

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: County Assessors, County Auditors, and Vendors

FROM: Jeffrey A. Volz, Director of Data Analysis *JAV*

RE: Interfacing Assessed Values between Assessor and Auditor Systems

DATE: November 10, 2009

In order to address issues regarding the interface of assessed values (both real and personal property) from Assessors to Auditors, the Department of Local Government Finance ("Department") offers the following guidance, to be followed for 2009-pay-2010.

If a county has not begun the interface of values, the Department strongly encourages the county to first perform a test interface to resolve any identified discrepancies before performing the final interface of values. Most, if not all, vendors support this practice, and making corrections before systems have been locked down is much easier and more efficient than trying to make these changes after the final interface is performed.

If a county has attempted to perform the final interface but identified discrepancies and both the Assessor and Auditor concur that a re-interface is required, the Assessor must submit a written statement to the Department requesting a re-interface be authorized. The statement should identify whether real property values, personal property values or both are being re-interfaced and state the reasons this is the best course of action. The Department will review the request and, if it is approved, will send written direction authorizing the re-interface to the affected vendors, copying county officials.

Attached to this memorandum you will find a checklist of the steps that should take place before, during, and after the interface process. We encourage you to use this to check that all appropriate actions are taken in both the offices throughout the assessment-to-tax billing process.

It is important to note that the software standards in 50 IAC 23 mandate a lockdown of the Assessor's system after interfacing values in order to preserve the integrity of the data. However, the Department recognizes that there will be occasions when a re-interface of values is the most appropriate solution. To be flexible while preserving data integrity, we are not only offering this guidance for the current tax billing cycle, but we also are reviewing the proposed data standards of 50 IAC 26. We welcome your comments and suggestions on how these standards may be improved to best allow counties and vendors to complete their work while preserving the integrity and quality of crucial data.

Comments, suggestions and questions should be directed to Director of Data Analysis Jeff Volz at 317-232-3759 or jvolz@dlgf.in.gov.