




Memorandum

Date: January 30, 2012
To: Jim Dinley, Municipal Administrator 
Jay Sweeney, Finance Director 
Mayor and Assembly Members
From: Randy Hughes, Assessing Director 
Subject: Budgetary transfer from Postage to Travel & Training

The Assessing Department requests a budgetary transfer of \$1,000 from assessing Department Postage to Assessing Department Travel and Training.

This request is made for the following reason:

1. The Assessing Department is placing an emphasis on training and developing a depth of appraisal expertise in the department staff.
2. The prior budget was based on staff being able to take IAEO course 500 in state. This is a specialized course not available in most states.
3. In the Assessing Department Travel and Training, Sitka currently has a budgetary balance of \$2,378 available. The expected cost of the travel and training is \$ 3,136, which would leave a budgetary deficit of \$758.00
4. Management requests a transfer of \$1000 from Assessing Postage to Assessing Travel and Training. This will leave both accounts with an expected budget surplus of \$2,700, and \$242 respectively.

Course 500 - Assessment of Personal Property

The Assessment of Personal Property is designed to provide the students with an understanding and working knowledge of the procedures and techniques required to assess personal property. This course concentrates on the skills necessary for listing, appraising and assessing the market value of properties using the three approaches to value: the cost approach, the income approach and the sales comparison approach. The Assessment of Personal Property utilizes lectures, classroom discussion, and homework problems to emphasize the main concepts and procedures taught in the course. The ten sections of the course present a broad mixture of theory and practical application. Exercises are included so the student can test and reinforce new skills. Time is allotted for questions and answers throughout the course. Students are encouraged to participate actively.

Recommended: Property Assessment Valuation (PAV) textbook – 30 hours CE



COMMONWEALTH of VIRGINIA
Department of Taxation

January 4, 2012

MEMORANDUM

TO: Commissioners of the Revenue, Assessors, Directors of Finance,
State & Local Officials and Interested Parties

FROM: Jason Hughes
Sr. Property Appraisal Consultant
Property Tax Unit, Office of Customer Services

TOPIC: **ADVANCED ASSESSORS SCHOOL, JAMES MADISON UNIVERSITY,
HARRISONBURG, VIRGINIA
JUNE 11-15 2012**

The Department of Taxation, in association with the International Association of Assessing Officers (IAAO), will be offering the following courses at James Madison University the week of June 11-15, 2012. Registration will be held on Sunday, June 10th from 3:00 to 6:00 p.m. and Monday, June 11th from 7:00 to 8:30 a.m. Classes will begin on Monday, June 11th and conclude on Friday, June 15th with an examination for the (30) thirty-hour courses. If we have insufficient enrollment, some courses will not be offered.

Courses: 101, 102, 112, 201, 300, 311, 400, 402, 500... \$500.00

Due to policy changes, Department of Taxation will **ONLY** order the Course Student Reference Manuals (SRM) for distribution at registration and will **NOT** be ordering any textbooks. You are directed to the following course descriptions to determine the textbook needed for the selected course and place the order directly with IAAO @ 1-800-616-4226. For a complete description of courses and workshops go to: www.iaao.org.