
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 232-8779

Assessment Progress Introduction

On-time property tax billing is a culmination of a year's worth of work of locally elected officials. The process can be separated into two stages: Assessment-to-Budget and Budget-to-Tax billing. Because these two stages are closely tied, delays in any of the steps in these two stages can have an affect on the timing of property tax bills.

The first step in on-time billing is timely completion of the assessment process, also known as trending, a function of the office of the county assessor. Once the county assessor has completed trending, a report called a "ratio study" is submitted to the state for review and approval. Once the ratio study is approved, the assessor submits the gross assessed values to the county auditor, who then applies deductions and exemptions to determine the final net assessed values of properties. This information is then used to determine tax rates, which translate in tax bills for property tax payers.

The following five reports contain information provided by the county to show their progress in completing the 2007-pay-2008 assessment process.

The first two separate reports are of the Real Property and Personal Property status in a particular county. They show detailed synopsis of progress made, problems or delays encountered, and goals set by the county assessor. Information provided in these reports has been taken from correspondence and conversations with county officials.

The third report is of the status for the county's seven "Data Submissions." While some datasets show a significant "Number of Days Late," there are many factors which cause delays in submission of data that are outside a county official's control. These factors include but are not limited to: prior administration's delays, computer program glitches/problems, delays in receiving required information from other locally elected officials, vendor delays and legislative changes.

The last two reports are charts showing the progress of the county as updated by the county assessor. These visual aids illustrate the timeline of the "year in the life of a county assessor" and show where the county assessor falls in their steps toward on-time tax billing. The summary version shows only the key steps required for completion before their values are submitted to the county auditor. The detailed version shows each of the specific steps and the very detailed processes involved in arriving at a county's final gross assessed values.

Because each report is very technical in nature, please feel free to visit our website at www.in.gov/dlgf/2339.htm for a glossary of terms used.

Washington County Status on 2007 Pay 2008 Assessments

(Per correspondence with County Officials)

Dataset: 2008 Assessor Real Property

Compliance Status: No data

County Official Responsible: Deputy Assessor Christina Hensley

Date Took Office: Interim

Level of Certification received by or before November 2007: Level II

Workplan Submitted: 12/17/2007

Workplan Detail Requested by DLGF: 12/20/2007

Workplan Detail Submitted:

2007 Pay 2008 Ratio Study Received:

Workbook Values:

Ratio Study Approved:

Estimated Date for Completion:

What Work for Dataset has been Accomplished?

4/4/08 update: Hope to have new construction completed by end of April/beginning of May; Vendor hopes to have 7p8 trending completed within 6 weeks; 2007 sales should be completed & submitted by 4/30/08 if not sooner (working on October 2007 currently).
3/6/08: submitted 2006 sales 2/29/08, New construction is not yet completed, about 1/2 of 2007 sales are entered, still have a few months of splits/combo left to complete, working on applying 7p8 Homesteads.
1/31/08- 2006 sales are almost completed, 100 more appeals still need corrections

Roll to Auditor?

1 month after approval of ratio study

Date for Splits and Combinations Entered? 1/31/2008; now 3/1/2008

2007 Pay 2008 New Construction Entered? updated to 5/1/2008

Date for completed 2007 Sales Disclosures entered? updated to 4/30/2008

Date for Neighborhood Analysis? 60 days after 2006 sales become Compliant

Date for Sales Analysis? 60 days after 2006 sales become Compliant

Date for Land Valuation? 60 days after 2006 sales become Compliant

Date for Improvement Valuation - Cost Approach: 60 days after 2006 sales become Compliant

Date for Improvement Valuation - Income Approach: 60 days after 2006 sales become Compliant

Date for Improvement Valuation - Sales Approach: 60 days after 2006 sales become Compliant

Current Vendor:

Vendor Contract Must Meet Statutory Deadlines? no

Pay Vendor When Deadline Met or Monthly?

