TWP	74	61	13	0	61	4	1	1	7
14 MONTAGUE TWP	338	299	39	0	299	25	8	0	6
15 TOWN OF NEWTON	224	169	54	0	170	8	23	1	22
16 OGDENSBURG BORO	87	80	2	5	80	2	0	0	0
17 SANDYSTON TWP	101	97	0	0	101	0	0	0	0
18 SPARTA TWP	773	721	18	0	755	18	0	0	0
19 STANHOPE BORO	166	134	15	0	151	5	0	0	10

14 - Outstanding Sr1a Report

```
Do you want All Districts? (Y/N): y
Sussex
01...
24
Do You Wish to Review on Screen?: n
Print TO Printer (A, B, C, D, H=OutFile, L=pl Q=Do Not Print):
```

16 - View Sr1a Number Assignments/Dates

```
1=View Numbers 2=View Assignment Dates 1
Started Numbering At: 7783000
Stop Numbering At: 7869000
Last Srla Number Used: 7863994
Press Enter
```

```
1=View Numbers 2=View Assignment Dates 2
Tuesday Jun 08 2004
Tuesday Jun 08 2004
```

17 - Prepare File for State

```
This program is executed the First of each Month automatically.
You should not need to use this option.
1=Test 2=Update for State 1
Sussex
```

18 - Print Sr1a on Laser/Sr1a Report

```
-----
When Using the following Reports:
-----
Press Enter on each prompt except Assigned Date.
Usually, you will use the current date.
-----

1=Without Mailing Address    2=With Mailing Address
3=Print Srla Form           4=Report #1 sorted by Class
5=Report #2 Sorted by Class
:4
```


21 - Mod4 Inquire Only

```

-----Screen:1 of 2
      Block: 1          Lot: 1          Q: QFARM          M
Prior Block:          Lot:          Q:          02/18/03
Loc:  TRANQUILITY RD          01 ANDOVER BORO, NJ
Owner:  SUSSEX PROPERTIES LTD C/O WISS & CO          Billing Code:
Street: 354 EISENHOWER PKWY          Account Num:
Town:  LIVINGSTON, NJ          Zip: 07039          Mtg Acct#:
Class: 3B Deductions:S 0 V 0 W 0 R 0 D 0 Own: 0 Amt: 0
SaleD: 00/00/00 Bk:          Pg:          Price: 0          NU#: Cd: R: 0.00

      2004          2005          Taxes 2003          Exemptions/Abatements
Land:  6900          6900          (57): 198.03 1          0
Impr:  0          0          2004 2          0
      0          0          (58): 0.00 3          0 NetCalc
Net:  6900          6900          Partial: 4          0 0

Land Dim: 13.77 ACS          Class4Cd:          YrBlt:          Neigh:
Bldg Desc:          BldgClass:          SF: 0
Addl Lots:          Type/Use:          PrcSF 0          UCd: 22
          Style:          Zone:          Map:

Permission not granted to allow update of "prc"
  
```

22 - Progress Report

```

Sampling Period Ending Year (2000-2010):2004
Do You Wish to Review on Screen?: y
  
```

06/08/04	Srla Progress Report for 11 HARDYSTON TWP	2004	PAGE 1
Grantor	Block	Deed / Book	Sale County
Grantee	Lot	Recorded Page	Price Assessor
	Qual		State
UCHIDA, TETSUYA & YORK		06/13/03 2738	216,000 12/23/03
WAIN, DAVID M & MALLAVO, ANNA		07/01/03 187	00/00/00
			00/00/00
HOPPE, CHARLES & MICHELE	100	06/17/03 2738	179,900 08/18/03
LONGO, JAMES	9	07/02/03 253	08/18/03
			08/21/03
DIPAOLA, BARBARA R	16.01	06/06/03 2738	1 08/18/03
AUSTIN, BARBARA RANLEY	1.01	07/02/03 260	08/18/03
	C1-3		08/21/03
GOEBEL, RUSSELL R & DANA M	91	06/17/03 2738	175,100 08/18/03
LOUDER, JASON T & DANELLE K	17	07/02/03 288	08/18/03
			08/21/03
HILLTOP REALTY ASSOC, LLC	68	06/18/03 2738	450,000 08/18/03
HOOK, DAVID & SENYSZYN, B	16	07/02/03 316	08/18/03
			08/21/03

Press SPACE-BAR or Q to Quit

23 - County Clerk Interface

```
*****
*
*           COUNTY CLERK INTERFACE SYSTEM           *
*
*****
1 - Send Srla to District
2 - Clerk Inquire
3 - View Last Transmission
4 - View List of Transmission Dates
5 - View List of Image Dates
6 -
7 -
8 -
9 -
10 -
11 -
12 -
13 -
14 -                               q - Quit this Menu

Please Type a Number and Press Enter:
```

ap - Tax Appeals

```
*****
*
*                               TAX APPEAL SYSTEM                               *
*
*****
1 - Enter/Edit Appeals           17 -
2 - Appeal Listings             18 -
3 - Abatement Listing           19 - Edit Hearing Location and Ratio
4 - Cash Report                 20 - Print Directors Ratio Table
5 - ModIV Master File Statistics 21 - Global Update of Mail Date
6 -                              22 - Print Judgements
7 - Print Judgement Form (Back) 23 - Quantity by District
8 - Enter/Edit Roll-Backs       24 - Merge Query Screen
9 - Roll-Back Reports           25 - Detail by Disposition
10 - Edit Default County Address 26 - Totals by Disposition
11 - Enter/Edit Appeal Codes     27 -
12 - Global Update of Hearing Date 28 - Division of Taxation Report
13 - Compare Assesed/Judged Values 29 - Appeals Summary
14 - Appeal Schedule            30 - Debits/Credits Listing
15 - Appeal Worksheet           31 - DB/CR Adjustment Report
16 - Appeal Notice              32 - Summary Db/Cr Report
                                q - Exit This Menu

Please Type a Number and Press Enter:
```

1 - Enter/Edit Appeals

```
1=Standard Program
2=Simplified Screen
3=Tax Court Screen
:2
```


When entering a new appeal, press "A" for "Add".

```

PRESS (Q)uery, (N)ext, (P)revious, (A)dd, (U)pdate, (R)emove, (O)utput (B)ye
(S)creen                               ** 1: appeals file**
-----Screen:1 of 3
11  HARDYSTON TWP, NJ          APPEAL INFORMATION          Upd: 04/07/03
Block: 47          Lot: 18          Q:          AppealNum: 11-0300003  D
Owner:  KANTER, KENNETH          Attorney:
Street: 92 MAIN AVE          Addr L1:
Town:  WALLINGTON, NJ          Addr L2:
Zip: 00000          Addr L3:
Pr.Loc: 7 SUMMIT RD          Class: 0          Judged Class:
T.L.Yr: 2003          Year Entered: 2003          FilingFee: 0 $ 0
Calc:  ASSESSED  REQUESTED  ADD/OMIT          JUDGED          CHANGE          TAX CT
Land: 40300          0          0          20100          20200          0  Final
Impr: 47700          0          0          21000          26700          0  Adj
Exmpt: 0          0          0          0          0          0  N
Net: 88000          0          0          41100          46900          0
Pro-Rated Months  R: 0          A: 0          J: 0
Judgement Cod: 3          Stipulated
Rem: SEASONAL HOUSE - FAIR COND. 6 MO. WATER

Scheduled: 05/06/03          Time: 00 : 00 AM          CtbJudgment: 05/06/03          Filed w/TC:
Mailed: 05/13/03          Applied CTB Debit:          TaxCourt: 00/00/00

