

CALENDAR OF EVENTS

January – February

- Process remaining documents recorded through December 31 of previous year.
- Enter any new and/or revised data into the computer system and edit. When completed, process the following for the assessor: name change and split labels, split assessment roll or split deeds, real and personal property work assessment rolls and an alphabetic listing of property owners. In addition, provide the assessor with a copy of the State Prescribed “Assessment Roll Instructions for Assessors.”
- Copy any new or revised property maps and distribute to the assessor.
- Run updated work rolls for the office. The office copy could be a duplicate of the work roll run for the assessor or a digital file.
- Send digital extractions of the beginning work rolls to the Department of Revenue.

March

- Prepare letter for the local clerks on the status of forms to be used at boards of review.
- Inventory forms for board of review and order any that are low in stock or outdated.
- Copy the State Prescribed “Assessment and Tax Roll Instructions for Clerks.”

April

- Work rolls should be returned by the assessors; enter changed data into computer system and edit. Remember to check Private Forest Crop, Managed Forest Land and County Forest Crop codes against state printout. Also check the manufacturing assessment roll provided by the state against the work assessment roll. Are the parcels coded correctly?
- Be sure to enter into the computer any name changes made in office work rolls before printing the final assessment roll and Notice of Assessments
- Print Real and Personal Property Final Assessment Roll along with the Summary of Assessment Report which includes Special District totals and the Notice of Assessments.
- Print the TID report and totals.
- Place assessment roll pages in covers with indexes, State Prescribed front and back forms and “Assessment and Tax Roll Instructions for Clerks.”
- Mail letter to local clerks relative to Board of Review proceedings

May/June

- Board of Review changes are received from local clerk. Enter and edit changed data and produce new Summary of Assessment Totals and TID report. Verify these totals against the assessor’s final totals to make sure all changes were received. Mail new totals to local clerk for state required reports.
- Submit the Statement of Assessment to the Department of Revenue if your county has an arrangement with the clerks/municipalities that the RPL handles this function.

- Send digital extractions of the final assessment rolls to the Department of Revenue as they are completed.

July

- Letter from Department of Revenue regarding State Prescribed assessment/taxation forms should arrive this month. Do inventory on existing supply and organize quotes to vendors for forms needed.

August

- Mail quotes to vendors on assessment/tax forms this month.

September

- Three-day Annual State Meeting of WRPLA starts the third Wednesday of this month. Tuesday is an optional hands-on education session!
- Camera-ready copies of State Prescribed front and back forms for assessment and tax rolls should be received.

October

- Aggregate ratios arrive from Department of Revenue.
- State-assessed manufacturing (SAM) roll arrives with equated values. Enter values into computer system and edit. Process new summary of assessment totals of real and personal property and mail to local clerk to verify. These totals are needed to figure the mill rates.
- Order assessor's State Prescribed assessment forms.

November

- Special assessments and special charges are received from local clerks. Enter into computer system and edit. Prepare a special assessment listing for local clerk to verify.
- Start to copy new and updated property maps for assessor. Distribute at assessor's meeting usually scheduled by Department of Revenue this month or with work roll.
- Estimated Major State Aids arrive from Department of Revenue.

December

- Mill rates received from local clerk. Enter and edit. Process an extension of values and send to local clerk to verify rates. When approved by local clerk, process the real and personal property tax rolls and tax bills.
- Send a digital file of the final tax values to the Department of Revenue.
- Run updated work rolls for the office. The office copy could be a duplicate of the work roll run for the assessor.