



**RESIDENT:** *Who decides what the tax rate should be?*

**TOWN HALL:** You do!

**RESIDENT:** *I do?*

**TOWN HALL:** Yes you, the residents of Pembroke, when you attend the School and Town meetings each March to vote on the budgets. Your attendance at these meetings is important as it is your chance to vote on how funds are spent.



### THE START

Town residents vote at School and Town meetings on the budget

Budgeted funds are used to run the schools and town.

Property values are maintained by the Assessing Dept. The assessment period is from April 1 through March 31 of the following year. You are assessed on what is there as of April 1.

In November the Budget Committee starts meeting for the preparation of the budget for the upcoming year to be voted on by the residents at the School and Town Meetings...*and the process starts again.*



In May the first property tax bill for the current year is mailed out. *Because the tax rate for the year won't be set until the fall, this bill is determined by using half the tax rate from the previous year multiplied by your current assessed value.*

The Tax Collector prepares the bills. Bills should be sent out by November and will be due in December. If there is any delay in sending the bills the due date will be 30 days from the mailing date.

**NOTE:** *since the tax rate is not set until November of each year the second tax payment will include the increase in taxes for the entire year.*

In September the Town submits information to the NH Dept. of Revenue Administration (NHDRA). The information submitted includes the amount of the budget voted in by the residents at the School and Town Meetings in March, and the assessed value of real property in Town including credits and exemptions

### TAX BILL

<b>County</b>	<b>.09</b>
<b>Town</b>	<b>9.99</b>
<b>State</b>	<b>.99</b>
<b>School</b>	<b>99.99</b>

The Town Administrator prepares the **Tax Warrant** for submission to the Board of Selectmen for their signatures.

*The Tax Warrant is the listing of property tax to be billed to each property in Pembroke.*

The Town Administrator talks with the State to set the tax rate so that the second tax bill can be prepared.

In November the State reviews the information and sets the tax rate for the current year.