
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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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.

Randolph County Status on 2007 Pay 2008 Assessments

(Per correspondence with County Officials)

Dataset: 2008 Assessor Real Property

Compliance Status: wr-ip

County Official Responsible: Beverly Fields

Date Took Office: 1/1/2007

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

Workplan Submitted: 12/14/2007

Workplan Detail Requested by DLGF:

Workplan Detail Submitted:

2007 Pay 2008 Ratio Study Received: 12/14/2007

Workbook Values: Received

Ratio Study Approved: 3/7/2008

Estimated Date for Completion:

What Work for Dataset has been Accomplished?

ratio study & equalization completed; workbook values will be submitted by 12/19/07

Roll to Auditor?

pending approval of trending

Date for Splits and Combinations Entered? completed 11/1/07

2007 Pay 2008 New Construction Entered? complete to date

Date for completed 2007 Sales Disclosures entered? complete to date

Date for Neighborhood Analysis? complete

Date for Sales Analysis? complete

Date for Land Valuation? complete

Date for Improvement Valuation - Cost Approach: will use for commercial industrial properties

Date for Improvement Valuation - Income Approach: not applicable due to lack of data

Date for Improvement Valuation - Sales Approach: complete

Current Vendor: Manatron

Vendor Contract Must Meet Statutory Deadlines? yes

Pay Vendor When Deadline Met or Monthly?

Warned Vendor for Failure to Meet Deadline?

Vendor Contract for 2008 Pay 2009? no, expect to in January

2008 Pay 2009 Vendor:

Randolph County Status on 2007 Pay 2008 Assessments

(Per correspondence with County Officials)

Dataset: 2008 Assessor Real Property

Compliance Status: wr-ip

Township Actions that Delayed County Duties:

2/26/08 Update: The County Council chose to decrease the salary of the 7 Twp Assrs who opted not to seek Certification - 3 of the 7 informed the County they would no longer assess Personal Property, therefore duties were transferred to the County.
12/14/07: Twps do not have the computers or programs needed in order to properly collect the data the County needs.

How are Township Actions Being Resolved?

2/26/08 Update: 4 of 11 Twp Assrs achieved Level I Certification, one also achieved Level II.
12/14/07: In 08, County had decided that they will only be using Twps for field work as needed, and Twps will be responsible for collecting PP and MH data only. Notification of these changes will be made in writing by 1/1/08

Other County Action/Documentation of Efforts:

2/26/08 Update: The County and Twp Assrs requests were denied by the County Council to allow computer access to assessment programs outside the Courthouse in order to allow the Twps to easily assist with assessment duties.
12/14/07: Annual meeting with Twps on 2/22/07, deadlines were shared & operations manuals. The County offered to pay for Twps to obtain Level I certification & go to classes.

Randolph County Status on 2007 Pay 2008 Assessments

(Per correspondence with County Officials)

Dataset: 2008 Personal Property

Compliance Status: Pending

County Official Responsible: Beverly Fields

Date Took Office: 1/1/2007

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

Estimated Date for Completion:

10/31/2007

What Work for Dataset has been Accomplished?

completed

Roll to Auditor?

completed 10/31/07

Date for 2008 Mobile Home Valuation:

3/1/2008

Current Vendor: Scope

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:

Randolph 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> | wr-ip |

PERSPROP

| | |
|----------------------------|-----------------------------|
| <i>Office - Assessor</i> | 2007 |
| <i>Date Data Due</i> | 10/1 of the Assessment Year |
| <i>Date Loaded</i> | 10/31/2007 |
| <i>Number of Days Late</i> | 31 |
| <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> | 12/14/2007 |
| <i>Number of Days Late</i> | 196 |
| <i>Compliance Status</i> | Approved |

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.

