

MUNICIPAL REPORTING SYSTEM

SOE – Assessment (SOE-A) User Guide
May 2025

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Municipal Reporting System
SOE-Assessment (SOE-A) User Guide
Municipal Affairs
May 2025

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Introduction

The SOE – Assessment (SOE-A) is user friendly

- You can use Excel functionalities such as calculating numbers in a cell.
- You can provide comments on each schedule if needed.

The SOE-A has helpful features

- “Help” tips are embedded in schedules for easy reference.
- Validation checks are presented in a separate sheet for easy access.

The SOE-A includes the following schedules:

- Tax Rate Information
- Uniform Assessment Calculation Schedule
- Federal Government and Federal Government Agencies Properties Schedule
- Properties Subject to Special Tax Agreements or Legislation Schedule
- Properties Subject to *Municipal Grants General Regulations* s.8(2) - Shared Revenue Schedule
- Provincial Property Grant in Lieu - Summary Schedule (D)
- Provincial Property Grant in Lieu - General Schedule (D1)
- Provincial Property Grant in Lieu - Crown Land Schedule (D2)
- Provincial Property Grant in Lieu - Supported Institutions Schedule (D3)
- Provincial Property Grant in Lieu - Fire Protection Schedule (D4)
- Comments report for the municipality or DMA to see linked comments entered from each schedule
- Validations report for the municipality to validate and submit the form