```

2 - Appeal Listings

```

*****
*
*          TAX APPEAL SYSTEM APPEAL LISTINGS MENU          *
*
*****
1 - Enter/Edit Appeals
2 - Appeal Listing Sorted by Number (For Assrs List After All Entered)
2a - Appeal Listing Sorted by Number (Uses DB/CR Year, Added Appeals ONLY)
3 - Appeal Listing Sorted by BL
4 - Appeal Listing Sorted by Owner
5 - Appeal Listing Sorted by Class & Number
6 - Appeal Listing Sorted by Value
7 - Appeal Proof Listing Sorted by Judgement Date (Use to Verify Judgements)
8 - Appeal Sorted by Judgement Date with Requested Assessment
9 - Tax List/Appeal Report
10 - Added Assessment Appeal Report
11 - Appeal Judgment Error Report
12 - Tax List/Appeal Report (Sorted by Class, Requested Assessment inc)
13 - Tax Appeals by Judgement Date
14 -
15 -
16 -

          q - Exit This Menu

Please Type a Number and Press Enter:

```

3 - Abatement Listing

```

Year: 2004
Do You Wish to Review on Screen?: y

```

4 - Cash Report

```

1 - Run Audit Only
2 - Run Yearly Fee Totals
:1
Sussex
Date: 3/22/04

The reading o
Do You Wish to Review on Screen?: y

                                CASH REPORT FOR 03/22/04
06/08/04 23:09:56
Block      Lot      Qual   Appeal#      Amount      Code/Action      Time
-----
1902 ANDOVER TOWNSHIP, SUSSEX COUNTY
111        3.01          02-0400003D    $ 100 CHECK 1 A ctb1      12:10:09

Total Appeals:          1
Total Cash:              .00
Total Check:            100.00
Total:                  100.00

Hit Enter

Print TO Printer (A, B, C, D, H=OutFile, L=pl Q=Do Not Print):

```

5 - ModIV Master File Statistics

```

Do You Wish to Review on Screen?: y
Mod IV Master File Statistics                                Tue Jun  9 23:12:41 2004

CurrYr LastUpdate  RestrCd  Extended Fiscal  Upd#
01 ANDOVER BORO      2004    06/06/04      R          1117
02 ANDOVER TWP       2004    05/24/04      R          1125
03 BRANCHVILLE BORO 2004    05/24/04      R          1117
04 BYRAM TWP         2004    05/24/04      R          1124
05 FRANKFORD TWP     2004    05/24/04      R          1129
06 FRANKLIN BORO     2004    05/21/04      R          1128
07 FREDON TWP        2004    05/27/04      R          1114
08 GREEN TWP         2004    06/03/04      R          1143
09 HAMBURG BORO      2004    05/31/04      R          1118
10 HAMPTON TWP       2004    05/24/04      R          1157
11 HARDYSTON TWP     2004    03/01/04      R          0938
12 HOPATCONG BORO    2004    06/05/04      R          1261
13 LAFAYETTE TWP     2004    05/31/04      R          1116
14 MONTAGUE TWP      2004    05/24/04      R          1142
15 TOWN OF NEWTON    2004    05/22/04      R          0918
16 OGDENSBURG BORO   2004    05/31/04      R          1119
17 SANDYSTON TWP     2004    05/24/04      R          1151
18 SPARTA TWP        2004    06/06/04      R          1317
19 STANHOPE BORO     2004    06/06/04      R          1005
20 STILLWATER TWP    2004    05/24/04      R          1135
21 SUSSEX BORO       2004    05/31/04      R          1116

Hit Enter

Print TO Printer (A, B, C, D, H=OutFile, L=pl Q=Do Not Print):

```

7 - Print Judgement Form (Back)

This option is used when pre-printed forms are not available.

Do You Wish to Review on Screen?: n
Print TO Printer (A, B, C, D, H=OutFile, L=pl Q=Do Not Print):

8 - Enter/Edit Roll-Backs

When entering a new record, press "A" to "Add".

```
-----Screen:1 of 2
                                ROLL-BACK TAXES
Block:      Lot:      Q:      Appeal Number:
            OWNER                                COMPLAINTANT
Name:
  St:
City:      Zip      Zip

PropLoc:      Lot Size:
SubNum:   0      SubBlock:      SubLot:      SubQ:
ChgUseYr: 0      Withdrawn:
Complaint:

Year  QFarmAssmt  NonQF  RollBack  TaxRate  TaxAmount
  0      0      0      0      0.0      $0.00
  0      0      0      0      0.0      $0.00
  0      0      0      0      0.0      $0.00
                                Total:      $0.00
Mailed: 00/00/00      Updated: 00/00/00      Hearing Date: 00/00/00
```

9 - Roll-Back Reports

```
*****
*
*      ROLL-BACK FORM/REPORT MENU
*
*****
1 - Print Roll-Back Complaint form(s)
2 - Print Roll-Back Notification
3 - Print Roll-Back Judgment
4 - Print Roll-Back Withdraw
5 - Print Complaint Form(s) and Notification Together
6 - Print Roll-Back Report

q - Exit This Menu

Please Type a Number and Press Enter:
```

10 - Edit Default County Address

```
-----  
                                DEFAULT COUNTY ADDRESS FOR HEARING NOTICE  
  
Tax Board Name:          [SUSSEX COUNTY BOARD OF TAXATION      ]  
                        [                                     ]  
Tax Board Street:       [16 CHURCH STREET                      ]  
Tax Board C S Z:        [NEWTON, NJ 07860                      ]  
County Administrator:   [CAROL DENNIS                          ]  
Phone Number:          [973-579-0975                          ]  
THE FOLLOWING ARE USED FOR ROLL-BACK PROCESSING....  
Hearing Location Name:  [Sussex County Tax Board              ]  
Hearing Location Room:  [Upstairs Conference room             ]  
Hearing Location Street:[16 Church St.                        ]  
Hearing Location C S Z: [Newton, NJ 07860                      ]  
-----  
  
Instructions:  Press Q then ESC then U to Update
```

11 - Enter/Edit Appeal Codes

```
-----  
                                APPEAL CODES  
  
Code:                   1A                Sort Number: 1  
  
Description:            Assessed value exceeds 100%  
  
Type:                   AP   AP=Approved  AF=Affirmed  WD=Withdrawn  
  
Instructions:  Press Q Enter Code, Hit ESC then U to Update
```

town21
town22
town23
town24

Do You Wish to Review on Screen?: y

APPEALS CODES LISTING

06/08/04 23:18:00

Page: 1

Type	Code	Description
---	----	-----
AP	1A	Assessed value exceeds 100%
AP	1B	Outside range N.J.S.A. 54:3-22
AP	1C	Depreciation N.J.S.A.54:4-35.1
AP	1D	Personal Property
AP	1E	Assessment Revised - Other
AF	2	Within Range N.J.S.A. 54:3-22
AF	2A	Within Range N.J.S.A. 54:3-22
AF	2B	Presum.of correct.not overturn
AF	2C	Personal Property
ST	3	Stipulated
AP	4A	Freeze Act Granted
AF	4B	Freeze Act Denied
AF	5A	Non-appearance
AF	5B	No evidence provided
AF	5C	Taxes/munc. charges not paid
AF	5D	Failure to respond to inc.req.
AF	5E	Appeal not timely filed
AF	5F	Dismissed With Prejudice Other

Hit Enter

Print TO Printer (A, B, C, D, H=OutFile, L=pl Q=Do Not Print):

12 - Global Update of Hearing Date

Appeal# From (required ie:01-0100000): **00**

Appeal# To (required ie:01-0100999): **99**

Date Entered From: (required ie: 1/1/01): **5/1/04**

Date Entered To: (required ie: 6/1/01): **6/9/04**

Appeal Year (1998-2010): **2004**

Schedule on Date: (ie: 4/26/01) **6/15/04**

Schedule at Time (CAPS ONLY!! eg: AM0930= 9:30 A.M.): **AM1000**

Are You Sure (CAPS ONLY!! Y/N): **Y**

apnum sched time

11-0400006A 06/15/04 AM1000

Press ENTER:

Note: If you do not see an appeal number listed, no records were changed.