Randolph 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

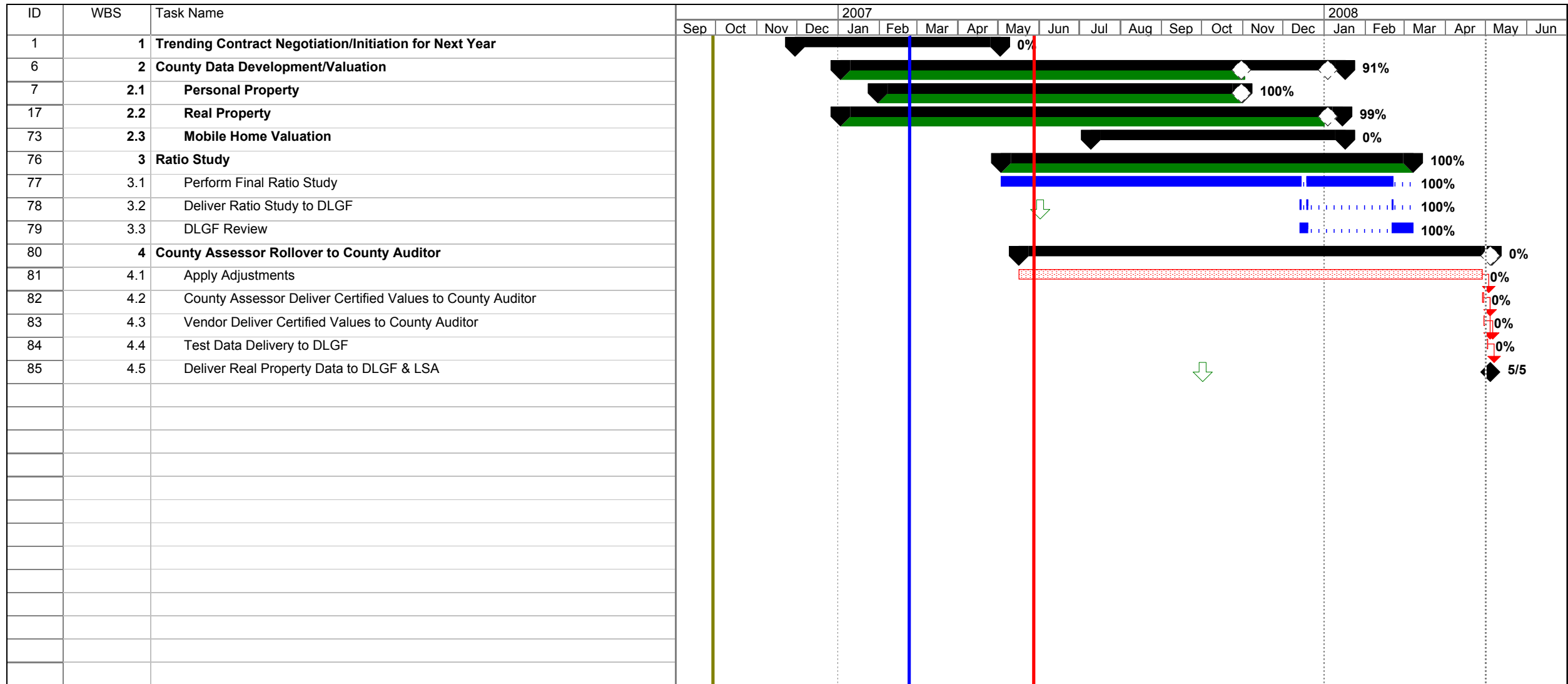
62

Compliance Status

No data

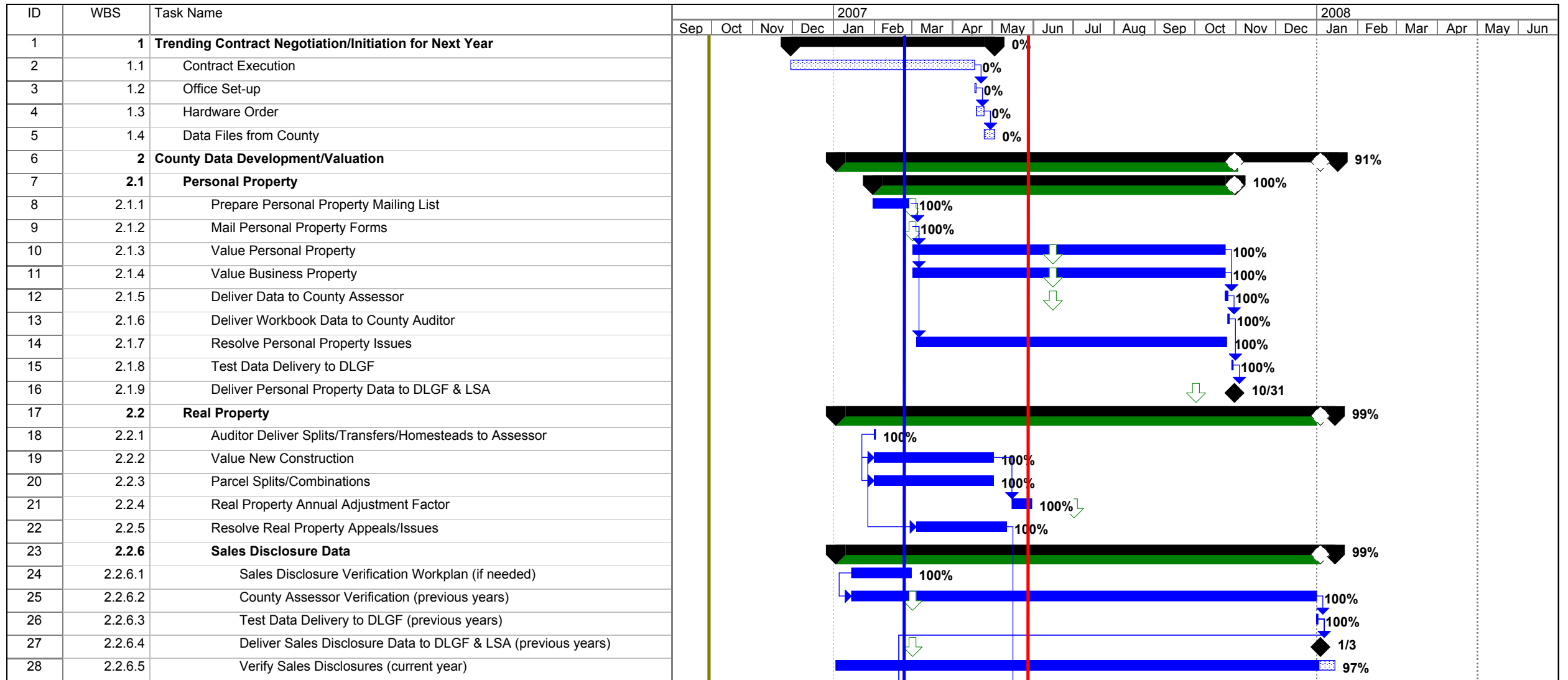