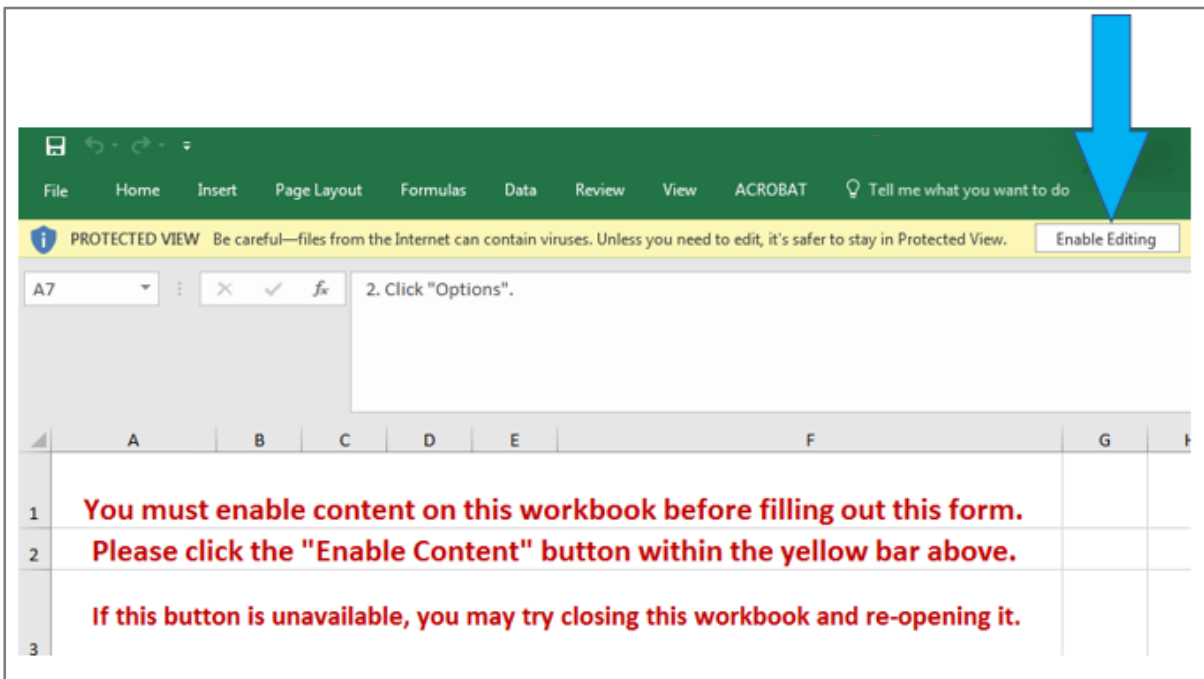
How to load SOE-A schedules



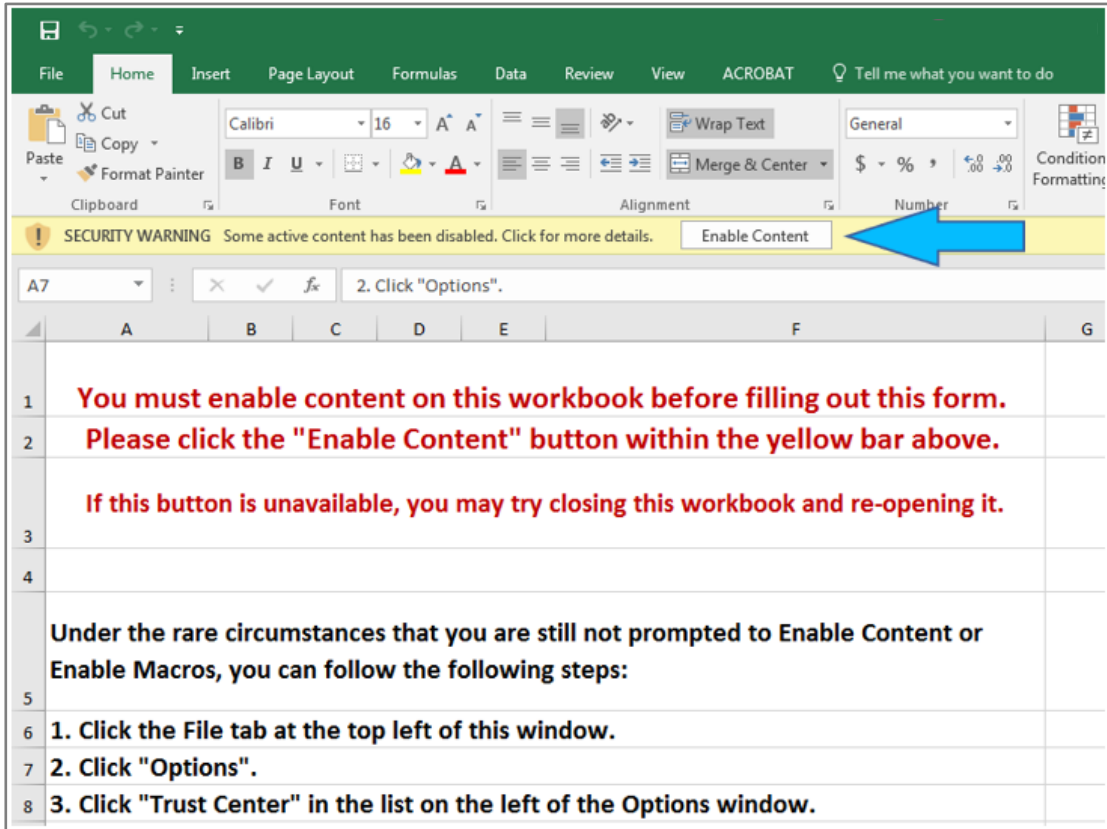
You may encounter technical difficulties loading the SOE-A if you have a new computer or have downloaded a new version of Excel recently.

Please complete Step 1 and 2 **before** logging into the Municipal Reporting System (MRS).

1. Watch the instructional video provided by the Municipal Finance team
2. On your computer, install the “Certificate” provided by the Municipal Finance team
3. Log into the [Municipal Reporting System](https://municipal-reporting.novascotia.ca/) (<https://municipal-reporting.novascotia.ca/>)
4. Download FIR and click “Enable Editing” button on top.

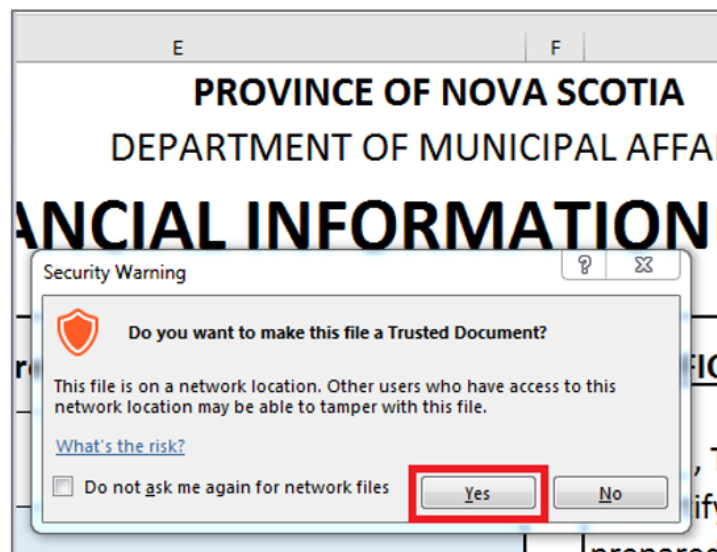


5. After enabling editing, click the “Enable Content” button on top to load SOE-A schedules.



Once you click the “Enable Content”, a loading page will come up and say “**Loading sheets, please wait...**”. It may take about 10 seconds for the form to load.