13 - Compare Assesed/Judged Values

Town Name: Hardyston
What Records (U=Ups, D=Downs, C=Changes, A=All): C
Do You Wish to Review on Screen?: n
Print TO Printer (A, B, C, D, H=OutFile, L=pl Q=Do Not Print):

14 - Appeal Schedule

Select Format:
1=Portrait Sorted by Block/Lot
2=Portrait Sorted by Appeal Number
3=Landscape Sorted by Block/Lot
: 1

Appeal Year: (i.e. 2004, Enter for All): 2004
Scheduled From Date: (Press Enter for All):
Scheduled To Date: (Press Enter for All):
Scheduled From Time: (eg: AM0900, Press Enter for All):
Scheduled To Time: (eg: PM0300, Press Enter for All):
Print Records with Judgement Code Y/N: (Press Enter for All):
Do You Wish to Review on Screen?: n
Print TO Printer (A, B, C, D, H=OutFile, L=pl Q=Do Not Print):

15 - Appeal Worksheet

1=Regular Sorted By BL 2=Regular Sorted By Num 3=Added Assessment: 1

Scheduled Date: (Press Enter for All):
Appeal# From:
Appeal# To:
Do You Wish to Review on Screen?: n
Print TO Printer (A, B, C, D, H=OutFile, L=pl Q=Do Not Print):

16 - Appeal Notice

Scheduled Date (required): 6/15/04
Appeal# From: (CAPS ONLY, Hit Enter for All):
Appeal# To: (CAPS ONLY, Hit Enter for All):
Use County Address for All? (y/n):
Print Assessor Appeals to Reduce Value? (y/n, use y for Deduction Appeals):
Rescheduled? (y/n, Hit Enter for no):
Do You Wish to Review on Screen?:

19 - Edit Hearing Location and Ratio

Do you want to Globally Update Ratio from Equalization (Y/N):**Y**

Do you want to Globally Update Ratio from Equalization (Y/N):**N**

```

-----
                                CONSTANT VALUES

[0] County:[19] District:[11] Town:[HARDYSTON TWP           ]
Assessor :[                               ]
Solicitor:[                               ]

Hearing Notice Address:[                               ]
                        [                               ]
                        [                               ]
                        [                               ]

Reval Y/N:      [ ]

Director's Ratio: [ 71.79]
-----
    
```

20 - Print Directors Ratio Table

```

Sussex
/usr2/town01
...
/usr2/town24
Do You Wish to Review on Screen?: y
1901  ANDOVER BORO           75.65
1902  ANDOVER TWP           98.82
1903  BRANCHVILLE BORO    83.13
1904  BYRAM TWP             64.76
1905  FRANKFORD TWP        76.84
1906  FRANKLIN BORO        71.67
1907  FREDON TWP           71.76
1908  GREEN TWP            68.57
1909  HAMBURG BORO         92.98
1910  HAMPTON TWP          75.28
1911  HARDYSTON TWP        71.79
1912  HOPATCONG BORO       75.19
1913  LAFAYETTE TWP        67.94
1914  MONTAGUE TWP         76.57
1915  TOWN OF NEWTON        76.75
1916  OGDENSBURG BORO      73.23
1917  SANDYSTON TWP        79.63
1918  SPARTA TWP           90.14
1919  STANHOPE BORO        62.51
1920  STILLWATER TWP       66.47
1921  SUSSEX BORO          79.22
1922  VERNON TWP           71.84
Hit Enter

Print TO Printer (A, B, C, D, H=OutFile, L=pl Q=Do Not Print):
    
```

21 - Global Update of Mail Date

Appeal# From (Required): **00**
Appeal# To (Required): **99**
Change Mail Date TO (Required): **5/25/04**
Change Mail Date FROM (Required): **5/5/04**
Are You Sure (CAPS ONLY-Required!! Y/N): **Y**

22 - Print Judgements

1=Laser Format
2=Pin Feed Format - Cumberland County
3=Pin Feed Format - Sussex County
: 1

Updated Date: (or Enter for all):
Scheduled Date:(or Enter for all):
Mail Date: (or Enter for all):
Judged Date: (or Enter for all):**5/15/04**
Appeal# From: (Must Be Upper Case, No SPACES or Enter for all):
Appeal# TO: (Must Be Upper Case, No SPACES or Enter for all):

You MUST change the Okidata to be the DEFAULT PRINTER.
Click START, Settings, Printers, Right-Click Okidata
Press Enter when Local Printer is Ready:

23 - Quantity by District

Effective Year (1997, 1998...): **2004**
You should always enter a CTB or a Tax Court Date Range
so all Judgements are not merged. Use the CTB Judged Date
to Separate AA Appeals from Regular Appeals.
CTB Judged Date From: (Enter for ALL): **4/1/04**
Date To: (Enter for ALL): **7/1/04**
TAX COURT Judged Date From: (Enter for ALL):
Date To: (Enter for ALL):

Do You Wish to Review on Screen?: y

District	Appeals
02 ANDOVER TWP	15
04 BYRAM TWP	3
05 FRANKFORD TWP	13
06 FRANKLIN BORO	1
07 FREDON TWP	2
08 GREEN TWP	3
09 HAMBURG BORO	2
10 HAMPTON TWP	11
11 HARDYSTON TWP	6
12 HOPATCONG BORO	2
13 LAFAYETTE TWP	13
14 MONTAGUE TWP	38
15 TOWN OF NEWTON	6
16 OGDENSBURG BORO	5
18 SPARTA TWP	27
19 STANHOPE BORO	2
20 STILLWATER TWP	11
21 SUSSEX BORO	2
22 VERNON TWP	19
24 WANTAGE TWP	27
Total Appeals: 208	
Press SPACE-BAR or Q to Quit	

24 - Merge Query Screen

This screen used to search the entire County.

-----Screen:1 of 4

TAX APPEAL MERGE FILE

Block:[1.02] Lot:[6.01] Qual:[]

District:[ANDOVER TWP]

Appeal#: [02-0400002L] Class:[1] FilingFee:[1]\$:[25]

	Assessed	Judged	AA	
Land: [408000]	[408000]	[0]
Impr: [0]	[0]	[0]
Totl: [408000]	[408000]	[0] Months:[0] [0]

Diff: 0

Judgmt Code:[7]

Dist/Yr Sort:[022525]

Bls:[00001 0200006 01 M]

25 - Detail by Disposition

Effective Year (1997, 1998...): **2004**

You should always enter a CTB or a Tax Court Date Range so all Judgements are not merged. Use the CTB Judged Date to Separate AA Appeals from Regular Appeals.

CTB Judged Date From: (Enter for ALL): **4/1/04**

Date To: (Enter for ALL): **7/1/04**

TAX COURT Judged Date From: (Enter for ALL):

Date To: (Enter for ALL):

ANNUAL REPORT

TAX APPEAL STATISTICS FOR TAX YEAR: 2004

TOTAL NUMBER OF APPEALS:

DISPOSITION:

Assessed Valuation Revised	126
Assessed Valuation Affirmed	6
Stipulated	36
Freeze Act	0
Dismissed with Prejudice	7
Dismissed without Prejudice	9
Withdrawn	22
Property Tax Deduction Granted	0
Property Tax Deduction Denied	0
Farmland Assessment Granted	2
Farmland Assessment Denied	0
Classification	0
REAP Credit Granted	0
REAP Credit Denied	0
Other	0
TOTAL	