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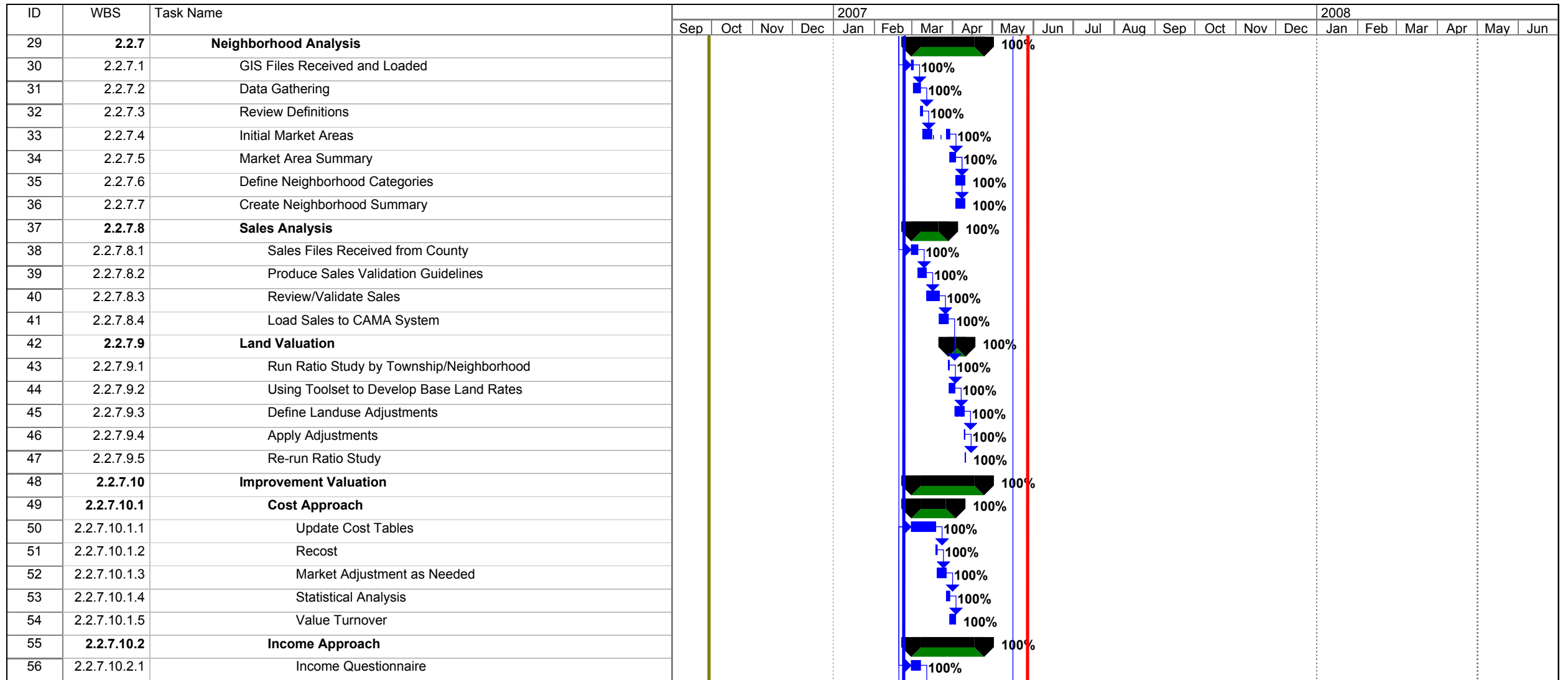
Project: Randolph County Trending.m
Date: Thu 5/1/08