The security warning box may appear, select **YES** to continue:



Completing the SOE-A

This guide gives you information about how to fill out the SOE-A as quickly and efficiently as possible.

Note: Unless otherwise noted, all legislative references are to the Financial Reporting and Accounting Manual (FRAM).

To complete the SOE-A:

- Gather the following reports you need to complete SOE-A
 - Your municipality's current tax rates (general tax rates, area rates and flat fees)
 - Final copy of your municipality's previous years SOE for Schedules D1-D4 Received from DMA
 - Schedules D1 – D4 shall be pre-populated with the previous year's final copy from DMA, based on the previous year's assessment filed roll
 - Information to fill out the current year's Uniform Assessment schedule, such As the latest assessment roll from PVSC
- Read "Getting Started" on the next page.
- Review "Information about SOE-A individual schedules" on page 10.
- Make sure you submit on or before September 30, 2025.
- Contact the Municipal Finance team at municipalfinance@novascotia.ca if you have any questions.

Getting Started

This SOE-A includes features designed to assist you in completing the form. It is advisable to review this section before commencing the SOE-A filing process.

Why do some cells have different colours?

- White – protected cells for calculated values, carried forward values or texts
- Light Blue – available for data entry
- Dark Gray – blocked

Assessment Roll Data					
Assessed Market Value	UA1011				
Capping Adjustment	UA1021				
Taxable Assessment	UA1031				
Deduct:					
Special Tax Agreements	UA1041				
Shared Tax Revenue-Section 14(2)	UA1051				
25% of Seasonal Tourist Business Assessment	UA1061				
Charitable Properties-Section 14(1)(b)	UA1071				
Water Utility	UA1081				
Misc Adjustment (3% & Other)	UA1091				

Why do I see numbers upon opening the SOE-A for Schedules D1 – D4?

Last year's numbers are automatically pre-populated for your convenience. Numbers on Schedules D1 – D4 are last year's final grant payment numbers, so they should match your final grant payment schedules.

You will need to update the current year with the Municipality's updated market value assessments for existing accounts, area rates, flat fees, adding new eligible accounts and removing old ineligible accounts.

Information about SOE-A individual schedules

Cover Page

Fill Cover Page with your contact information and certify SOE-A by providing Treasurer Name and Budget Approval Date.

STATEMENT OF ESTIMATES ASSESSMENT SCHEDULES

Form Version: 2024.0
Form Revision: 20241107174312

Municipal Unit:	Town of Amherst
Reporting Fiscal Year:	2025-26
Submission Date	
Contact:	
Phone Number:	
Email Address:	
Title / Position:	

CERTIFICATION BY MUNICIPALITY	
I, _____, Treasurer of the Town of Amherst do certify that this Statement of Estimates - Assessment Schedules has been prepared in accordance with the Financial Reporting and Accounting Manual and is consistent with the budget of the Town of Amherst for the 2025-26 fiscal year that was approved by Council on _____.	
Treasurer	Budget Approval Date

Submit Form



About Tabs:

- Tabs are made short to reduce/eliminate scrolling side to side
- Tab name is an abbreviation for each schedule name (e.g., UA is Uniform Assessment)
- Work on any schedule you want by clicking tabs

Tax Rate Information (Tax_Rates)

- **Do you have multiple general tax rates in your municipality?**

If no, choose one general tax rate from the drop-down list and insert your municipality's residential and commercial tax rate.

If yes, choose the number of general tax rates from the drop-down list. You can choose up to 10 tax rates.

