

# Chapter Five: Activities

## Middle School



## Chapter Five: Vocabulary

**Revenue**—income or money received or collected

**Ad valorem**—in proportion to value

**Central appraisal district**—the entity responsible for appraising property in the district for each taxing unit that imposes ad valorem taxes on property

**Appropriate**—to set apart for or assign to a particular purpose or use

**Budget**—budget is a plan of action for a fiscal year

**Budget policy**—attitude toward spending used in planning a budget

**Indebtedness**—the condition of owing money to somebody

**Effective tax rate**—the rate necessary to generate the same amount of tax revenue as provided in the previous year's budget

**Appropriations**—sum of money that has been set aside from a budget for a specific purpose

**Disbursement**—pay out of money, especially from a fund

## Chapter Five: Notes and Review

1. The main sources of county revenue are \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
2. Ad valorem tax is levied on \_\_\_\_\_ and \_\_\_\_\_.
3. You pay your vehicle registration fee at the \_\_\_\_\_ office.
4. A county can collect fines and fees from \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ or \_\_\_\_\_.
5. The purpose of a county budget is to \_\_\_\_\_.
6. The budget officer's role is to \_\_\_\_\_.
7. \_\_\_\_\_ means to set apart for or assign to a particular purpose or use.
8. A county treasurer is responsible for
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
9. The county auditor is an elected /appointed official.

## Chapter Five: Notes and Review Key

1. The main sources of county revenue are **property taxes, fines, and fees**.
2. Ad valorem tax is levied on **buildings and property**.
3. You pay your vehicle registration fee at the **county tax assessor-collector's** office.
4. A county can collect fines and fees from **probation fees, court fees, traffic fees or birth certificates and marriage license fees**.
5. The purpose of a county budget is to **make a plan for the next fiscal year**.
6. The budget officer's role is to **develop an estimate of revenue for the next year based on revenue from the past year. The budget officer collects requests from officials and departments. Using the revenue estimates and departmental requests, the budget officer compiles the initial budget proposal**.
7. **Appropriate** means to set apart for or assign to a particular purpose or use.
8. A county treasurer is responsible for
  - a. **disbursement of funds in the county treasury**
  - b. **paying money from the treasury in line with the directions of the commissioners court**
  - c. **making the payment of all county checks to the payees**
9. The county auditor is an **appointed** official.

## Chapter Five: Lesson One

**Supplies:** Copy of the *Property Tax Worksheet* for each student, pencils or pens, calculators, scissors, tape or glue, newspapers, classified advertisements, real estate flyers

**Directions:** Contact the central appraisal district to find out the tax rate for your county. Also ask "What is the current agricultural exemption?" Divide the class into small groups and give a copy of the worksheet to each student. Have the students look through newspapers, classified advertisements and real estate flyers to find examples of the five different types of property on the worksheet. Students should cut the ads out and tape them to the worksheet.

Review the steps in assessing taxes and allow students to use calculators to determine the property tax on each property. They will be using the sales or asking price of the property as the valuation.

# Property Tax Worksheet

Name \_\_\_\_\_

Find advertisements for the following kinds of property. Cut out the advertisements and tape them in the appropriate spaces below. Complete the problems to determine the current taxes on these properties if the asking prices were the values of the properties.

## 1. 3-bedroom, 2-bath home in the city limits

Asking price \$ \_\_\_\_\_

Divided by 100 \$ \_\_\_\_\_

Multiplied by tax rate \_\_\_\_\_%

Equals property tax of \$ \_\_\_\_\_



## 2. Commercial building

Asking price \$ \_\_\_\_\_

Divided by 100 \_\_\_\_\_

Multiplied by tax rate \_\_\_\_\_%

Equals property tax of \$ \_\_\_\_\_



## 3. Residence outside city limits

Asking price \$ \_\_\_\_\_

Divided by 100 \_\_\_\_\_

Multiplied by tax rate \_\_\_\_\_%

Equals property tax of \$ \_\_\_\_\_



An agricultural exemption is a special valuation, or discount, based on the profit-producing potential of the land. An appraisal district will assign the agricultural exemption.

