

# Menard County Office of Assessments

## Schedule of Major Events

January 1 – Statutory Assessment Date – this kicks off our assessment year, and we value property as of its existence and condition on this date of each year.

January – February – Board of Review – typically the Menard County Board of Review comes in to session just after the 1<sup>st</sup> of each year to review assessment appeals from the prior assessment year.

February – SCAFHE forms – we have the newly published Senior Citizen Assessment Freeze Homestead Exemption forms printed and mailed to the qualified senior taxpayers.

March – Final Abstract – when the Board of Review completes their work for the year, a final abstract of the assessments is sent to the Illinois Department of Revenue to finalize the assessment year.

Spring – Field Assessments – usually starting in April and continuing through mid-summer, we visit properties needing field checking in the spring of each year, allowing for the assessment of new construction from local building permits, removal of values for the demolition of structures, changes in property conditions, quadrennial reviews, and many other site specific requests for consideration. The annual farmland assessments are also calculated in the spring of each year, as published and certified by the University of Illinois and the Illinois Department of Revenue. Property sales pick up during the spring and so does our workload of sales information, and property splits, and changes to the GIS.

May 1 – Farmland Assessments – The next year farmland assessment PI values are released by the U of I and IDOR for the counties' Farmland Assessment Review Committee to discuss and approve.

Summer – continuing Field Assessments and entering all of the updated property information into the Computer Aided Mass Appraisal System for calculation of new assessment values. We use a highly-technical computer database program that utilizes the Illinois Department of Revenue Illinois Real Property Assessment Manual valuation tables for an accurate and equitable assessment on each property within Menard County. Based on each properties unique characteristics like property type, age, size, etc., we can ensure that each property is treated fairly and uniformly to promote assessments that are accurate and appropriate. We continue to track the deeds from the Recorder's office to transfer parcel ownership to the new owner, and update the property lines and information on the GIS system. Using the IDOR sales ratio study, we calculated the necessary adjustments needed to each township within Menard County and prepare to equalize these values if necessary.

September – Field Assessments should be concluded, and data entry should be in full force to complete our work in the fall. We now have an idea of the amount of changes and begin to determine the effects of these changes to the county and taxing district Equalized Assessed Values, which thereby determines the future year budgets for these entities.

Fall – Finish Up – we should be finishing up our annual assessment work in the early fall, usually by the end of October, to publish our assessment changes and mail out our Assessment Change Notices as required by law. Once we publish our assessment changes, the affected parcel owners have a statutory 30 days to file a formal appeal with the Menard County Board of Review. We prepare a Tentative Abstract of Assessments for the Illinois Department of Revenue, which they use to determine the extent of our assessment activity in every given year. Taxing districts are also requesting their Tentative Equalized Assessed Values for finalizing their Certified Tax Levies with the County Clerk.

December – BOR Appeals – we collect the assessment appeals on behalf of the Menard County Board of Review for their consideration when they come in to session just after the first of the year to deliberate. Get ready for January 1<sup>st</sup>, and we do it all over again each year...