208

29 - Appeals Summary

Year: 2004

APPEALS SUMMARY FOR 2004

06/08/04	TOT ASSESS	TOT JUDGED	REDUCTION	INCREASE	NET TOTAL	PAGE 1 COUNT
DD						
02	4,502,800	4,612,600	-228,000	337,800	109,800	15
04	1,022,100	969,800	-52,300	0	-52,300	3
05	1,433,000	1,238,600	-238,700	44,300	-194,400	13
06	249,600	202,800	-46,800	0	-46,800	1
07	627,600	567,100	-60,500	0	-60,500	2
08	752,800	696,100	-56,700	0	-56,700	3
09	257,900	226,600	-31,300	0	-31,300	2
10	3,170,750	2,923,500	-247,250	0	-247,250	11
11	1,020,100	954,000	-66,100	0	-66,100	6
12	392,000	386,000	-6,000	0	-6,000	2
13	7,323,700	6,142,000	-1,626,600	444,900	-1,181,700	13
14	776,200	674,300	-179,900	78,000	-101,900	38
15	616,300	629,000	-106,500	119,200	12,700	6
16	1,467,100	1,129,100	-338,000	0	-338,000	5
18	8,955,600	8,050,500	-905,100	0	-905,100	27
19	123,600	89,100	-34,500	0	-34,500	2
20	869,500	793,200	-109,600	33,300	-76,300	11
21	522,600	341,100	-181,500	0	-181,500	2
22	1,693,344	1,678,400	-126,700	111,756	-14,944	19
24	2,755,900	3,090,500	-334,000	668,600	334,600	27

Press SPACE-BAR or Q to Quit

30 - Debits/Credits Listing

APPEALS DEBITS/CREDITS				
06/09/04				PAGE 1
APPEAL NUMBER	TOTAL ASSESS	TOTAL JUDGED	CHANGE	PROPERTY OWNER
-----	-----	-----	-----	-----
01-0300000T	2,091,100	1,766,100	-325,000	WOODBORNE-LANE, INC
ANDOVER BORO	2002			
County Tax:	0.536	-1,742.00		
County Lib:	0.047	-152.75		
County Health:	0.025	-81.25		
County Open Space:	0.023	-74.75		
01-0300000T	2,091,100	1,766,100	-325,000	WOODBORNE-LANE, INC
01-0300001D	258,500	258,500	0	ANDOVER PRESBYTERIA
TOTAL: 2	2,349,600	2,024,600	-325,000	
ANDOVER BORO	2003			
County Tax:	0.553	-1,797.25		
County Lib:	0.048	-156.00		
County Health:	0.025	-81.25		
County Open Space:	0.023	-74.75		
Press SPACE-BAR or Q to Quit				

31 - DB/CR Adjustment Report

```

-----
The suggested responses for running this report on May 2002
to produce a listing of CTB judgements only...
Year=2001, Ctb From=1/1/01, Ctb To=9/1/01, Tax Court=Enter, Enter

The suggested responses for running this report on May 2002
to produce a listing of CTB and TC judgements ...
Year=2001, Ctb From=Enter, Enter, Tax Court=Enter, Enter

Effective Year + 1 = Abstract Year

This program distinguishes AA Appeals by using the 3rd tabbed
entry of the Appeal Number. Regular appeals are blank or Exempt.
-----
(R)egular Appeals or (A)dded Assessment Appeals? (R,A): R
0+1 records in
0+1 records out
Do you want All Districts? (Y/N): Y
Sussex
01
Effective Year (1997, 1998...): 2004
CTB Judged Date: (Enter for ALL): 4/1/04
to Date: (Enter for ALL): 7/1/04
TAX COURT Judged Date: (Enter for ALL):
to Date: (Enter for ALL):

```

32 - Summary Db/Cr Report

The suggested responses for running this report on May 2002
to produce a listing of CTB judgements only...
Year=2001, Ctb From=1/1/01, Ctb To=9/1/01, Tax Court=Enter, Enter

The suggested responses for running this report on May 2002
to produce a listing of CTB and TC judgements ...
Year=2001, Ctb From=Enter, Enter, Tax Court=Enter, Enter

Effective Year + 1 = Abstract Year

This program distinguishes AA Appeals by using the 3rd tabbed
entry of the Appeal Number. Regular appeals are blank or Exempt.

(R)egular Appeals or (A)dded Assessment Appeals? (R,A): **R**

0+1 records in

0+1 records out

Do you want All Districts? (Y/N): **Y**

Sussex

01

Effective Year (1997, 1998...): **2004**

CTB Judged Date: (Enter for ALL): **4/1/04**

to Date: (Enter for ALL): **7/1/04**

TAX COURT Judged Date: (Enter for ALL):

to Date: (Enter for ALL):

eq - Equalization

```

*****
*
*           EQUALIZATION & ABSTRACT SYSTEM           *
*
*****
1 - Enter/Modify County Budget           7- Table of Aggregates
2 - Enter/Modify District Information     8- Telephone(6A) Report
s - Special Taxing Districts             9- Update Dist Telephone(6A)
w - Worksheet (Show Calculations)       10- Special Taxing Dist Report
a - Appeal Debit/Credits                 11- M4 & Tax Book Information
b - Business Revenue                     12- Clear Tax Book Print Flag
j - County, Lib, Health Adj              13- Print Tax Book Information
m - Municipal Budget                     14- Duplicate Entry Menu
or- Last Yr Ratio                        15-
ot- Last Year Tax Rate                   16- View Taxes/Assessment
r - Curr Year Ratio                      17- Download Excel Files
sc- School Budgets                       18- New Year Update Menu
su- Misc Revenue                         19- Procedures Documentation
3 - Calculate Reports                    20- Tax Rate History M4-Master
4 - Print Equalization Table              21- Tax Rate Calc Worksheet
5 - Print Abstract of Ratables            22- Special Taxing Dist Totals
6 - Print Individual Tax Rates            23-
                                           q - Exit This Menu           Please Type
a Number and Press Enter:

```

Equalization/Abstract Review Steps

TAXABLE VALUE OF TELEPHONE EQUIPMENT (8)
 RATABLES Comparison Report (3,5)
 EQUALIZATION TABLE (4)

1 - Enter/Modify County Budget

```

-----Screen:1 of 1
GLOBAL EQUALIZATION/ABSTRACT OPTIONS:
Equal Option:      A
County Budget:    56625654.0   Health Serv Budget: 1112530.0
Library Budget:   4025268.0     Open Space Budget:  2509221.0
Revenues to Support County Budget: 0.0
FOOTNOTES:
R   Revald District
S   Re-Assessed District

      EQUALIZED VALUE      ADJUSTMENTS      LEVY      RATE
County:    13322723189      -149612.38      56775266.38  0.42615361
Library:    10801529216      -9072.48        4034340.48   0.03734972
Health:     6110904331       -1845.10        1114375.10   0.01823585
Open Sp:    13322723189      -6105.23        2515326.23   0.01887997
INSTRUCTIONS: Press Q then Esc Key. Use U to Update      05/13/04