Region Number	Region Name	Residential Tax Rate	Commercial Tax Rate
1	Halifax	1.1100	3.8300
2	Dartmouth	1.1100	3.8300
3	Bedford	1.1100	3.8300
4	County Urban	1.1100	3.8300
5	County Suburban	1.0770	3.8300
6	County Rural	0.9710	2.9070

Statement of Estimates - Assessment Schedules

Tax Rate Information

Halifax Regional Municipality

2025-26

Please note only general tax rates are reported in this schedule. Additional areas rates should be reported in the relevant schedules.

Do you have multiple general tax rates in the municipality?

Yes
6

How many general tax rates does your municipality have?

Uniform Assessment Calculation Schedule

Below are the descriptions of each item used in the UA schedule:

- **Tax Rate** (per \$100 of Assessment) – the tax rates on UA are set to be linked to the Tax_Rates tab.
- **Assessed Market Value** – manual entry by municipality, revised by DMA
- **Capping Adjustment** – manual entry by municipality, revised by DMA
- **Taxable Assessment** – no need to fill in, formula has been set up
- **Special Tax Agreements** – need to complete ‘Special’ schedule
- **Shared Tax Revenue** – Section 8(2) – need to complete ‘Shared’ schedule
- **25% of Seasonal Tourist Business Assessment** – manual entry by municipality, revised by DMA
- **Charitable Properties** – Section 8(1)(b) – manual entry by municipality
- **Water Utility** – manual entry by municipality, revised by DMA
- **Misc Adjustment (3% & Other)** – locked for DMA use only
- **Fire Protection, Provincial Properties** – need to complete D4, figure will be finalized by DMA
- **Crown Timber Lands** – need to complete D2, figure will be finalized by DMA
- **Federal Government & Agencies GIL** – need to complete ‘Fed’ schedule
- **Provincial Government GIL** – need to complete D1, figure will be finalized by DMA
- **Properties of Supported Institutions** – need to complete D3, figure will be finalized by DMA
- **Farm Land GIL** – manual entry by municipality, revised by DMA
- **Conservation GIL** – manual entry by municipality, revised by DMA
- **Forest Property Tax (Less than 50,000 Acres)** – manual entry by municipality
- **Forest Property Tax (50,000 Acres or More)** – manual entry by municipality
- **Recreational Property Tax** – manual entry by municipality
- **Bell Aliant** – manual entry by municipality
- **Nova Scotia Power Inc. GIL** – manual entry by municipality, revised by DMA
- **Nova Scotia Liquor Commission** – manual entry by municipality, revised by DMA
- **Other Provincial Government Agencies GIL** – manual entry by municipality, please specify
- **Wind Farm Payment from Provincial GIL** – manual entry by municipality, revised by DMA
- **Wind Farm Taxes from Developers** – manual entry by municipality

Federal Government and Federal Government Agencies

This schedule is to report the Grant-in-Lieu that your municipality anticipates to receive from the Federal Government and agencies.

1. There are 3 buttons to insert or remove a property: Insert property above a selected property, insert a property below a selected property and to remove a selected property.
2. You need to fill out the following information for each property:
 - Owner name
 - Region Name (for municipalities with multiple tax rates, drop-down list)
 - Leg Code (drop-down list)
 - Assessed Value on the Roll
3. There is a section for 'Allowances' separated for residential and resource properties, and commercial properties.

Properties Subject to Special Tax Agreements or Legislation

This schedule should include properties whose taxes are reduced by special agreements or legislation. Examples of these properties include Heritage Gas, Halifax International Airport, and large industrial properties with special tax agreements or legislation.

1. There are 3 buttons to insert or remove a property: Insert property above a selected property, insert a property below a selected property and to remove a selected property.
2. You need to fill out the following information for each property under the special tax agreements:
 - Owner name
 - AAN
 - Region Name (for municipalities with multiple tax rates, drop-down list)
 - Leg Code (drop-down list)
 - Assessed Value on the Roll
 - Authority Grants (legislation)
 - Actual Payment

Properties Subject to *Municipal Grants General Regulations* Section 8 – Shared Tax Revenue

This schedule should include properties that have municipal tax revenue shared with another municipality, per the Municipal Grants General Regulations section 8(2). The assessment is deemed to be in that other municipality to the extent that the revenue is shared by that municipality. For example, some municipalities have shared tax revenues from their industrial parks.

