

Instructions
ANNUAL REPORT ON ASSESSMENT AND TAXATION

State of Alaska
Department of, Commerce, Community and Economic Development
Division of Community & Regional Affairs
Office of the State Assessor
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These instructions have been assembled to aid municipal officials in preparing an accurate and consistent Annual Report on Assessment and Taxation. We realize that filling out this report can sometimes be confusing, and we do appreciate the time and effort that goes into the completion of the report. If you have any suggestions that may improve either the report or these instructions, please let us know.

It should be noted that each taxing jurisdiction in Alaska is unique, and it is impossible to develop one report that can perfectly accommodate everyone. Therefore, you may find some sections of this report that do not apply to your municipality. If this is the case, so state. Please answer each question as completely and as accurately as you can. Please keep in mind that questions left blank can cause confusion when the report is reviewed by this office.

One of the main purposes of this report is to measure the potential tax bases of local municipalities. Therefore, for the most part, the report requests only information on property that is taxable under state law. Property that is mandatorily exempt under state law, such as the first \$150,000 of value for a qualifying Senior Citizen or Disabled Veteran and all other property exempt under AS 29.45.030 and AS 29.45.060, should not be included anywhere in this report. The only values that will appear on this report are the values that were actually assessed and any optional exemption amounts that were applied.

For example if a home has an appraised value of \$300,000, a senior exemption of \$150,000 and an optional exemption of \$20,000, it would have a taxable value (assessed value) of \$130,000. For purposes of this report, only the \$20,000 optional exemption and the \$130,000 taxable value would be pertinent.

Also omit any values for state assessed oil and gas properties (AS 43.56). These properties are assessed by the State Petroleum Property Assessor and they will be noted in the Full Value Determination here at the Office of the State Assessor. If you include the value of oil and gas properties in your data, these values will be counted twice.

For 2015, we are providing an expanded form of the report in Microsoft Excel. It is strongly recommended that you save a blank copy of the Excel report for future use in case needed. The new Excel format allows you to complete your report in Excel and simply e-mail the finished product and it will afford this office greater efficiencies in processing these reports. This is why the Excel format will be mandatory; you may and send a pdf copy in addition to your Excel submission however. Please sign the certification page and send a separately scanned copy, or sign it electronically within the Excel report.

Within this Excel report are various Excel worksheets, which will be referred to as "pages." Pages will be denoted in this text within brackets [] so that it is clear what page is being referenced. For instance, this page would be denoted the [Instructions] page. The new Excel format also incorporates "comments" on most cells that may require extra detail on the type of data required. By holding your cursor over a specific cell, a comment box will appear that will provide specific instructions or further information on the data that is required. Cells containing a comment are indicated by a red triangle in the top-right corner. Please contact this office if you still have questions or need further assistance in completing this report.

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Also added to this report is a [Proof] page. This page provides seven mathematical checks on the data contained in your report. It ensures that the reported values for exemptions and values for personal property and real property are consistent throughout the report. Due to rounding and other issues, this page may not work in your specific case; however, it should prove beneficial in the majority of cases. Note that even with correct data, the [Proof] page formulas will show "ERROR" results until all of the pages are filled out completely.

If you do have any inquiries or doubts about completing the report, don't hesitate to call the State Assessor's Office at 269-4605.

Please make note of the following suggestions while completing the report:

- √ Don't use abbreviations for phrases (e.g., NA for Not Available) as this can be confused with Not Applicable and can result in a big difference in annual report values.
- √ Make sure your individual area values are consistent between the [Tax Roll-By Classification] and [Tax Roll-By Area] pages.
- √ Certify and date your report and return it to this office by July 1.
- √ Sales used in all of the sales ratio pages should be trended to January 1st of the assessment year. An overall ratio should be developed for your municipality and you may use the [Ratio-Overall] page for that purpose. Overall ratios for incorporated cities within boroughs should also be supplied if that information is available. Please report ALL SALES DATA, and report which sales, if any, were excluded or trimmed. Any supplemental statistical sales data you may have would be appreciated, including coefficient of dispersion (COD).

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CERTIFICATION - [Certification] Page:

This is the report's official certification page and it must be signed and dated by the Assessor or Contract Assessor and the Clerk or Administrative Officer responsible for filling out the form.

ASSESSING DEPARTMENT - [Assessing Department] Page:

This page summarizes the activities of the local assessment office. It is intended to provide our office with information on assessing functions statewide which will enable us to report staffing levels and to measure various assessment costs.

Budget: If your municipality does not maintain its own assessment department and contracts this function, please include the contract amount for the current year on the budget line.

Number of Appraisers: Please indicate the total number of staff in your office in terms of Full Time Equivalency (FTE); the assessor should not be included with these numbers. If you have staff members that only work part time in particular function, so state (e.g., 4.5 real property appraisers, 2.5 personal property appraisers).

