



Department of Local Government Finance

Role of the DLGF

SBOA/AIC Newly Elected Officials Training

12/12/24

1



DLGF Mission & Values

Mission Statement

- The mission of the Department is to ensure a fair and equitable property tax system for Indiana taxpayers

Core Values

1. Put Taxpayers First
2. Respect Local Control
3. Excellence in all that we do

2

2



Agenda

- Each DLGF Division
 - Staff Overview
 - Major Topics
 - Quick take-aways for NEOs

3

3



Assessment Division – Staff Overview

- Barry Wood – Division Director
 - 2 Statistician
 - 2 Utility Specialists
 - 8* Assessment Field Representatives
 - One for each AIC Assessment Region
 - <https://www.in.gov/dlgf/files/maps/Field-Rep-Map-Assessment.pdf>

4

4



Assessment Division – Major Topics

- Providing Continuing Education Opportunities
- Proctoring Certification Exams
- State Assessed Property
 - Personal Property
 - Utility Property
- Review and Approval of:
 - Annual Ratio Studies
 - Land Order Reviews
 - Cyclical Reassessment Plans

5

5



Assessment Division – Quick Take-Aways

- Get to know your assessor
- Understand your tax base

6

6



Budget Division – Staff Overview

- Jamie Bolser – Division Director
- Miranda Bucy – Assistant Division Director
- Ryan Burke – Assistant Division Director

- 10 Budget Field Representatives
 - Assigned by County
 - <https://www.in.gov/dlgf/files/maps/Field-Rep-Map-Budget.pdf>

7

7



Budget Division – Major Topics

- Providing support for local officials/fiscal officers
- Providing education opportunities through local presentations & webinars
- Review and Approval of:
 - Annual Estimates of Revenues, Maximum Levies, LIT, etc.
 - Budget Workshops
 - Budget Checking
 - Additional Appropriations
 - Debt Submissions

8

8



Budget Division – Quick Take-Aways

- Your DLGF Budget Field Rep is usually the person at DLGF Auditors will interact with the most.
 - Cannot give financial or legal advice.
- Understanding your deadlines is one of the most important things you can learn in the first year.
 - <https://www.in.gov/dlgf/news-and-calendar/calendar-memos/>
- Budget Workshops are incredibly valuable if you have not been through the process before.
- Common Budget Mistakes and How to Avoid Them
 - https://youtu.be/9eakP7_3rD0

9

9



Communications Division – Staff Overview

- Jenny Banks – Communications Director
 - 1 Administrative Assistant
 - 1 Support Specialist
- Support@DLGF.in.gov
- (317) 232-3777

10

10



Communications Division – Major Topics

- Providing Support for Local Officials, General Public
- Tracking Continuing Education Credits and Proctoring Certification Exams
- Communication of Deadlines, Trainings, Memos, Presentations, Reports, etc.
- Working to schedule local visits, presentations, and general outreach with associations and local partners.

11

11



Communications Division – Quick Take-Aways

- Sign up for DLGF Emails on our website
- Sign up for a new Gateway Account
 - Official Email
 - Position
 - Unit
 - County

12

12



Data Division – Staff Overview & Major Topics

- Josh Jacoboski – Division Director
 - 2 Tax Data Analysts

Main Responsibilities:

- Completing Data Compliance Reviews on
 - Sales Data, Tax Bill Data, and Assessment Data
- Status Tracking throughout the Calendar Year
- Software Certification process for:
 - CAMA Software Vendors
 - Tax and Billing Software Vendors
 - Sales Disclosure Software Vendors

13

13



Data Division – Quick Take-Aways

- Keep an eye on our status maps to make sure you understand if you're falling behind
- Take data compliance seriously – it can really sneak up on you and completely derail your year if you don't complete the necessary updates.

14

14



IS Division

- Josh Jacoboski – Division Director
 - 4 Programmers, 1 Business Systems Consultant, 1 Data Scientist, 1 IT Specialist, and 1 Quality Analyst

Main Responsibilities:

- Development of Gateway Applications
- Support of DLGF Technology Resources
- Requirements Gathering from local officials
- Review and Analysis of various data sets submitted to the Department.

15

15



Legal Division

- Emily Crisler – General Counsel
 - Two Deputy General Counsels
- Legal staff cannot give legal advice but can answer general questions about the laws governing Indiana property taxation.
- Public information requests should be directed to the legal staff.

16

16