1. There are 3 buttons to insert or remove a property: Insert property above a selected property, insert a property below a selected property and to remove a selected property.
2. You need to fill out the following information for each property under the shared tax revenue:
 - Owner name
 - AAN
 - Region Name (for municipalities with multiple tax rates, drop-down list)
 - Leg Code (drop-down list)
 - Assessed Value on the Roll
 - Actual Payment
 - % of Share

Provincial Property Grant in Lieu – Schedule D1 – General (D1)

This section is to report Provincial Properties that qualify for a Grant in Lieu at the Regular Tax Rate.

1. There are 3 buttons to insert or remove a property: Insert property above a selected property, insert a property below a selected property and to remove a selected property.
2. There are buttons to sort properties by: owner, AAN, and leg code.
3. Tax Rate (per \$100 of Assessment) – the tax rates are set to be linked to the Tax_Rates tab.
4. You need to fill out the following information for each property under the Provincial Property Grant in Lieu – general:
 - Location
 - Description

- Owner name
 - AAN
 - Leg Code (drop-down list)
 - Region Name (for municipalities with multiple tax rates, drop-down list)
 - Exempt Assessed Value based on the current year's Assessment Filed Roll
 - Area rate
 - Flat fee
5. There is a separate section to add campground accounts for properties that qualify for a General Grant in Lieu at the Seasonal Tourist Property rate (75% of the commercial tax rates.) Remember, they are just for leg code 22 and the commercial tax rate is multiplied by 75%.

Provincial Property Grant in Lieu – Schedule D2 – Crown Land (D2)

This section is to report Crown Land Acreage that qualifies for a Grant in Lieu at the Crown Land Tax Rate.

1. You need to fill out the following information under the Provincial Property Grant in Lieu – Crown Land:
 - Crown Land Acreage – Exempt provincial forest acreage used for forestry purposes
 - Region Name (for municipalities with multiple tax rates, drop-down list)
2. If your municipality provides fire protection services for your Crown Land, click on “Yes” and your additional fire protection grant will be automatically calculated to be included in your total Crown Land Grant at \$0.01/acre.

Provincial Property Grant in Lieu – Schedule D3 – Supported Institutions (D3)

This section is to report the Supported Institutions properties that qualify for a Grant in Lieu. Examples of these properties include residences of hospitals and post-secondary institutions.

1. There are 3 buttons to insert or remove a property: Insert property above a selected property, insert a property below a selected property and to remove a selected property.
2. There are buttons to sort properties by: owner and AAN.
3. If your municipality reports Supported Institutions, you can only report accounts for leg code 21, as the leg code column is a protected cell. If you insert any other code, you will receive an error message.
4. You need to fill out the following information for each property under the Provincial Property Grant in Lieu – supported institutions:
 - Institution Name
 - Description
 - Owner Name
 - AAN
 - Region Name (for municipalities with multiple tax rates, drop-down list)
 - Exempt Residential Assessed Value based on the current year's Assessment Filed Roll
 - Area rate
 - Flat fee

Provincial Property Grant in Lieu – Schedule D4 – Fire Protection (D4)

This section is to report the Fire Protection Grant in Lieu.

1. There are 3 buttons to insert or remove a property: Insert property above a selected property, insert a property below a selected property and to remove a selected property.
2. There are buttons to sort properties by: owner, AAN, and leg code.
3. If your municipality reports Fire Protection Properties, you only report market value assessments for “**buildings**” only.
4. You need to fill out the following information for each property under the Provincial Property Grant in Lieu – fire protection:
 - Location
 - Description
 - Owner Name
 - AAN
 - Leg code (drop-down list)
 - Region Name (for municipalities with multiple tax rates, drop-down list)
 - Exempt Assessed Value on the 2025 Assessment Roll for Buildings only

