
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.

Parke County Status on 2007 Pay 2008 Assessments

(Per correspondence with County Officials)

Dataset: 2008 Assessor Real Property

Compliance Status: Pending

County Official Responsible: Marylin R. Allen

Date Took Office: 1/1/1999

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

Workplan Submitted: 12/14/2007

Workplan Detail Requested by DLGF: 12/21/2007

Workplan Detail Submitted:

2007 Pay 2008 Ratio Study Received: 2/15/2008

Workbook Values: Received

Ratio Study Approved: 2/25/2008

Estimated Date for Completion:

updated to 2/22/2008; updated to 2/15/2008; 1/31/2008

What Work for Dataset has been Accomplished?

ratio study & workbook values to be submitted 1/15/08; Re-trending approved, 7p8 ratio study will follow on January 31, 2008; Real property will be submitted 1/31/2008

Roll to Auditor?

when trending is approved by DLGF

Date for Splits and Combinations Entered? completed

2007 Pay 2008 New Construction Entered? completed

Date for completed 2007 Sales Disclosures entered? completed

Date for Neighborhood Analysis? updated 2/22/08; updated 2/15/2008; 1/31/2008

Date for Sales Analysis? updated 2/22/08; updated 2/15/2008; 1/31/2008

Date for Land Valuation? updated 2/22/08; updated 2/15/2008; 1/31/2008

Date for Improvement Valuation - Cost Approach: updated 2/22/08; updated 2/15/2008; 1/31/2008

Date for Improvement Valuation - Income Approach: updated 2/22/08; updated 2/15/2008; 1/31/2008

Date for Improvement Valuation - Sales Approach: updated 2/22/08; updated 2/15/2008; 1/31/2008

Current Vendor:

Vendor Contract Must Meet Statutory Deadlines? yes

Pay Vendor When Deadline Met or Monthly? deadline

Warned Vendor for Failure to Meet Deadline?

Vendor Contract for 2008 Pay 2009? initiated

Parke County Status on 2007 Pay 2008 Assessments

(Per correspondence with County Officials)

Dataset: 2008 Assessor Real Property

Compliance Status: Pending

2008 Pay 2009 Vendor:

Township Actions that Delayed County Duties:

none- County completes all real estate

How are Township Actions Being Resolved?

Other County Action/Documentation of Efforts:

no written documentation of efforts

Parke County Status on 2007 Pay 2008 Assessments

(Per correspondence with County Officials)

Dataset: 2008 Personal Property

Compliance Status: Pending

County Official Responsible: Marilyn R. Allen

Date Took Office: 1/1/1999

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

Estimated Date for Completion:

10/24/2007

What Work for Dataset has been Accomplished?

completed & submitted 10/24/07

Roll to Auditor?

Date for 2008 Mobile Home Valuation:

2/18/2008

Current Vendor: Appraisal Research

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:

Parke 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>	3/28/2008
<i>Number of Days Late</i>	180
<i>Compliance Status</i>	Pending

PERSPROP

<i>Office - Assessor</i>	2007
<i>Date Data Due</i>	10/1 of the Assessment Year
<i>Date Loaded</i>	10/24/2007
<i>Number of Days Late</i>	24
<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>	2/15/2008
<i>Number of Days Late</i>	259
<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.

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

SALEDISC

Office - Assessor

2007

<i>Date Data Due</i>	3/1 of the Pay Year
<i>Date Loaded</i>	3/25/2008
<i>Number of Days Late</i>	25
<i>Compliance Status</i>	r-nr