```

2 - Enter/Modify District Information

Press Q, then <ESC>. Use N to display each record.

```

PRESS (Q)uery, (N)ext, (P)revious, (A)dd, (U)pdate, (R)emove, (O)utput (B)ye
(S)creen                               ** 1: equal file**
-----Screen:1 of 3

COUNTY TABLE OF EQUALIZATION OPTIONS:

District:          1          ANDOVER BORO
Footnote Codes:   Last Yr Rate:          2.870
Curr Yr Ratio:    75.65      Chap 12 in Lieu:          0.00
Last Yr Ratio:    84.84      Housing in Lieu:         0.00
Business Revnue:  12634.41   Urban Renewal in Lieu:   0.00
Tax Default RR:   0.00       Other in Lieu (ch441):   0.00

INSTRUCTIONS:
    Press Q then Esc Key.  Use Next and Previous for Each District
    - Do not use A for Add, use U to Update
    Press S to View Abstract of Ratables Screen
-----Sp-Tax-Dist--
Special Taxing District Code:  (Press F to Switch to this File)
Budget:          0  Ratables:          0  Pub Util:          0
OverRide:        Rounded:          0  Rate:  0.0000000000
Multiply:        0  Excess:          0  00/00/00

24 record(s) found
    
```

```

-----Screen:2 of 3
District:          1          ANDOVER BORO
ABSTRACT OF RATABLES OPTIONS:
Library:          Y
Health Serv:      Y
Tax Rate Round Op:  1
Class II Railroad: 0.00
Cty Tax Equal Adjustment: 0.00
Cty Tax Appeal Adjustments: -3539.25
Lib Tax Equal Adjustement: 0.00
Lib Tax Appeal Adjustments: -308.75
Health Tax Equal Adjustment: 0.00
Health Tax Appeal Adjustments: -162.50
Open Space Tax Equal Adj: 0.00
Open Space Appeal Adjustments: -149.50
Munic. Budget State Aid: 0.00
BPP County Aid: 0.00
*BPP School Aid: 0.00
BPP Municipal Aid: 0.00
BUDGET DATA:
*District School: 0.00
*Regional School: 895182.01
*Local School: 0.00
Munic Open Space: 0.00
Municipal Purpose: 127467.00
MISC REVENUE:
Surplus Revenue: 113279.00
Miscell Revenue: 318462.00
From Delinq Taxes: 70000.00
*School Budget is NET of BPP Aid
    
```

```

-----Screen:3 of 3
District:          1          ANDOVER BORO

Verizon NBV: 1224778.00 Total: 926544.56 These figures are used to
Other NBV:    0.00 Total:    0.00 compare with Assessor's Mod-IV.

DEBIT/CREDIT HISTORY - USED FOR CTB APPEAL ADJUSTMENT CALCULATION
*INCLUDE ALL COUNTY RATES: LIBRARY - OPEN SPACE - HEALTH
(You can Use BackSpace after Update to get to this screen)
Debit/CR Hist: 2003    1.000  2002    1.000
                2001    1.000  2000    1.000  1999    1.000 Upd: 05/17/04

```

s - Special Taxing Districts

Enter the Budget and the Ratables to calculate.

```

SPECIAL TAX RATE CALCULATION
District:          20          STILLWATER TWP
Special Taxing District Code: W02

Budget:           84788

Ratables:         44383600
Pub Util:         0 Total: 44383600.0

OverRide:
Rounded:          192 /1000 = 0.192

Rate: 0.0019103340

Multiply:         85216
Excess:           428          03/03/04

```


w - Worksheet (Show Calculations)

Press Q, then <ESC>. Use N to display each record.

```

-----Screen:1 of 3
District: 1                ANDOVER BORO
Col. 5 Net Equal Calc:                    14994695
Ratables:      44973100  Utility:      460544
Col. 6 Net Valuation Taxable:            45433644
Col.11 Net Valuation Equalized for County: 60428339
Col.12 Apportionment of County Tax:      257517.55
LESS ADJUSTMENTS:  Cty Tax Appeal Adjustments: -3539.25
                                   BPP County Aid:      0.00
                                   Munic. Budget State Aid: 0.00
County      0.560      0.559009310      253978.30
Library     0.049      0.048996884      22261.07
Health      0.024      0.023896652      10857.12
Cty Open Sp 0.025      0.024781966      11259.35
District Sc 0.000      0.000000000           0.00
Reg. School 1.971      1.970306432      895182.01
Local School 0.000      0.000000000           0.00
Local Op Sp 0.000      0.000000000           0.00
Municipal   0.281      0.280556409      127467.00
      TOTAL      2.910      2.907547653      1321004.85 *****
24 record(s) found

```

a - Appeal Debit/Credits

This screen makes data entry easier because the cursor will go to the adjustments when in "Update" mode.

```

UPDATE:  ESC executes.   F8 aborts.       F3 for original.   F1 for help.
                                   ** 1: equal file**
-----Screen:2 of 2
District:      1                ANDOVER BORO

  ABSTRACT OF RATABLES OPTIONS:
Library Inhibit:      Y
Health Serv Inhibit:  Y
Tax Rate Round Op:    1
Class II Railroad:    0.0
Cty Tax Equal Adjustment: 0.0
Cty Tax Appeal Adjustments: -3539.25
Lib Tax Equal Adjustment: 0.0
Lib Tax Appeal Adjustments: -308.75
Health Tax Equal Adjustment: 0.0
Health Tax Appeal Adjustments: -162.5
Open Space Tax Equal Adj: 0.0
Open Space Appeal Adjustments: -149.5
Munic. Budget State Aid: 0.0
*BPP School Aid:      0.0

  BUDGET DATA:
*District School:     0.0
*Regional School:    895182.01
*Local School:        0.0
Munic Open Space:     0.0
Municipal Purpose:   127467.0

  MISC REVENUE:
Surplus Revenue:     113279.0
Miscell Revenue:     318462.0
From Delinq Taxes:   70000.0

Date Updated: 05/17/04
*School Budget is NET of BPP Aid

```

b - Business Revenue

This screen makes data entry easier because the cursor will go to Business Revenue when in "Update" mode.

```
UPDATE:  ESC executes.   F8 aborts.       F3 for original.   F1 for help.
                                         ** 1: equal file**
-----Screen:1 of 2

COUNTY TABLE OF EQUALIZATION OPTIONS:

District:          1          ANDOVER BORO
Footnote Codes:                   Last Yr Rate:          2.87
Curr Yr Ratio:       75.65       Chap 12 in Lieu:      0.0
Last Yr Ratio:       84.84       Housing in Lieu:      0.0
Business Revnue:     12634.41    Urban Renewal in Lieu: 0.0
Tax Default RR:      0.0         Other in Lieu:        0.0

INSTRUCTIONS:
  Press Q then Esc Key.  Use Next and Previous for Each District
                        - Do not use A for Add, use U to Update
  Press S to View Abstract of Ratables Screen
```

j - County, Lib, Health Adj

This screen makes data entry easier because the cursor will go to Cty Tax Appeal Adjustments when in "Update" mode.

```
UPDATE:  ESC executes.   F8 aborts.       F3 for original.   F1 for help.
                                         ** 1: equal file**
-----Screen:2 of 2

District:          1          ANDOVER BORO

ABSTRACT OF RATABLES OPTIONS:
Library Inhibit:           Y
Health Serv Inhibit:       Y
Tax Rate Round Op:         1
Class II Railroad:         0.0
Cty Tax Equal Adjustment:  0.0
Lib Tax Equal Adjustement: 0.0
Health Tax Equal Adjustment: 0.0
Cty Tax Appeal Adjustments: -3539.25
Lib Tax Appeal Adjustments: -308.75
Health Tax Appeal Adjustments: -162.50
Open Space Appeal Adjustments: -149.50
Open Space Tax Equal Adj:  0.0
Munic. Budget State Aid:   0.0
*BPP School Aid:           0.0

BUDGET DATA:
*District School:         0.0
*Regional School:         895182.01
*Local School:            0.0
Munic Open Space:         0.0
Municipal Purpose:        127467.0
MISC REVENUE:
Miscell Revenue:          318462.0
Surplus Revenue:          113279.0
From Delinq Taxes:        70000.0
Date Updated: 05/17/04
*School Budget is NET of BPP Aid
```

m - Municipal Budget

This screen makes data entry easier because the cursor will go to Municipal Purpose when in "Update" mode.

```
UPDATE:  ESC executes.   F8 aborts.       F3 for original.   F1 for help.
                                         ** 1: equal file**
-----Screen:2 of 2
District:          1              ANDOVER BORO

  ABSTRACT OF RATABLES OPTIONS:
Library Inhibit:      Y          *District School:    0.0
Health Serv Inhibit:  Y          *Regional School:   895182.01
Tax Rate Round Op:    1          *Local School:      0.0
Class II Railroad:    0.0       Munic Open Space:    0.0
Cty Tax Equal Adjust: 0.0       Municipal Purpose:   127467.00
Cty Tax Appeal Adjust: -3539.25
Lib Tax Equal Adjust: 0.0
Lib Tax Appeal Adjust: -308.75
Health Tax Equal Adj: 0.0
Health Tax Appeal Adj: -162.5
Open Space Tax Equal Adj: 0.0
Open Space Appeal Adj: -149.5
Munic. Budget State Aid: 0.0
*BPP School Aid:      0.0

  BUDGET DATA:
Surplus Revenue:      113279.00
Miscell Revenue:      318462.00
From Delinq Taxes:    70000.00

  MISC REVENUE:
Date Updated: 05/17/04
*School Budget is NET of BPP Aid
```