Warned Vendor for Failure to Meet Deadline?

Vendor Contract for 2008 Pay 2009? in process

Thursday, May 01, 2008

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Washington County Status on 2007 Pay 2008 Assessments

(Per correspondence with County Officials)

Dataset: 2008 Assessor Real Property

Compliance Status: No data

2008 Pay 2009 Vendor:

Township Actions that Delayed County Duties:

none

How are Township Actions Being Resolved?

Other County Action/Documentation of Efforts:

Working with limited staff; appeals & extended homestead deadline delayed actions; new sales format caused old program to be obsolete, had to re-enter 2006 sales to use for trending; vendors are working hard, no problems with their work

Washington County Status on 2007 Pay 2008 Assessments

(Per correspondence with County Officials)

Dataset: *2008 Personal Property*

Compliance Status: *Pending*

County Official Responsible: Deputy Assessor Christina Hensley

Date Took Office: Interim

Level of Certification received by or before November 2007: Level II

Estimated Date for Completion:

1/11/2008

What Work for Dataset has been Accomplished?

technical problems with export, will submit by 1/11 if all issues are corrected

Roll to Auditor?

Date for 2008 Mobile Home Valuation:

Current Vendor:

Vendor Contract Must Meet Statutory Deadlines?

Pay Vendor When Deadline Met or Monthly?

Warned Vendor for Failure to Meet Deadline?

Vendor Contract for 2008 Pay 2009?

2008 Pay 2009 Vendor:

Township Actions that Delayed County Duties:

How are Township Actions Being Resolved?

Other County Action/Documentation of Efforts:

Washington County Status on 2007 Pay 2008 Assessments

(Per correspondence with County Officials)

Dataset: 2008 Assessor Real Property

Compliance Status: No data

2008 Pay 2009 Vendor:

Township Actions that Delayed County Duties:

none

How are Township Actions Being Resolved?

Other County Action/Documentation of Efforts:

Working with limited staff; appeals & extended homestead deadline delayed actions; new sales format caused old program to be obsolete, had to re-enter 2006 sales to use for trending; vendors are working hard, no problems with their work

Washington County Data Status on Assessment Year 2007 Pay 2008 Data Submissions

ABSTRACT

<i>Office - Auditor</i>	2007
<i>Date Data Due</i>	3/15 of the Pay Year
<i>Date Loaded</i>	
<i>Number of Days Late</i>	48
<i>Compliance Status</i>	

BUDGETORDER

<i>Office - Auditor</i>	2007
<i>Date Data Due</i>	2/15 of the Pay Year
<i>Date Loaded</i>	
<i>Number of Days Late</i>	77
<i>Compliance Status</i>	

PARCEL

<i>Office - Assessor</i>	2007
<i>Date Data Due</i>	10/1 of the Assessment Year
<i>Date Loaded</i>	
<i>Number of Days Late</i>	214
<i>Compliance Status</i>	No data

PERSPROP

<i>Office - Assessor</i>	2007
<i>Date Data Due</i>	10/1 of the Assessment Year
<i>Date Loaded</i>	1/12/2008
<i>Number of Days Late</i>	104
<i>Compliance Status</i>	Pending

RATIOSTUDY

<i>Office - Assessor</i>	2007
<i>Date Data Due</i>	6/1 of the Assessment Year
<i>Date Loaded</i>	
<i>Number of Days Late</i>	336
<i>Compliance Status</i>	

Note: Number of Days Late refers to the most recent submission with Compliance Status noted.

Note to County Official: If you disagree with these dates, please submit a written explanation with supporting documentation to data@dlgf.in.gov.