TAXDATA

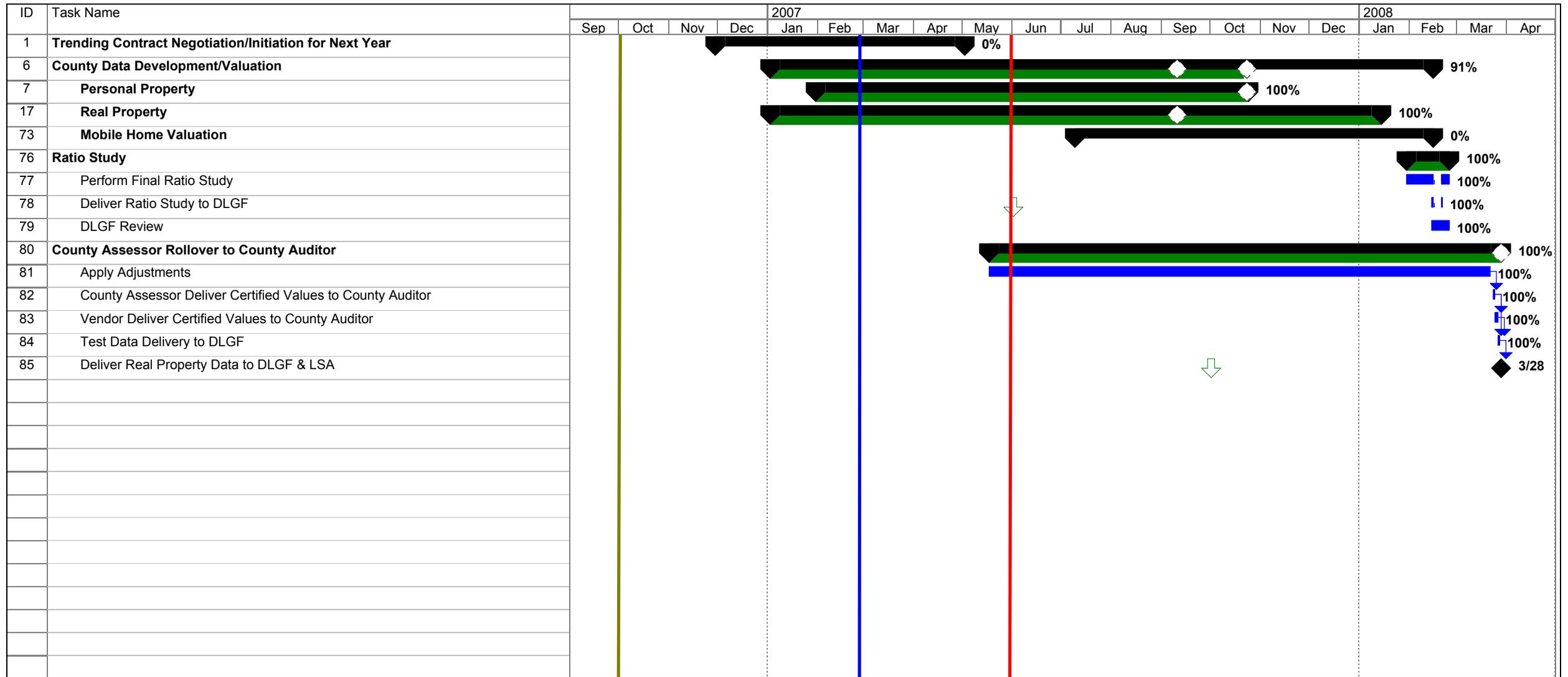
Office - Auditor

2007

<i>Date Data Due</i>	3/1 of the Pay Year
<i>Date Loaded</i>	
<i>Number of Days Late</i>	62
<i>Compliance Status</i>	No data