Line Comments

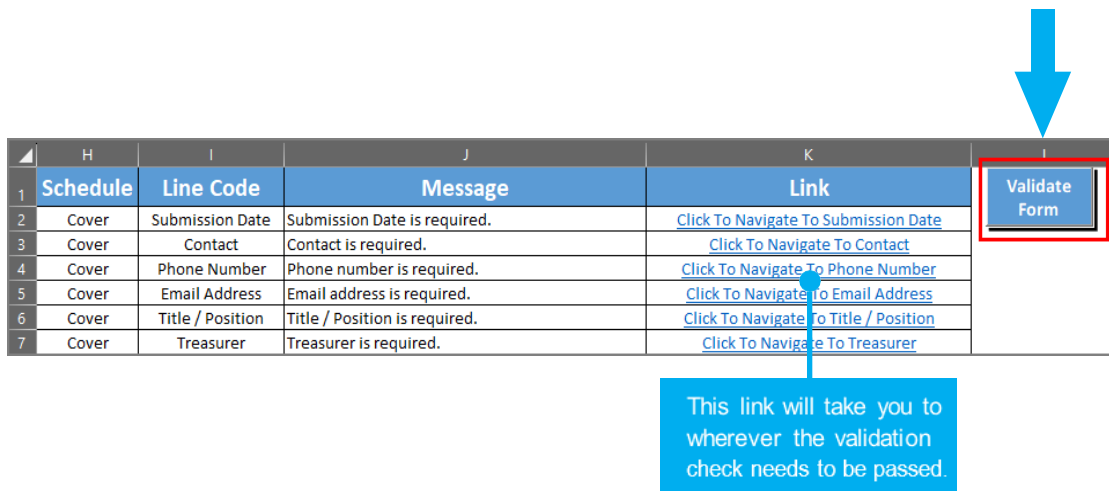
This section is for the municipality or DMA to see reported comments.

1. If you submit comments in any schedule, the following information will display in the comments tab at the end of the SOE-A:
 - Schedule name
 - Line number
 - Cell Address
 - Comment
 - Link is shown to navigate to the comment cell in the SOE-A schedule

How to submit the SOE-A

To submit your SOE-A, you need to pass all validation checks programmed in the form. Go to the Validation sheet and click the “Validate Form” button to see if you passed all the validation checks.

Note: this validation list does not get updated in real-time so you need to click the “Validate Form” button every time you want to see if you passed the validation checks.



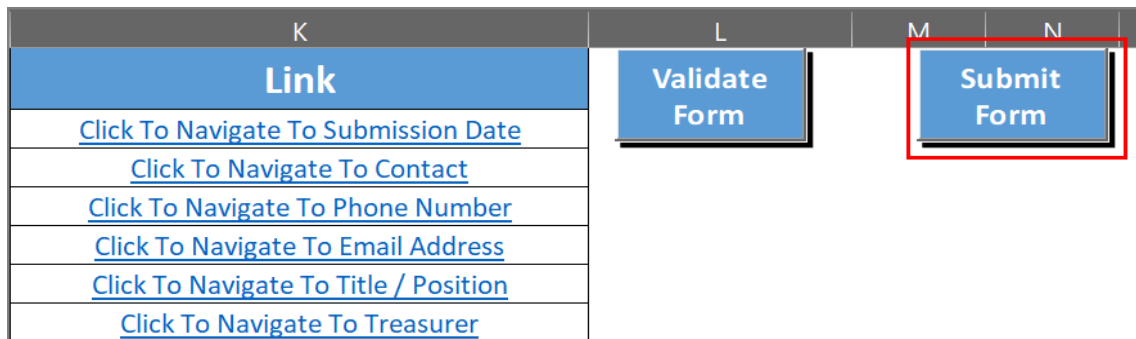
	H	I	J	K	L
1	Schedule	Line Code	Message	Link	Validate Form
2	Cover	Submission Date	Submission Date is required.	Click To Navigate To Submission Date	Validate Form
3	Cover	Contact	Contact is required.	Click To Navigate To Contact	
4	Cover	Phone Number	Phone number is required.	Click To Navigate To Phone Number	
5	Cover	Email Address	Email address is required.	Click To Navigate To Email Address	
6	Cover	Title / Position	Title / Position is required.	Click To Navigate To Title / Position	
7	Cover	Treasurer	Treasurer is required.	Click To Navigate To Treasurer	

This link will take you to wherever the validation check needs to be passed.

Once all validation messages have disappeared from your screen, you can now submit the form.

Clicking the “**Submit Form**” button, either on the cover page or on the Validation sheet, will cause an instruction page to pop up on the screen, which will guide you in submitting your SOE-A through the MRS portal (municipal-reporting.novascotia.ca).

Thank you for submitting the SOE-A!



K	L	M	N
Link	Validate Form	Submit Form	
Click To Navigate To Submission Date	Validate Form	Submit Form	
Click To Navigate To Contact			
Click To Navigate To Phone Number			
Click To Navigate To Email Address			
Click To Navigate To Title / Position			
Click To Navigate To Treasurer			