Washington County Data Status on Assessment Year 2007 Pay 2008 Data Submissions

SALEDISC

Office - Assessor

2007

Date Data Due

3/1 of the Pay Year

Date Loaded

Number of Days Late

62

Compliance Status

No data

TAXDATA

Office - Auditor

2007

Date Data Due

3/1 of the Pay Year

Date Loaded

Number of Days Late

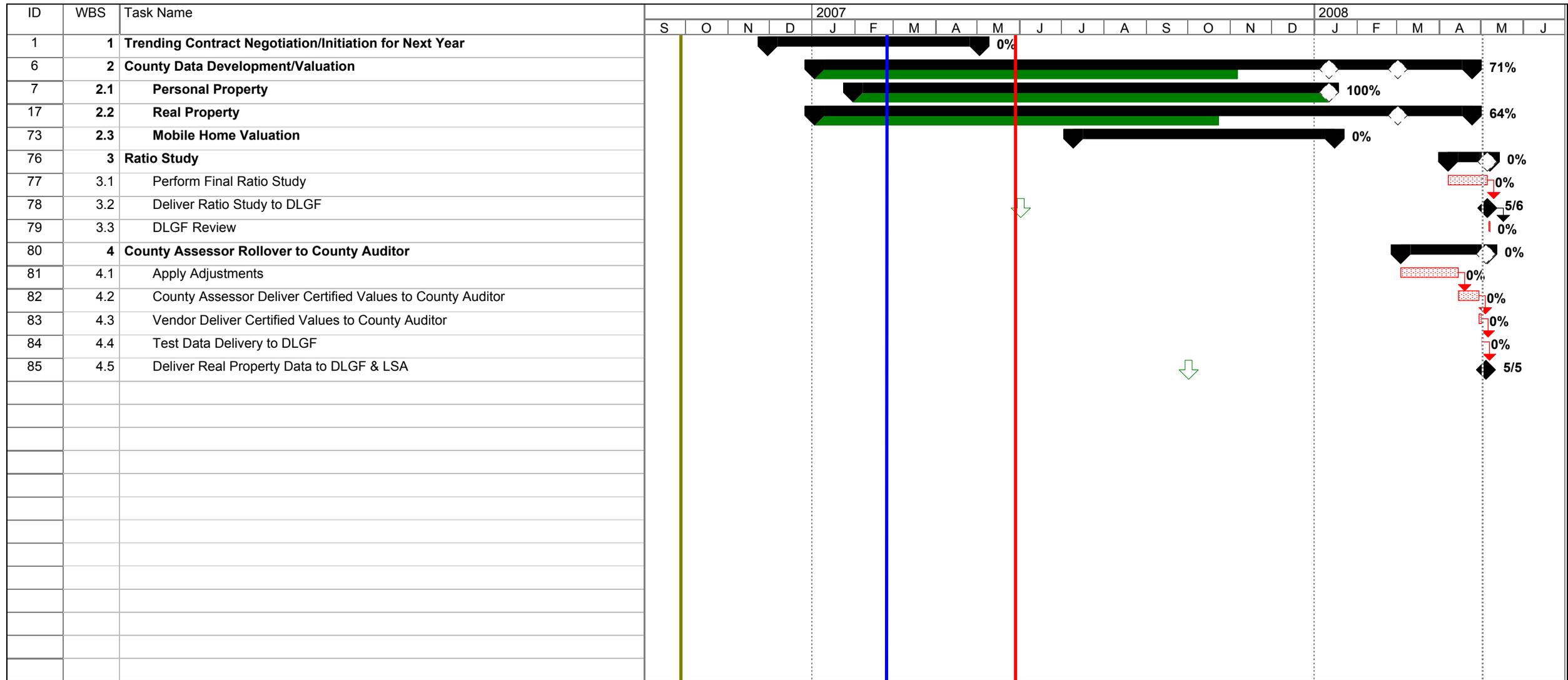
62

Compliance Status

No data

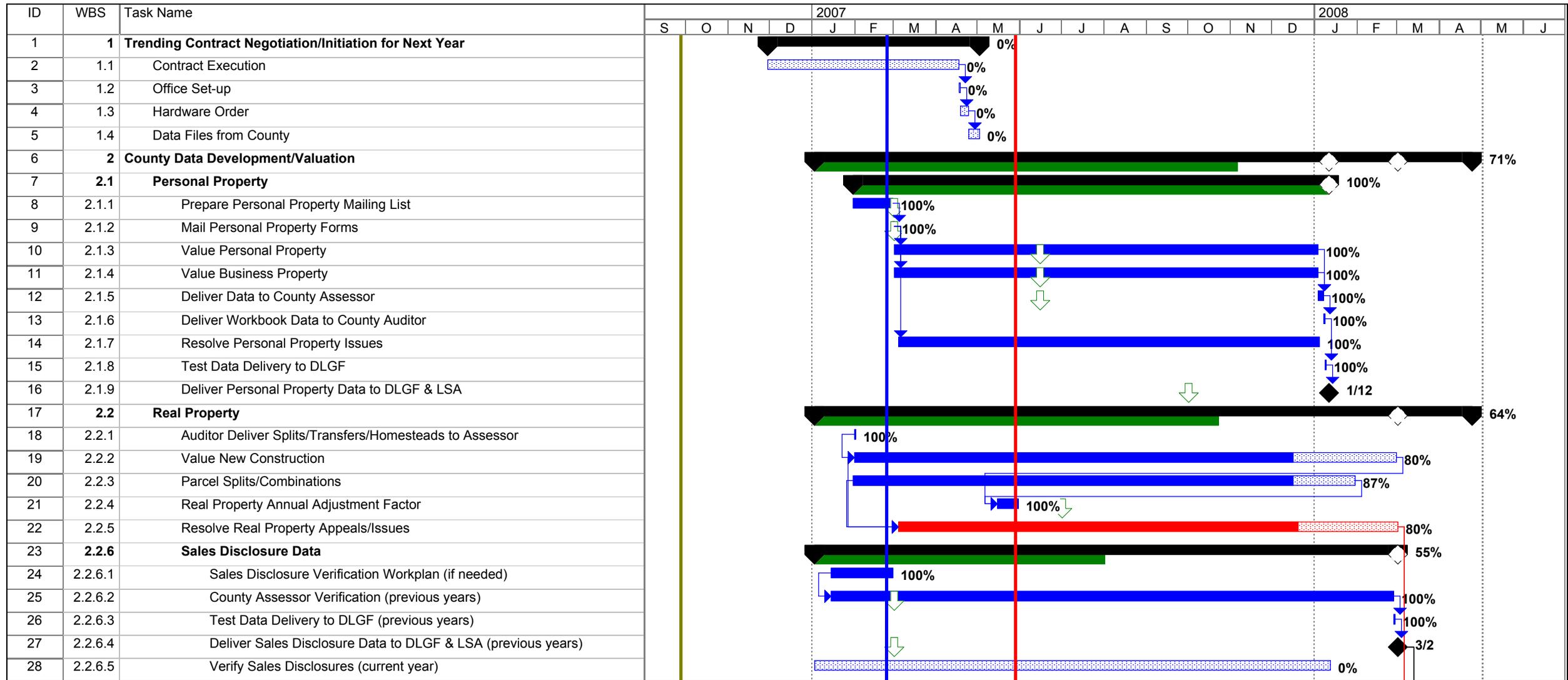