or- Last Yr Ratio

This screen makes data entry easier because the cursor will go to Curr Yr Ratio when in "Update" mode.

```
UPDATE:  ESC executes.   F8 aborts.       F3 for original.   F1 for help.
                                         ** 1: equal file**
-----Screen:1 of 2

  COUNTY TABLE OF EQUALIZATION OPTIONS:

District:          1              ANDOVER BORO
Footnote Codes:
Curr Yr Ratio:      75.65
Last Yr Ratio:      84.84
Business Revnue:    12634.41
Tax Default RR:     0.0

  Last Yr Rate:      2.87
  Chap 12 in Lieu:  0.0
  Housing in Lieu:   0.0
  Urban Renewal in Lieu: 0.0
  Other in Lieu:     0.0

INSTRUCTIONS:
  Press Q then Esc Key.  Use Next and Previous for Each District
  - Do not use A for Add, use U to Update
  Press S to View Abstract of Ratables Screen
```

ot- Last Year Tax Rate

This screen makes data entry easier because the cursor will go to Last Yr Rate when in "Update" mode.

```
UPDATE:  ESC executes.   F8 aborts.       F3 for original.   F1 for help.
                                         ** 1: equal file**
-----Screen:1 of 2

COUNTY TABLE OF EQUALIZATION OPTIONS:

District:           1                ANDOVER BORO
Footnote Codes:                    Last Yr Rate:           2.870
Curr Yr Ratio:       75.65           Chap 12 in Lieu:       0.0
Last Yr Ratio:      84.84           Housing in Lieu:       0.0
Business Revnue:    12634.41        Urban Renewal in Lieu: 0.0
Tax Default RR:     0.0              Other in Lieu:         0.0

INSTRUCTIONS:
  Press Q then Esc Key.  Use Next and Previous for Each District
                        - Do not use A for Add, use U to Update
  Press S to View Abstract of Ratables Screen
```

r - Curr Year Ratio

This screen makes data entry easier because the cursor will go to Curr Yr Ratio when in "Update" mode.

```
UPDATE:  ESC executes.   F8 aborts.       F3 for original.   F1 for help.
                                         ** 1: equal file**
-----Screen:1 of 2

COUNTY TABLE OF EQUALIZATION OPTIONS:

District:           1                ANDOVER BORO
Footnote Codes:                    Last Yr Rate:           2.87
Curr Yr Ratio:       75.65          Chap 12 in Lieu:       0.0
Last Yr Ratio:      84.84           Housing in Lieu:       0.0
Business Revnue:    12634.41        Urban Renewal in Lieu: 0.0
Tax Default RR:     0.0              Other in Lieu:         0.0

INSTRUCTIONS:
  Press Q then Esc Key.  Use Next and Previous for Each District
                        - Do not use A for Add, use U to Update
  Press S to View Abstract of Ratables Screen
```

sc- School Budgets

This screen makes data entry easier because the cursor will go to District School Budget when in "Update" mode.

```

UPDATE:  ESC executes.   F8 aborts.       F3 for original.   F1 for help.
                                     ** 1: equal file**
-----Screen:2 of 2
District:          1          ANDOVER BORO

  ABSTRACT OF RATABLES OPTIONS:
Library Inhibit:      Y
Health Serv Inhibit:  Y
Tax Rate Round Op:    1
Class II Railroad:    0.0
Cty Tax Equal Adjustment: 0.0
Cty Tax Appeal Adjustments: -3539.25
Lib Tax Equal Adjustement: 0.0
Lib Tax Appeal Adjustments: -308.75
Health Tax Equal Adjustment: 0.0
Health Tax Appeal Adjustments: -162.5
Open Space Tax Equal Adj: 0.0
Open Space Appeal Adjustments: -149.5
Munic. Budget State Aid: 0.0
*BPP School Aid:     0.0

  BUDGET DATA:
*District School:      0.00
*Regional School:     895182.01
*Local School:         0.00
Munic Open Space:     0.00
Municipal Purpose:    127467.00

  MISC REVENUE:
Surplus Revenue:      113279.00
Miscell Revenue:      318462.00
From Delinq Taxes:    70000.00

Date Updated: 06/09/04
*School Budget is NET of BPP Aid
  
```

su- Misc Revenue

This screen makes data entry easier because the cursor will go to Surplus Revenue when in "Update" mode.

```

-----Screen:2 of 2
District:          1          ANDOVER BORO

  ABSTRACT OF RATABLES OPTIONS:
Library Inhibit:      Y
Health Serv Inhibit:  Y
Tax Rate Round Op:    1
Class II Railroad:    0.0
Cty Tax Equal Adjustment: 0.0
Cty Tax Appeal Adjustments: -3539.25
Lib Tax Equal Adjustement: 0.0
Lib Tax Appeal Adjustments: -308.75
Health Tax Equal Adjustment: 0.0
Health Tax Appeal Adjustments: -162.5
Open Space Tax Equal Adj: 0.0
Open Space Appeal Adjustments: -149.5
Munic. Budget State Aid: 0.0
*BPP School Aid:     0.0

  BUDGET DATA:
*District School:      0.0
*Regional School:     895182.01
*Local School:         0.0
Munic Open Space:     0.0
Municipal Purpose:    127467.0

  MISC REVENUE:
Surplus Revenue:      113279.00
Miscell Revenue:      318462.00
From Delinq Taxes:    70000.00

Date Updated: 06/09/04
*School Budget is NET of BPP Aid
  
```

3 - Calculate Reports

Option, 1, is required before printing most reports.

```

Use this for Preliminary Eq and Abstract:
-----
1 - Calculate all Reports

Equalization and Abstract Proof Reports
-----
2 - Using Preliminary Information: Oct - Dec
3 - Preliminary with Over-Ride 6A Values
4 - Using History1 after Tax Lists are Filed

5 - Print Comparison of Mod-IV and On-Line Totals

Note: Calculate All Reports NOT Required for Proofs

:1
    
```

4 - Print Equalization Table

This option indicates the last data the reports were “calculated”. If no changes have been made since this date, re-calculation is not necessary.

```

-rw-rw-rw- 1 bill tax 8301 Jun 8 13:36 equal.rpt
The above file will be printed....
The above DATE indicates the last time this report has been
calculated. If any changes have been made since that date
you may need to re-calculate.
Press Enter to Continue:
    
```

2004 EQUALIZATION TABLE		COUNTY OF SUSSEX			SECTIONS 1 & 2					
REAL PROPERTY EXCLUSIVE OF CLASS II RR PROPERTY		TAXABLE PERSONAL PROPERTY USED IN COMMUNICATIONS								
SECTION 1		SECTION 2								
-A- AGGREGATE ASSESSED VALUE	-B- RATIO TO TRUE	-C- AGGREGATE TRUE VALUE	-D- AMOUNT OF INCREASE OR DECREASE	-A- AGGREGATE ASSESSED VALUE	-B- TAX PERCNT LEVEL	-C- AGGREGATE TRUE VALUE	-D- AGGREGATE EQUALIZED VALUE	-E- AMOUNT OF INCR OR DECR		
01 ANDOVER BORO	44,973,100	75.65	59,448,909	14,475,809	460,544	75.65	608,783	460,544		
02 ANDOVER TWP	577,257,800	98.82	584,150,779	6,892,979	1,852,517	98.82	1,874,638	1,852,517		
03 BRANCHVILLE BORO	100,379,600	83.13	120,750,150	20,370,550	188,801	83.13	227,115	188,801		
04 BYRAM TWP	513,556,530	64.76	793,015,025	279,458,495	1,069,561	64.76	1,651,577	1,069,561		