Assessment Cycle: 1.) Please include the period of time over which all parcels are physically measured and inspected. If each parcel in your taxing jurisdiction is physically measured and inspected each year, answer 1 year. If you inspect systematically area by area, or, by types of property over a period of years, then answer over what time period all properties are inspected. 2.) Please include the most recent evaluation cycle completion date. For example, if you have just completed the third year of a four year cycle, then, the please indicate the date would have occurred "three years ago."

Calendar of Events: These blanks are intended to provide details that are frequently asked by the public. This data is collected in an attempt to expand the use of Alaska Taxable and these questions are somewhat common. Please call if you have any questions.

MUNICIPAL MILL RATE SHEET - [Mill Rates-Exemptions] Page:

The purpose of this sheet is to obtain a breakdown of the components of municipal mill rates. Columns are provided to track the components of the overall millage rate so please expand for all areas that are included in it.

Tax Caps and Residential Property Tax Exemption: Please also note and complete the question on property tax caps and the residential property tax exemption. If you need additional space to answer this question, use the next page titled [Mill Rates-Extra].

OPTIONAL EXEMPTIONS - [Exemptions-Optional] Page:

Please review AS 29.45.050 and check the various Optional Exemptions that have been enacted in your municipality. If your municipality has adopted any of these exemptions through local ordinance, the actual or estimated value of those exemptions should be summarized on this page. Please indicate whether the values you report for these optional exemptions are actual or estimated. The most commonly adopted optional exemptions available under AS 29.45.050 are listed for you; however, this list is not all inclusive. Other exemptions granted by your municipality should be identified by statute and valued separately in the space provided. The value of these exemptions will be added to your Full Value Determination by our office.

The [Exemptions-Optional] pages provide space for the most common types of optional exemptions allowed for real and personal property. However, additional space is provided on the second page for any other optional exemptions not covered specifically on the first page. Note that the aggregate totals of the second page will appear automatically on the first page.

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REGIONAL NATIVE HOUSING AUTHORITY CALCULATIONS (RNHA's) - [Exemptions-Optional RHNA] Page:

A new page has been added, [Exemptions-Optional RNHA], to assist municipalities in calculating the optional exemption amount for Regional Native Housing Authority (RNHA) properties that are exempted under AS 29.45.050(1). This page applies only to properties where the home is being transferred under a long-term sales contract. While reporting these values are mandatory, it is not mandatory that this worksheet be used. However this addition should make the calculation of this exemption much easier and efficient. Instructions on how to use the spreadsheet are provided on the page itself.

TAX ROLL BY PROPERTY CLASSIFICATION - [Tax Roll-By Classification] Page:

For boroughs, one of these pages should be completed for each incorporated city within the borough and another sheet should be provided for the borough in total. For cities, only one sheet that includes the entire city is required. It should include a breakdown of all optionally exempt and locally taxable property by property classification. Do not include any value on this page for property that is mandatorily exempt under state law. Again, do not include the value of Senior Citizen/Disabled Veteran homeowner exemptions. Keep in mind that values reported on these pages will be included in your municipality's Full Value Determination. Also note that a breakdown by land and improvement value is no longer required on this page.

Real Property Classification:

Value of Optionally Exempt Property: Please supply the actual or estimated value of all optional exemptions for the real property classifications listed in this section. The values that you enter here, when combined with other optionally exempt values reported for other service areas or tax zones, should equal the optional exemption totals that you have reported on the [Exemptions-Optional] page. These values will be included in your Full Value Determination..

Actual Taxable Value: This column of figures represents your actual local taxable value by area for each real property classification. Please do not include any property value in this column that is either mandatorily or optionally exempt from taxation.

Personal Property Classification:

Estimated Value if Exempt: Please supply the actual or estimated value of all exempt property for the different personal property classifications listed in this section. **If you exempt any of these personal property classifications from taxation and have no idea how much value may exist for that item in your municipality, enter "State Assessed," and the Office of the State Assessor will estimate the value of that property classification for you.** Please do not leave any spaces blank. Optionally exempt values will be included in your Full Value Determination.

Actual Taxable Value: The values you report under this heading should represent your actual local taxable value, by service area, for each personal property classification. Do not include any exempt value in this column. These values will be part of your Full Value Determination.

Note: The total value for optionally exempt and taxable personal property value, as reported for each service area, should match those totals reported on [Parcel Count & PI] of this report.

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TAX ROLL BY AREA - [Tax Roll-By Area] Page:

This page summarizes the optional exemptions and taxable values that you have segmented by area on the previous page. Please check to make sure that all your reported values add up to the final figures on this page. You need only fill out one of these pages for the entire report. This page should be a combined total that sums up to the value of your current tax roll, including any supplemental roll values. The sum of this page is checked against the totals on the [Tax Roll-Summary] page (in three places) and on the [Proof] page to ensure accuracy.