**4. Land for agricultural use**

Asking price per acre \$ \_\_\_\_\_

Multiplied by number of acres \$ \_\_\_\_\_

Divided by 100 \_\_\_\_\_

Multiplied by tax rate \_\_\_\_\_%

Subtract agricultural exemption \_\_\_\_\_

Equals property tax of \$ \_\_\_\_\_



**5. Lot in city limits**

Asking price \$ \_\_\_\_\_

Divided by 100 \_\_\_\_\_

Multiplied by tax rate \_\_\_\_\_%

Equals property tax of \$ \_\_\_\_\_



# Chapter Five: Activity Two

**Supplies:** copy of *Budget Priorities* for each student, pens or pencils

**Directions:** This lesson can be done individually or in small groups. Talk with students about what prioritizing means. Explain that a commissioners court has to decide which departments are the greatest priority to the citizens they serve when deciding how to set budgets. Have students rank the departments from the most important to the least. Ask students to be ready to defend their answers orally. See if the class could combine their answers into a cohesive paper through their discussion.

## GROUP DISCUSSION RUBRIC

<p><b>Content</b></p> <p><input type="checkbox"/> Participated in the discussion by making relevant statements.</p> <p><input type="checkbox"/> Statements exhibited an understanding of the content.</p> <p><input type="checkbox"/> Appropriately challenged the accuracy, logic or clarity of statements made by others.</p>	<p><b>5      4      3      2      1</b></p>
<p><b>Organization</b></p> <p><input type="checkbox"/> Used logical reasoning.</p> <p><input type="checkbox"/> Asked pertinent questions that led others to think about the issue being discussed.</p>	<p><b>5      4      3      2      1</b></p>
<p><b>Conduct</b></p> <p><input type="checkbox"/> Responded appropriately at all times.</p> <p><input type="checkbox"/> Invited contributions of others.</p>	<p><b>5      4      3      2      1</b></p>
<p><b>OVERALL SCORE:</b></p>	
<p><b>COMMENTS:</b></p>	

# Budget Priorities

Name \_\_\_\_\_

Group number \_\_\_\_\_

**Directions:** Rank the items listed below in order of importance to you and your group, using the number 1 for the most important item, down to number 14 for the least important. After you have determined the ranking, indicate the percentage of the county budget you would be willing to spend on each category. Do not express the amounts in actual dollars.

Priority Rank	Percent of Budget	
_____	_____	Libraries
_____	_____	Parks and Recreation
_____	_____	Administration
_____	_____	Planning and Zoning
_____	_____	Health and Welfare
_____	_____	Police and Sheriff
_____	_____	Public Works and Utilities
_____	_____	Volunteer Fire Departments
_____	_____	Employee Benefits
_____	_____	Courts and Jails
_____	_____	Tax Administration
_____	_____	Economic Development

## Chapter Five: Activity Three

**Supplies:** 9 markers, newsprint, \$200 in play money to represent county revenue, copy of *County Positions and Offices* cards, copies of *County Departmental or Precinct Duties*, copies of *County Office Expenses*, colored masking tape

### **Before activity:**

1. Using the tape, mark areas on the floor to represent county offices. Set up a county sheriff's department, county Extension service, county tax assessor-collector's department, county clerk's department, county treasurer's department and four county commissioners precincts. The commissioners court should be located in the center of the other departments and precincts.
2. Prepare a current year county budget, based on \$200 as the total amount of revenue that was available. Assign a certain number of chips to each department and precinct.
3. Cut apart the *County Positions and Offices* cards and have students draw for positions and departments. A county commissioner will serve as department head for each of the four precincts. Students should gather in the spaces marked for their departments/precincts.
4. Give each department and precinct the description of its duties and expense items and a copy of the current budget.
5. Explain that it is time for the county to set its budget for the coming year. Last year the county had \$200 in revenue, and that same amount was budgeted for departments and precincts. The job of each department and precinct is to submit to the commissioners court the amount it thinks it will need for the coming year.

### **Game:**

The department heads and commissioners are to meet with their department or precinct personnel and determine how much money will be needed to cover expenses during the coming year. They should review the list of expenditures and place a value on each operating expense. Then they will total their expenses to arrive at the amounts they will request of the total county budget. Each department must be able to defend its costs and its need for more money. They can use the newsprint to write down reasons why their department should get more or less money this year. The commissioners can take money away from a department if they feel there is a greater need in another department.

Let each group work for 15 minutes. Then the county judge will call a budget hearing and each department/precinct will be asked to present its needs to the court. It is best to put a time limit on these presentations.

The court may appoint the judge, auditor or budget officer (based on class size) to record on the newsprint the total money requested, by department, and the total available (\$200). If revenues exceed departmental requests, the commissioners court can adjust the budget by adding more to some departments/precincts and then vote to approve the budget. The commissioners court has to use all \$200. All five members of the commissioners court should participate in the vote.

If departmental requests exceed revenue, the commissioners court must decide whether to cut the amounts requested by departments/precincts or to increase revenue by raising the tax rate (and possibly anger the citizens). They may call for further information from the departments/precincts.