5 - Print Abstract of Ratables

COUNTY OF SUSSEX	1	2	3	4	5	
PAGE 1 TAXING DISTRICTS	(A) TAXABLE VALUE LAND	(B) TAXABLE VALUE IMPROVEMENTS (INCLUDES PARTIAL EXEMPTIONS AND ABATEMENTS)	TAXABLE VALUE OF LAND AND IMPROVEMENTS (COLS 1A + 1B)	TOTAL TAXABLE VALUE PARTIAL EXEMPTIONS AND ABATEMENTS (ASSESSED VALUE)	NET TAXABLE VALUE OF LAND + IMPROV (COL 2 - 3)	TAXABLE VALUE COMMUNICATION EQUIPMENT
01 ANDOVER BORO	17,011,500	27,961,600	44,973,100		44,973,100	460,544
02 ANDOVER TWP	225,280,200	351,977,600	577,257,800		577,257,800	1,852,517
03 BRANCHVILLE BORO	19,086,600	81,293,000	100,379,600		100,379,600	188,801
04 BYRAM TWP	196,162,530	317,394,000	513,556,530		513,556,530	1,069,561
05 FRANKFORD TWP	178,072,250	243,254,130	421,326,380		421,326,380	2,212,780
06 FRANKLIN BORO	67,808,600	160,522,600	228,331,200		228,331,200	2,699,727

2004 ABSTRACT OF RATABLES COUNTY OF SUSSEX^M	
TOTAL AMOUNT OF MISCELLANEOUS REVENUES (INCLUDING SURPLUS REVENUES APPROPRIATED) FOR THE SUPPORT OF THE COUNTY BUDGET00
RATE PER \$100 TO BE APPLIED TO COL. 11 FOR APPORTIONMENT OF COUNTY TAXES	0.42615667
NET COUNTY TAXES APPORTIONED (12.A.III)	56,625,654.00
* ADJUSTMENTS (NET TOTAL - 12.A.II)	149,612.38
TOTAL COUNTY TAXES APPORTIONED (INCLUDING ADJUSTMENTS - TOTAL 12.A.I)	56,775,266.38
* - NET OVERPAYMENTS ARE ADDED TO THE NET TAXES APPORTIONED NET UNDERPAYMENTS ARE DEDUCTED FROM THE NET TAXES APPORTIONED	

6 - Print Individual Tax Rates

1=Summary or 2=Explanation: **1**

	County	Library	Health	OpenSp	DistSch	RegSch	LocSch	MunOpSp	Municip	Total	SpecTax	Total
1 ANDOVER BORO	.560	.049	.024	.025	.000	1.971	.000	.000	.281	2.910		____(1)
2 ANDOVER TWP	.433	.038	.019	.020	.000	1.460	.000	.000	.000	1.970		____(2)
3 BRANCHVILLE BOR	.521	.046	.023	.024	.616	1.060	.000	.000	.000	2.290		____(3)
4 BYRAM TWP	.660	.059	.030	.031	1.573	.833	.000	.020	.954	4.160		____(4)
5 FRANKFORD TWP	.556	.049	.024	.025	1.318	.908	.000	.000	.000	2.880		____(5)
6 FRANKLIN BORO	.620	.055	.000	.028	1.573	.854	.000	.000	.000	3.130		____(6)
7 FREDON TWP	.597	.054	.026	.027	1.047	.907	.000	.010	.412	3.080		____(7)
8 GREEN TWP	.622	.055	.027	.027	2.249	.000	.000	.000	.000	2.980		____(8)
9 HAMBURG BORO	.462	.041	.020	.021	1.349	.517	.000	.000	.000	2.410		____(9)
10 HAMPTON TWP	.568	.051	.025	.026	1.124	.948	.000	.030	.388	3.160		____(10)
11 HARDYSTON TWP	.594	.053	.000	.028	1.265	.720	.000	.000	.000	2.660		____(11)
12 HOPATCONG BORO	.567	.050	.000	.026	1.937	.000	.000	.000	.000	2.580		____(12)

1=Summary or 2=Explanation: **2**

-rw-rw-rw- 1 bill tax 41522 Jun 8 13:36 list45.rpt
 The above file will be printed....
 The above DATE indicates the last time this report has been
 calculated. If any changes have been made since that date
 you may need to re-calculate.
 Press Enter to Continue:

From District: **1**
 To District: **3**
 Do You Wish to Review on Screen?: **n**

EXPLANATION OF COMPUTED TAX RATES FOR ANDOVER BORO						
NET VALUE USED TO COMPUTE LOCAL RATES = 45,433,644		APPORTIONED VALUE USED TO COMPUTE COUNTY RATES = 60,428,339				
	TOTAL TAXES TO BE RAISED	ADJUSTS TO TOTAL TAXES	NET TAXES TO BE RAISED	COMPUTED TAX RATE	ROUNDED TAX RATE	EXPECTED SURPLUS DUE TO ROUNDING
COUNTY TAX.....	257,519.40	3,539.25	253,980.15	.55901338	.560	
LIBRARY TAX.....	22,570.01	308.75	22,261.26	.04899730	.049	
HEALTH SERVICE TAX.....	11,019.79	162.50	10,857.29	.02389703	.024	
CTY OPEN SPACE TAX.....	11,408.94	149.50	11,259.44	.02478216	.025	
DISTRICT SCHOOL TAX.....			.00	.00000000	.000	
REGIONAL SCHOOL TAX.....			895,182.01	1.97030643	1.971	

7- Table of Aggregates

TABLE OF AGGREGATES OF TAXABLE AND EXEMPT PROPERTY IN THE TAXING DISTRICT OF ANDOVER BORO FOR 2004			
(1) VALUE OF LAND	17,011,500	(13) VALUATION OF EXEMPT PROPERTY	
(2) VALUE OF IMPROVEMENTS	27,961,600	PUBLIC SCHOOL PROP	
(3) TOTAL VALUE LAND & IMPRVMT		OTHER SCHOOL PROP	
EXCL 2ND CLASS RR	44,973,100	PUBLIC PROP	636,600
(4) TAX VALUE MACH, IMPLMNT & EQUIPT OF		CHURCH & CHARITABLE PROP	2,012,800
TELEPHONE, PETROLEUM REFINERIES		CEMETERY & GRAVEYARD	
MISCELLANEOUS	460,544	OTHER EXEMPT PROP	407,200
(5) EXEMPTIONS		TOTAL VALUE	3,056,600
POLLUTION CONTROL (RS 54:4-3.56)		(14) MISC REVENUE FOR SUPPORT OF BUDGET	
FIRE SUPRESSION (RS 54:4-3.13)		SURPLUS REVENUE APPROPRIATED	113,279.00
FALLOUT SHELTER (RS 54:4-3.48)		MISC REVENUE ANTICIPATED	318,462.00
WATER/SEWAGE FAC. (RS 54:4-3.59)		RECEIPT FROM DELINQUENT TAX & LIEN	70,000.00
UEZ ABATEMENT (RS 54:4-3.139)		TOTAL MISCELLANEOUS REVENUE	501,741.00
HOME IMPROVEMENT (RS 54:4-3.72)		(15) APPORTIONMENT OF TAXES	
MULTI FAMILY (RS 54:4-3.121)		ITEM	AMOUNT RATE
CL 4 ABATEMENT (RS 54:4-3.95)		NET CNTY TX LESS ST AID	253,980.15 .560
DWELL ABATEMENT (RS 40A:21-5)		COUNTY LIBRARY TAX	22,261.26 .049
DWELL EXEMPTION (RS 40A:21-5)			
NEW DWL/CONV ABATE (RS 40A:21-5)			
NEW DWL/CONV EXEM (RS 40A:21-5)			
MUL DWELL EXEM (RS 40A:21-6)			

10- Special Taxing Dist Report

This program does not require to have re-calculated.
 It will reflect the latest entries to special taxing districts.
 Press Enter to Continue:

SPECIAL TAXING DISTRICTS						
06/09/04			Page 1			
District	Budget/Excess	Rtbl+PubU	Rate	Rounded		
20 STILLWATER TW W02	84,788	44,383,600	.0019103	192		
	85,216					

	428					

11- M4 & Tax Book Information

This screen is used to record information about the taxing district.