LOCALLY TAXED PROPERTY - [Tax Roll-Summary] Page:

Real Property: Total Land Value: Include only the total land value that is locally taxable. Do not include optionally exempt or mandatorily exempt property value.

Total Improvement Value: Include only the total improvement value that is locally taxable. Do not include optionally exempt or mandatorily exempt property value!

Total Real Property Value: This total should be the locally taxable value of all real property located within your municipality. This total should also equal the sum of all taxable real property for the areas reported on [Tax Roll-By Classification] page. Once again, please do not include exempt property values such as senior citizen/disabled veteran exempt values.

Personal Property: Personal property should be reported the same way as real property. This total should also equal the sum of all taxable personal property for the areas reported on the [Tax Roll-By Area] page. Do not include any exempt property value.

Locally Taxed Property from actual or estimated Supplemental Rolls: The reporting of supplemental roll value causes problems every year. This is brought about mostly because supplemental rolls are not usually certified by the time the Annual Report is due. As a result, estimates have to be made as to what type and how much property will be included in any supplemental roll. If you are sure you won't have a supplemental roll this year, enter zeros in the spaces provided for "Total Supplemental Roll Value" and the "Number of Supplemental Rolls." If you have a supplemental roll this year, and you know what the values will be, go ahead and complete this section of the report. If you are going to have a supplemental roll value this year, but will not know the value by July 1, call us to make arrangements to deal with these values. **But, please remember that our certified Full Value Determination must be mailed to municipalities by October 1 of each year.**

Total Property Value: This is a self-calculating field. However, be sure that this total matches the sum of "Taxable Real and Personal Property" on the [Tax Roll-By Area] page.

Total Property Taxes Levied/Billed: Enter the total amount of Property Taxes that were billed by your jurisdiction for the current year. Do not include payments received from past due accounts from previous years taxes or any penalties and interest received. Do not get this confused with property tax payments received. We simply want the sum value of all tax billings for the current tax roll for the entire jurisdiction. This is a single number that should be immediately available from your current budget.

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PARCEL COUNTS & POSSESSORY INTEREST ASSESSMENT - [Parcel Counts & PI] Page:

Please briefly explain your method of calculating possessory interests on leases of otherwise tax exempt property and indicate the total value of possessory interests in your municipality if it is available. The value reported on this page is not added to your Full Value Determination as it should already be included in your value as reported on the [Tax Roll-By Area] and [Tax Roll-Summary] pages.

Real and Personal Property Parcel Counts: Each year we have found it useful to compile information on the different real and personal property classifications. If you have the capacity to supply parcel counts for each classification it would be appreciated. In your real property parcel count, please include properties that are taxable, partially exempt, optionally exempt, and Senior Citizen/Disabled Veteran homes. Please exclude all other exempt property such as federal, state, religious, etc., unless there is a taxable possessory interest involved.

PERSONAL PROPERTY SUMMARY - [Personal Prop-Summary] Page:

All personal property classifications listed on this page can be taxed under current state law. Therefore, the value or estimated value of all these classifications must be determined and included in your full value figures. If a municipality exempts any or all of these classifications and you cannot reliably estimate the value of these items yourself, enter "State Assessed" in the appropriate space and we will estimate the value for you.

The personal property values reported on this page should equal the combination of all your values as reported on the [Tax Roll-By Area] and [Tax Roll-By Classification] pages. This page is an overall personal property summary and these values will be included in your Full Value Determination.

SALES RATIO REPORT - [Ratios-Summary] Page:

The sales ratio report has been expanded and improved to provide examples and a template to use if you so choose. There are three sample ratio study templates, with instructions, provided on the tabs labeled [Ratio-Overall], [Ratio-Vacant], and [Ratio-Improved] pages. You may choose to use these templates or you may develop your own as long as they are submitted within the Microsoft Excel format. Instructions are provided on the worksheets themselves to assist you if you choose to use these templates. The formulas and directions should also prove helpful should you wish to design your own ratio study template.

Remember, sales should be trended to January 1st of the assessment year. The weighted mean is the key figure we are looking for and it is helpful if you have ample market data to develop a weighted mean for both vacant and improved property. Please report **ALL SALES DATA**, not just the sales you used for setting values. Report which sales, if any, were excluded or trimmed. Any supplemental statistical sales data you may have would be appreciated, including the COD.

The weighted mean is used to equalize locally assessed values for the Full and True Value so please make sure you've prepared and analyzed your sales ratios studies carefully; this office will not be in the practice of correcting your work and this is a key critical component of the Full Value Determination. If you have any questions concerning this page, please let us know. If you have enough sales or the capacity to develop sales ratios for each municipality within your jurisdiction, the end product would be a more accurate Full Value Determination. However, if this is not possible, simply provide an overall rate for your jurisdiction.

Ronald Brown

State Assessor