After final discussions and adoption of the new budget, the judge, auditor or budget officer will write up the budget for coming year.

## County Positions and Offices

County Judge	Commissioner Precinct 1	Precinct 1 Constable	Precinct 1 Justice of the Peace
Commissioner Precinct 2	Precinct 2 Constable	Precinct 2 Justice of the Peace	Commissioner Precinct 3
Precinct 3 Constable	Precinct 3 Justice of the Peace	Commissioner Precinct 4	Precinct 4 Constable
Precinct 4 Justice of the Peace	County Sheriff	Sheriff's Department	Sheriff's Department
County Clerk	County Clerk's Office	County Clerk's Office	County Tax Assessor-Collector
Tax Assessor-Collector's Office	Tax Assessor-Collector's Office	County Treasurer	Treasurer's Office
Treasurer's Office	County Extension Agent-Agriculture	County Extension Agent-Family and Consumer Sciences	County Extension Agent-4-H and Youth Development

## County Departmental or Precinct Duties

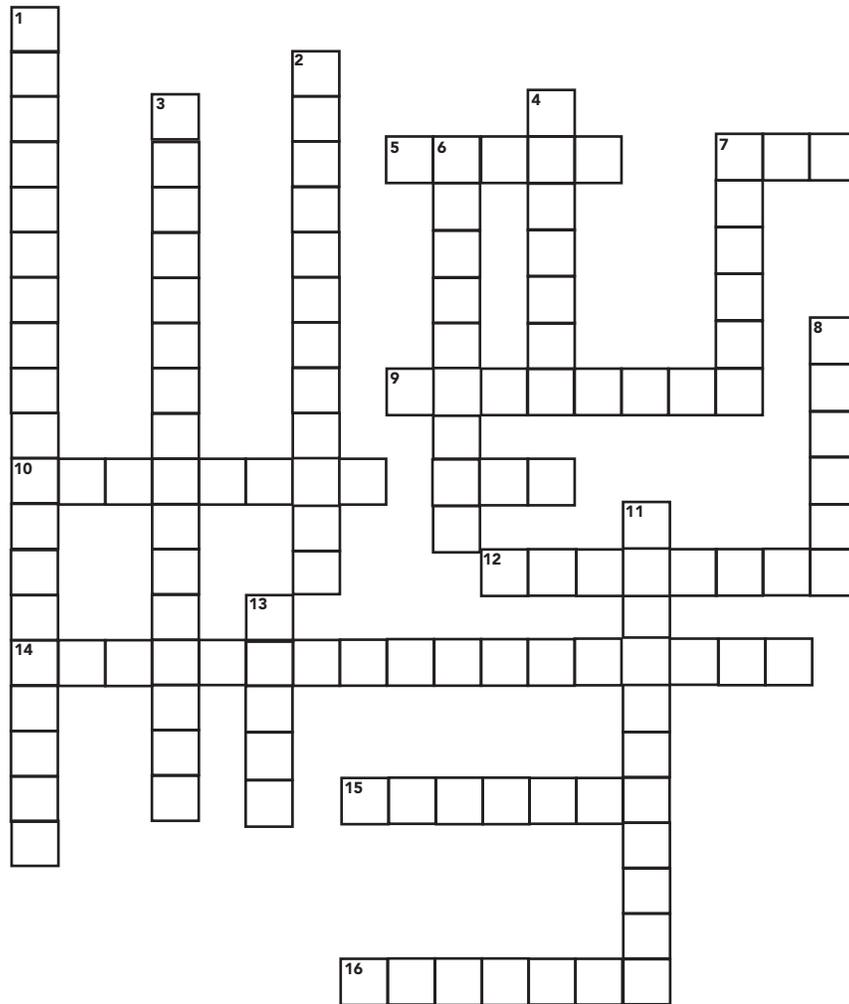
<p><b>County Sheriff</b>          Patrol county to protect public          Maintain jail          Train new deputies          Educate public on crime prevention</p>	<p><b>County Extension Service</b>          Educate public in the areas of agriculture and natural resources, family and consumer sciences, 4-H and youth, and community development          Develop leaders in the above areas          Provide life skills training</p>	<p><b>County Tax Assessor-Collector</b>          Assess and collect property taxes          Issue certificates of title and licenses for motor vehicles          Conduct voter registration and compile election poll lists          Collect fees on businesses under state mandates</p>
<p><b>County Clerk</b>          Record legal instruments such as property deeds          Serve as clerk of commissioners court and county judicial court          Issue and record birth, marriage and death certificates          Conduct elections for county, state and federal offices</p>	<p><b>County Treasurer</b>          Maintain county employee's payroll and benefits          Pay county bills          Maintain county revenue funds (includes investing funds to generate additional revenue)          Keep track of county budget as it is used</p>	<p><b>County Commissioner Precinct 1</b>          Repair existing roads and bridges in county          Build new roads and bridges in county</p>
<p><b>County Commissioner Precinct 2</b>          Repair existing roads and bridges in county          Build new roads and bridges in county</p>	<p><b>County Commissioner Precinct 3</b>          Repair existing roads and bridges in county          Build new roads and bridges in county</p>	<p><b>County Commissioner Precinct 4</b>          Repair existing roads and bridges in county          Build new roads and bridges in county</p>

