

**Julie Blaha**  
**State Auditor**

## STATE OF MINNESOTA



**Suite 500  
525 Park Street  
Saint Paul, MN 55103**

### **INSTRUCTIONS FOR FORM 52 - SCHOOL TAX SETTLEMENT REPORT – 2025**

This form should be used to provide detail on each tax settlement payment made to a school district. The settlement should be broken down by type of tax collection and fund. We are providing three options for the form. Depending on which option you use the settlement could be broken down further by levies. Form B has separate columns for JOBZ nonexempt and exempt levies. For prior years' property taxes, the form indicates the column where to include the amounts. Option A requires the breakdown of settlements by fund. The option B version is based on the Department of Education's Levy Limitation and Certification Report. Option C is similar to option B, except it does not have separate columns for JOBZ. This form can be used where JOBZ is not applicable (Metro counties) or for districts that do not have JOBZ properties. Whichever version is used, the information needed by the School Districts is which fund and what the source of the payment is. Depending on the taxes payable year the School District's General Fund (01) could include the following levies:

- General—RMV Voter Approved (JOBZ Exempt)
- General—RMV Other (JOBZ Exempt)
- General—NTC Voter Approved (JOBZ Exempt)
- General—NTC Other (JOBZ Exempt)
- General—Other (Include State Determined General Education from past years)

The School District's other funds with levies could include:

- Community Service (04)—Other (JOBZ Exempt)
- Debt Service (07)—Voter Approved (JOBZ Nonexempt)
- Debt Service (07)—Other (JOBZ Nonexempt)
- OPEB/Pension Debt Service—Other (JOBZ Nonexempt)
- OPEB/Pension Debt Service—Voter Approved (JOBZ Nonexempt)

Also, included is a list of the potential revenue sources that should be reported on Form 52. The list includes the statutory references for the revenue and provides a crosswalk to Form 52 and the applicable UFARS code used by the Districts. This last information is primarily of interest to the school districts themselves.

#### **Tax System Generated Reports**

As stated previously, you may use computer-generated reports from your property tax system for Form 52 as long as it presents the required information. If you are uncertain whether your reports contain the required information you can submit a copy to our attention or discuss with your local school districts to determine their information needs.

## SCHOOL TAX SETTLEMENT REPORT (2025)

TO: Independent School District No. \_\_\_\_\_

County \_\_\_\_\_

Date \_\_\_\_\_

Warrant No. \_\_\_\_\_

Sources	General Fund 01	Special Revenue Fund Community Service (04)	Debt Service (07)	OPEB/Pension Debt Service (47)	Other <sup>a</sup>	Total
	General					
1. Taxes Payable 2025						
2. Taxes Payable 2024						
3. Taxes Payable 2023						
4. Taxes Payable 2022						
5. Taxes Payable 2021						
6. Taxes Payable 2020						
7. Taxes Payable 2019						
8. Taxes Payable 2018, and prior						
9. Current Manufactured Homes						
10. Delinquent Manufactured Homes						
11. County Apportionment		XXXX	XXXX	XXXX	XXXX	
12. Personal Prop. Pen. & Int.						
13. Tax Forfeited Sales		XXXX		XXXX	XXXX	
14. Conservation Land	XXXX	XXXX	XXXX	XXXX	XXXX	
15. Revenues from tax increment finance						
16. Fiscal Disparities						
17. Other:						
Total						

<sup>a</sup> Indentify: \_\_\_\_\_

## SCHOOL TAX SETTLEMENT REPORT (2025)

**TO: Independent School District No.** \_\_\_\_\_

**Date** \_\_\_\_\_

**From: County** \_\_\_\_\_

**Warrant No.** \_\_\_\_\_

Sources	General Fund					Community Service (04) JOBZ Exempt	Special Revenue Fund		Debt Service Fund (07)		OPEB Debt Service Fund (47)	
	01 RMV Voter JOBZ Exempt	01 <sup>a</sup> RMV Other JOBZ Exempt	01 <sup>a</sup> NTC Voter JOBZ Exempt	01 <sup>a</sup> NTC Other JOBZ Exempt	01 Other General <sup>b</sup>		General Debt Debt Service Voter Apprvd. <sup>a</sup> JOBZ Nonexempt	General Debt Debt Service Other <sup>a</sup> JOBZ Nonexempt	OPEB/Pension Debt Service Voter Apprvd. JOBZ Nonexempt	OPEB/Pension Debt Service Other JOBZ Nonexempt	Total	
1. Taxes Payable 2025												
2. Taxes Payable 2024												
3. Taxes Payable 2023												
4. Taxes Payable 2022												
5. Taxes Payable 2021												
6. Taxes Payable 2020												
7. Taxes Payable 2019												
8. Taxes Payable 2018, and prior												
9. Current Manufactured Homes												
10. Delinquent Manufactured Homes												
11. County Apportionment	XXXX	XXXX	XXXX	XXXX		XXXX	XXXX	XXXX	XXXX	XXXX		
12. Personal Prop. Pen. & Int.	XXXX	XXXX	XXXX	XXXX		XXXX	XXXX	XXXX	XXXX	XXXX		
13. Tax Forfeited Sales	XXXX	XXXX	XXXX	XXXX		XXXX	XXXX	XXXX	XXXX	XXXX		
14. Conservation Land	XXXX	XXXX	XXXX	XXXX		XXXX	XXXX	XXXX	XXXX	XXXX		
15. Revenues from tax increment finance	XXXX	XXXX	XXXX	XXXX		XXXX	XXXX	XXXX	XXXX	XXXX		
16. Fiscal Disparities												
17. Other:												
Total												

*a* In prior years where separate JOBZ levies not applicable amounts are included in this column

*b* Includes amounts for \_\_\_\_\_

## SCHOOL TAX SETTLEMENT REPORT (2025)

**TO: Independent School District No.**

Date

**From: County**

**Warrant No.**