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|--------------------------|--|--------------------------|--|--------------------|--|------------------------|--|
| 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 | | | |



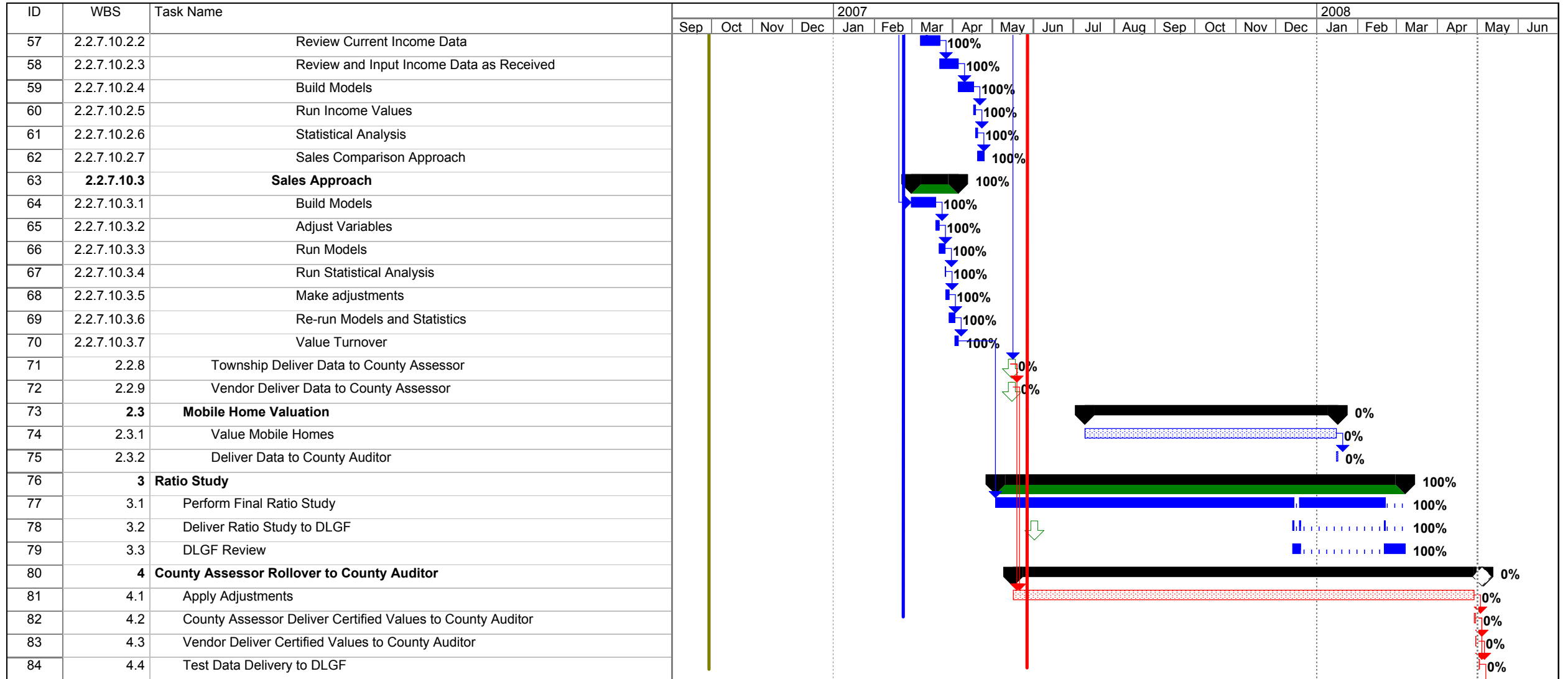
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