## County Office Expenses

<p><b>County Sheriff</b>          Sheriff's salary          Deputies' salaries          Dispatcher          Patrol cars and radios          Car maintenance expenses          Boarding of prisoners (food, clothing, etc.)          Travel           Supplies          Computers   Postage          Phones        Uniforms          Miscellaneous</p>	<p><b>County Extension Service</b>          County agents' salaries          Travel expenses          Secretaries' salaries          Training          Supplies          Phone          Postage          Miscellaneous          Office machines and supplies</p>
<p><b>County Tax Assessor-Collector</b>          Tax assessor-collector's salary          Deputies' salaries          Supplies (vehicle registrations, titles, voter certificates, etc.)          Phones          Postage          Training          Miscellaneous</p>	<p><b>County Clerk</b>          County clerk's salary          Deputies' salaries          Supplies          Training          Postage          Phone          Miscellaneous</p>
<p><b>County Treasurer</b>          Treasurer's salary          Clerks' salaries          Supplies          Phones          Postage          Miscellaneous</p>	<p><b>County Tax Assessor-Collector</b>          Tax-Assessor's salary          Assessors' salaries (four)          Supplies          Phone          Postage          Miscellaneous</p>
<p><b>County Commissioner Precinct 1</b>          Secretary's salary          Equipment operators' wages (four per precinct)          Mechanic's wages   Equipment fuel and oil          Foreman's or Engineer's wages          Road equipment and repairs          Equipment repair parts (filters, tires, hoses, etc.)          Road material (asphalt, gravel, etc.)          Miscellaneous</p>	<p><b>County Commissioner Precinct 2</b>          Secretary's salary          Equipment operators' wages (four per precinct)          Mechanic's wages   Equipment fuel and oil          Foreman's or Engineer's wages          Road equipment and repairs          Equipment repair parts (filters, tires, hoses, etc.)          Road material (asphalt, gravel, etc.)          Miscellaneous</p>
<p><b>County Commissioner Precinct 3</b>          Secretary's salary          Equipment operators' wages (four per precinct)          Mechanic's wages   Equipment fuel and oil          Foreman's or Engineer's wages          Road equipment and repairs          Equipment repair parts (filters, tires, hoses, etc.)          Road material (asphalt, gravel, etc.)          Miscellaneous</p>	<p><b>County Commissioner Precinct 4</b>          Secretary's salary          Equipment operators' wages (four per precinct)          Mechanic's wages   Equipment fuel and oil          Foreman's or Engineer's wages          Road equipment and repairs          Equipment repair parts (filters, tires, hoses, etc.)          Road material (asphalt, gravel, etc.)          Miscellaneous</p>

# Chapter Five: Activity Four—Crossword Puzzle

Name \_\_\_\_\_



## ACROSS

- 5 Money paid by citizens to pay for the operations of the government.
- 7 Estimate of how much an object or service will cost.
- 9 Formal or legally binding agreement.
- 10 The condition of owing money to somebody.
- 12 Land or objects owned by citizens.
- 14 Responsible for appraising property in the district for each taxing unit that imposes ad valorem taxes on property within the district.
- 15 Person who inspects and verifies the correctness of financial records and statements.
- 16 Income or money received or collected.

## DOWN

- 1 Registering automobiles.
- 2 Pay out of money, especially from a fund.
- 3 The rate necessary to generate the same amount of tax revenue as provided in the previous year's budget.
- 4 Statement of funds paid for service or object.
- 6 In proportion to value.
- 7 Plan of action for a fiscal year.
- 8 Attitude toward spending used in planning a budget.
- 11 To set apart for or assign to a particular purpose or use.
- 13 Monetary punishments imposed on citizens for wrongdoing.

# Chapter Five: Activity Four Crossword Puzzle—Key