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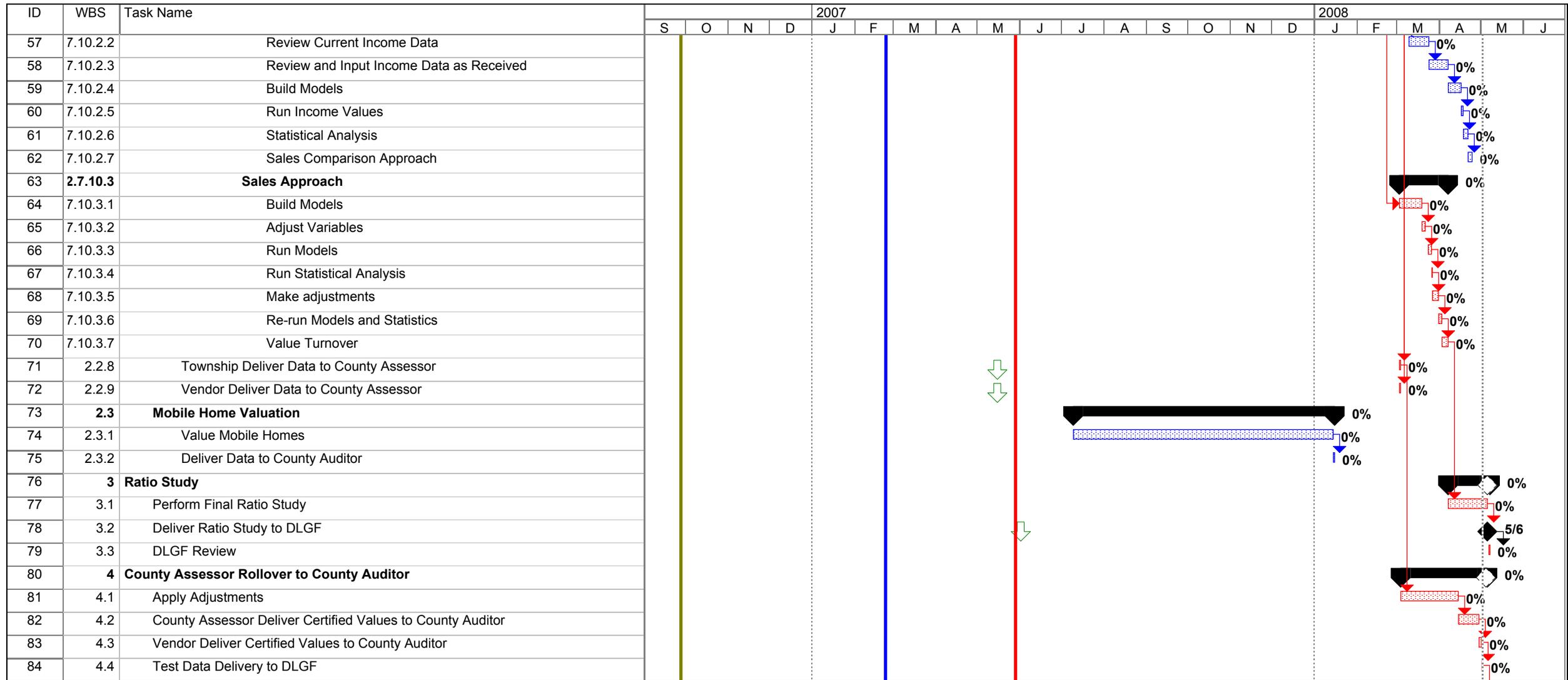
Project: Washington County Trending.
Date: Fri 5/2/08

Critical		Task Progress		Summary Progress		Deadline	
Critical Revise/Resubmit		Baseline		Summary		Real/Personal Data Due	
Critical Progress		Baseline Revise/Resubmit		Project Summary		Sales Data Due	
Task		Baseline Milestone		External Tasks		Ratio Study Due	
Revise/Resubmit		Milestone		External Milestone			



Project: Washington County Trending.
Date: Fri 5/2/08

Critical		Task Progress		Summary Progress		Deadline	
Critical Revise/Resubmit		Baseline		Summary		Real/Personal Data Due	
Critical Progress		Baseline Revise/Resubmit		Project Summary		Sales Data Due	
Task		Baseline Milestone		External Tasks		Ratio Study Due	
Revise/Resubmit		Milestone		External Milestone			



Project: Washington County Trending.
Date: Fri 5/2/08

