

# Expenditure Restraint Program (ERP) Worksheet Instructions

As a municipal clerk, you are required to electronically file (e-file) Form SL-203: *Expenditure Restraint Budget Worksheet* with the Wisconsin Department of Revenue (DOR) by **May 3, 2021**. If it is not submitted timely, your municipality is **not** eligible to receive a 2022 payment.

**If you have questions:**

- Email: [lgs@wisconsin.gov](mailto:lgs@wisconsin.gov)
- Phone: (608) 266-8618
- Fax: (608) 264-6887

## General Information

**Do not file this form if your municipality's 2020 property tax levy rate did not exceed five mills. To qualify for a 2022 ERP payment, your municipal:**

- 2020 property tax levy rate must exceed five mills
- 2020 to 2021 general fund budget change must be less than the allowable percentage increase provided by DOR
  - The allowable increase equals the sum of the 1.40 percent increase in the Consumer Price Index (CPI) for the 12 months ending September 30, plus 60 percent of your net new construction percentage during 2019 (up to a maximum 2 percent)

## Section A: Budget Comparison

**Prior Budget Year (col. 2)** – this column auto-fills with your budget amounts reported to DOR on last year's ERP worksheet. If the amounts are incorrect or were amended, you must contact DOR directly.

**Current Budget Year (col. 1)** – enter your budget amounts

- **Line 1** – enter:
  - All general fund expenditures, including general fund transfers out to other funds
  - If your municipality shows no transfers out to other funds, but partially funds other governmental and/or proprietary funds by property tax levy, include the other governmental and/or proprietary fund expenditures funded by property tax levy revenue

| <i>Example 1: Municipality A reports the following budget information</i>                          |             |              |                                 |
|--|-------------|--------------|---------------------------------|
| Fund   | Revenues    | Expenditures | Property Tax Levy Contributions |
| General fund   | \$1,500,000 | \$1,500,000  | \$600,000                       |
| EMS  | \$400,000   | \$400,000    | \$80,000                        |
| Library  | \$600,000   | \$600,000    | \$150,000                       |
| Debt service fund  | \$350,000   | \$350,000    | \$100,000                       |
| <i>Municipality A will report \$1,830,000 (\$1,500,000+\$80,000+\$150,000+\$100,000) on Line 1</i> |             |              |                                 |

- **Line 2** – enter a deduction for long-term debt principal and interest payments in the general fund budget (including general fund transfers out to debt service fund). Do not report more debt on this line than what was included in the amount reported on Line 1. **Note:** "Long-term debt" means general obligation debt payable over a period that exceeds one year.
- **Line 3** – enter a deduction for recycling fee payments under sec. 289.645, Wis. Stats., in the general fund budget. The "tipping" fee is \$7 per ton for solid or hazardous waste disposal at any licensed Wisconsin landfill. **Note:** Do not deduct your recycling program costs or state recycling aid payment.
- **Line 4** – enter a deduction for municipal revenue sharing payments in the general fund budget that your municipality will make to another municipality under sec. 66.0305, Wis. Stats. **Note:** Do not deduct your state shared revenues.
- **Line 5** – enter a deduction for unreimbursed expenses related to an emergency under sec. 323.10, Wis. Stats. This amount must be included on Line 1.

- **Line 6** – enter a deduction if your municipality is providing contract services to another local government. You may subtract your budgeted general fund costs of providing the service up to the payment amount received from the other local government for providing the service. This amount cannot exceed the amount reported on Line 1.
- **Line 7** – enter a deduction for general fund expenditures of grant payments issued under sec. 16.297(1m), Wis. Stats. These grants are awarded to local governments with development in an electronics and information technology manufacturing zone.
- **Line 8** – enter a deduction for general fund expenditures for insurance premium payments made under secs. 66.0137(5)(c)1. and 1m, Wis. Stats., for hospital, surgical and other health insurance for the surviving spouse(s) and dependent(s) of law enforcement officers, emergency medical service practitioners and firefighters who died in the line of duty
- **Line 9** – net general fund operating budget expenditures. This field auto-fills based on what is entered on Lines 1-8.

## Section B: Budget Adjustments for Transfer of Services

For 2020 (in col. 2), enter the adjustments for first-year transfer of services between local governments (ex: another town, village, city, county, or school district). **Note:** If reporting amounts in this section, you must attach documentation showing how the amount was calculated.

- **Line 1** – if your municipality transferred a service to another local government starting in 2021, enter a deduction for your budgeted 2020 general fund costs of providing that service
- **Line 2** – if your municipality assumed a service from another local government, which impacted your general fund budget for the first time in 2021, enter the other government's 2020 budgeted costs of providing that service
- **Line 3** – adjusted general fund budget expenditures. For 2020, this auto-fills based on what is entered on Lines 1 and 2. For 2021, this auto-fills with the amount in Sec. A, Line 9.

## Section C: Budget Change Calculation

This section calculates your general fund budget percentage change from 2020 to 2021 based on what is entered in sections A and B.

- **Line 1** – 2021 adjusted general fund budget expenditures
- **Line 2** – 2020 adjusted general fund budget expenditures
- **Line 3** – general fund budget dollar change from 2020 to 2021
- **Line 4** – general fund budget percentage change from 2020 to 2021
  - Your general fund budget percentage change is rounded to the nearest hundredth (ex: 1.89%)
  - It must be **less than** your allowable percentage increase shown on the bottom of the ERP worksheet

| <b>Example 2:</b>  |   |                            |   |   |
|--|---|----------------------------|---|---|
|  | <b>Allowable % Increase</b><br><i>(provided by DOR)</i> | <b>Calculated % Change</b> | <b>Calculated % Change</b><br><i>(rounded to nearest hundredth)</i> | <b>Does the Municipality Qualify?</b><br><i>(Yes or No)</i> |
| Municipality A   | 2.9%  | 2.893%                     | 2.89%   | Yes   |
| Municipality B   | 2.9%  | 2.899%                     | 2.90%   | No  |
| <i>Municipality A qualifies for ERP since its calculated percentage change (rounded to nearest hundredth) is less than the allowable percentage increase. Municipality B does not qualify.</i> |   |                            |   |   |

## Section D: Attachments

**Attachments** – when e-filing Form SL-203, you must attach the following documents:

- Copy of your **adopted 2020 and 2021 general fund budget summaries**, including the **property tax contributions to each governmental and proprietary fund** that receives property tax revenue and the totals for those funds. **Note:** Your property tax levy breakdown should total the actual property tax levy imposed by your municipality for that tax year.

- Unreimbursed emergency expense documentation, if applicable (ex: FEMA and WEMA determinations, breakdown of unreimbursed expenses)
- Contracted services documentation, if applicable (ex: signed contract/agreement, breakdown of costs, calculation of amount reported)
- Insurance premium payment documentation, if applicable. **Note:** Only provide summary information; do not include personal identifiable information.
- Transfer of services documentation, if applicable (ex: signed agreement, breakdown of costs)

### **Print/Save**

**Print/Save** – after you submit the e-file form, select "Print" on the left panel to print and/or save a copy for your records with the confirmation number.