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

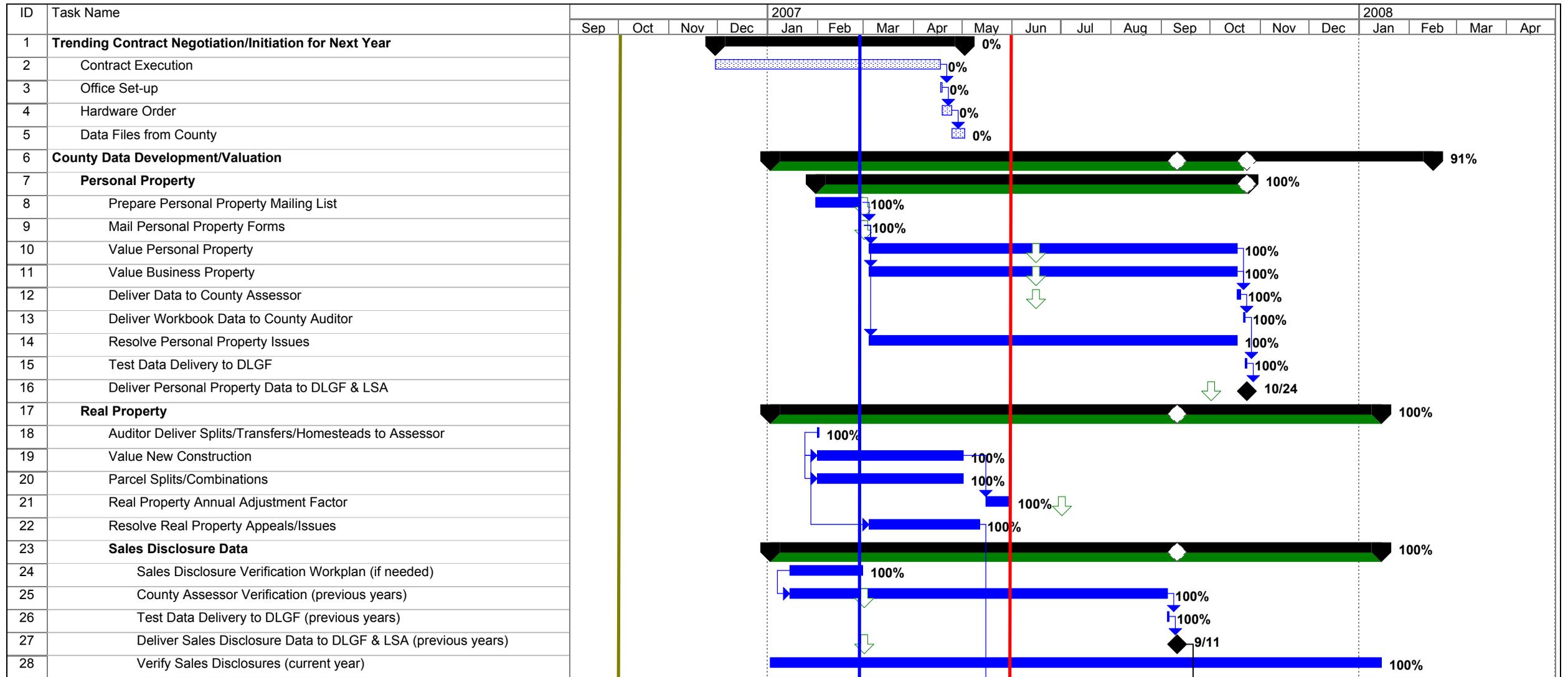
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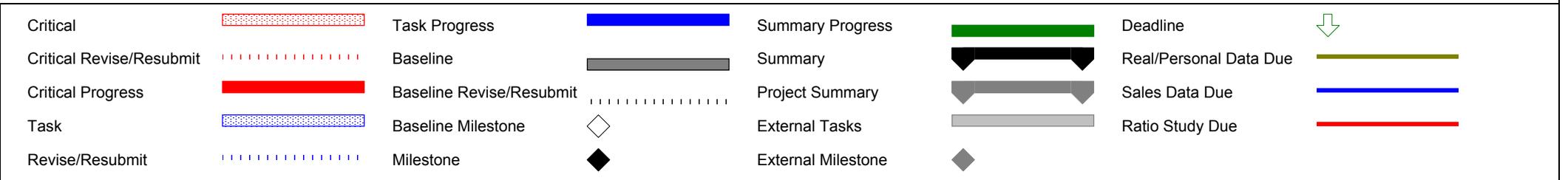
Project: Parke County Trending.mpp
Date: Thu 5/1/08

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			

Note: Revise/Resubmit denotes data exchange between County and/or State



Project: Parke County Trending.mpp
Date: Thu 5/1/08



ID	Task Name	2007												2008							
		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
29	Neighborhood Analysis																				
30	GIS Files Received and Loaded																				
31	Data Gathering																				
32	Review Definitions																				
33	Initial Market Areas																				
34	Market Area Summary																				
35	Define Neighborhood Categories																				
36	Create Neighborhood Summary																				
37	Sales Analysis																				
38	Sales Files Received from County																				
39	Produce Sales Validation Guidelines																				
40	Review/Validate Sales																				
41	Load Sales to CAMA System																				
42	Land Valuation																				
43	Run Ratio Study by Township/Neighborhood																				
44	Using Toolset to Develop Base Land Rates																				
45	Define Landuse Adjustments																				
46	Apply Adjustments																				
47	Re-run Ratio Study																				
48	Improvement Valuation																				
49	Cost Approach																				
50	Update Cost Tables																				
51	Recost																				
52	Market Adjustment as Needed																				
53	Statistical Analysis																				
54	Value Turnover																				
55	Income Approach																				
56	Income Questionnaire																				

Project: Parke County Trending.mpp Date: Thu 5/1/08	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			