TAXING DISTRICT INFORMATION	
#: 1	District: ANDOVER BORO
Print Book: X	
Remarks	
Mod4 Center:	
Tax Collector Software:	Tax Bills:
Send ETD Mastfile To:	C=CSI E=Edmunds I=Infocomp U=United M=Manley
Hand Posting Sheets:	
MS Rem:	
	06/09/04
	Updated: 01/01/04

12- Clear Tax Book Print Flag

This will clear the "Print Book" flag.

Are you sure? (YES, NO): YES

13- Print Tax Book Information

TAX BOOK STATUS REPORT

14- Duplicate Entry Menu

This menu is used for a second person to enter budget and other information relating to striking tax rates. The entries are used to compare with the primary file.

```

*****
*
*
*           EQUALIZATION & ABSTRACT SYSTEM
*           DUPLICATE ENTRY MENU
*
*****

1 - Enter/Modify County Budget           7- Create Empty Files
2 - Enter/Modify District Information     8- Compare Data Entry
  s -Special Taxing Districts           9-
  w -Worksheet (Show Calculations)      10-
  a -Appeal Debit/Credits               11-
  b -Business Revenue                   12-
  j -County, Lib, Health Adj             13-
  m -Municipal Budget                   14-
  or -Last Yr Ratio                      15-
  ot -Last Year Tax Rate                 16-
  r -Curr Year Ratio                     17-
  sc -School Budgets                    18-
  su -Misc Revenue                       19-

                                           q - Exit This Menu
    
```

16- View Taxes/Assessment

This screen will calculate the tax rate by dividing the assessment and the tax dollar amount.

```

-----Screen:1 of 2
      Block: 2           Lot: 1.02           Q:           M
  Prior Block: 2       Lot: 1.B           Q:           Map: 3       Zone:
Loc:   22 TRANQUILITY RD           01 ANDOVER BORO, NJ
Owner: LEO GRANDE, PETER R & LAURA T           Billing Code: 00000
Street: 22 TRANQUILITY RD           Account Num:
Town:   ANDOVER, NJ           Zip: 07821           Mtg Acct#:
Class:  2   Deductions:S 0   V 0   W 0   R 0   D 0   Own: 0   : 0
SaleD:  00/00/00   Bk:           Pg:           Amt: 0           NU#:           Code:

Land:      39600   E1:           0   Land Dim:   .87 AC
Impr:     155400   E2:           0   Bldg Desc:  1SFR
                          E3:           0   Addl Lots:
Net:      195000   E4:           0   Partial:

Taxes(57):   5596.50 (58):           0.00 SocSec#1:           SS#2:
DwellingU:   CommUnits:           RebateFlag:           BaseYr: 03   BYTax:   5596.50
Sp Tax Code:   2:           3:           4:           Tract:           CensusB:
Total Taxes:   5596.50
Net Taxes:     0.00   Rate:           2.870
    
```

17- Download Excel Files

Use this option to copy the information on the abstract and equalization for Excel. The data will be saved in "C:\tmp".

```
-rw-rw-rw-  1 root    other      79419 Jun  8 13:36 abs.rpt
The above file will be used....
The above DATE indicates the last time the data has been
calculated. If any changes have been made since that date
you may need to re-calculate.
Press Enter to Continue:
```

18- New Year Update Menu

These options are used once a year.

```
*****
*
*              EQUALIZATION & ABSTRACT UPDATE MENU              *
*
*****

1 - Move Curr Yr Ratio to Last Yr Ratio
2 - Increment Debit/Cr Hist County Rate Years
3 - Load Rates File From Master Files
4 - Enter/Modify County Rates
5 - Update Appeal Debit/Credits

                                q - Exit This Menu

Please Type a Number and Press Enter:
```

19- Procedures Documentation

```
Run Equalization #3, then Tables of Aggregates on plain paper
Compare w/each Tax Book.  Save this for proof of the Values in each book
so you do not have to pull the books again.
```

20- Tax Rate History M4-Master

```

District# (nn): 01
Do You Wish to Review on Screen?: y
DISTRICT: 01      2000
01 COUNTY TAX                .4550
02 COUNTY LIBRARY TAX        .0380
03 COUNTY HEALTH TAX         .0230
04 REGIONAL SCHOOL TAX       1.3390
M5 LOCAL MUNICIPAL TAX       .2450
-----
TOTAL TAX RATE:  2.1000

DISTRICT: 01      2001
01 COUNTY TAX                .5130
02 COUNTY LIBRARY TAX        .0430
03 COUNTY HEALTH TAX         .0250
04 COUNTY OPEN SPACE TAX     .0210
05 REGIONAL SCHOOL TAX       1.3790
M6 LOCAL MUNICIPAL TAX       .2490
-----
TOTAL TAX RATE:  2.2300

DISTRICT: 01      2002
01 COUNTY TAX                .5360
02 COUNTY LIBRARY TAX        .0470
03 COUNTY HEALTH TAX         .0250
04 COUNTY OPEN SPACE TAX     .0230
Hit Enter
    
```

21- Tax Rate Calc Worksheet

```

-rw-rw-rw-  1 root    other    79419 Jun  8 13:36 abs.rpt
The above DATE indicates the last time the data has been
calculated. This report does NOT require you to re-calculate
to reflect the latest abstract and equalization entries.
Press Enter to Continue:
    
```

```

From District (default=0):  1
To District   (default=99): 1
Do You Wish to Review on Screen?: y
    
```

DISTRICT RATE CALCULATION WORKSHEET					
2004					
06/09/04 20:16:41		(01) ANDOVER BORO			
		COLUMN ON ABSTRACT		AMOUNT	
		Col. 4, Ratables		44,973,100.00	
		Col. 5, Communication Equipment		460,544.00	
		Col. 6, Net Valuation Taxable		45,433,644.00	
		Col. 10, Net Equalization Calculation		14,994,695.00	Ratio 75.65
		Col. 11, Net Valuation Equalized for County Purposes		60,428,339.00	
		Col. 12(I), Apportionment of County Tax		257,517.55	
		Col. 12A(II), County Tax Appeal Adjustment		-3,539.25	
		BPP County Aid		.00	
Rate	Rounded	Col. 12A(IV) Municipal Budget State Aid		.00	Multiply Excess
.55900931	.560	Col. 12A(V), County Tax Apportioned Less State Aid		253,978.30	254,428.41 450.11
(subtract adjustments from apportionment of taxes)					

pw - Change Password

```
Setting password for user: root
Last successful password change for root: NEVER
```

Choose password

You can choose whether you pick a password,
or have the system create one for you.

1. Pick a password
2. Pronounceable password will be generated for you

```
Enter choice (default is 1): 1
Please enter new password:
```

```
New password:
```

tax - Tax Assessor Menu

```
District (00-99): 01
```

This is the menu used by Assessors. All of the functions used by the County Board of Taxation are not on this menu.

```
*****
*                COUNTY TAX BOARD INFORMATION SYSTEM                *
*****
      m4  -  Mod IV
      aa  -  Mod IV Added Assessments
      sr  -  SR1-A System
      ap  -  Tax Appeals

      sum -  Mod IV Summary
      his -  Tax List History
      ahis - AA List History
      bank - Bank Code Batch Update
      m4b - Bank Code Update Screen
      m4v - Assessment Only Update Screen
      m4t - Tax Field Only Update Screen
      reap - Add/Remove Reap R01 Code
      id  -  ID Change Program (Block/Lot Change)
      inq - County-Wide Inquire
      srq - County-Wide Inquire Srla
      rpts - Reports Menu
      data - Download Data Menu
      cama - Appraisal Program Menu          q - Quit this Menu

Please Type a Command and Press Enter:
```