

# Revenews

Please pass around to all office staff

## June 2010

### Assessor's Calendar

#### June 2010

Submit real estate transfers from November thru April  
(Admin Rule 64:05:01:06)

Submit mobile home transfers from previous month  
(Admin rule 64:05:01:06)

#### Other

Be prepared to testify at Office of Hearing  
Examiners/Circuit Court, if scheduled  
Do sales analysis to determine reappraisal projects  
Appraisal field work  
Sales Ratio Workshop  
USPAP 7 hour Workshop  
NCRAAO Conference

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#### July 2010

Submit mobile home transfers from previous month  
(Admin rule 64:05:01:06)

#### Other

Appraisal field work  
Order forms and supplies as soon as forms revisions  
are approved by Secretary of Revenue  
Prepare and submit office budget to Auditor

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### Abstracts

Abstracts were due May 17. Please turn them into  
Colleen ASAP if you have not already done so.

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### Sales Ratio Workshops

The following sales ratio workshops have been  
scheduled:

Mitchell- June 7

Davison County Fairgrounds  
9:00 am- 12:00 pm

Pierre- June 18

Basement Conference Room (Anderson Bldg)  
9:00 am- 12:00 pm

Brookings- June 23

Swiftel Center Room C  
9:00 am- 12:00 pm

Rapid City- June 30

SDSU West River Ag Center  
9:00 am- 12:00 pm

Remember these workshops will count towards  
recertification. The workshops are planned for  
approximately 3-4 hours or as long as needed. Lunch  
will be on your own after we have covered all  
material. **Bring a copy of the current ratio  
guidelines, a hand held calculator and writing  
utensils.**

Any questions contact: Bonnie F, Colleen, Karla or  
Russ.

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## Appraisal Work and Projects

Now is the time to be asking assistance from your field person in solving any problems in your assessments. Final ratio audit is NOT the time to be deciding what you need to do. If you are having problems or need some to listen to your ideas, contact, Bonnie, Karla or Todd.

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## USPAP 7 & 15 hour Workshop

PAASD is hosting the 15 hour USPAP for SDAAO and anyone else on June 9-10 in Chamberlain. They also are offering the 7 hour course on June 11th for PAASD members and non-members. If you have questions please contact Brenda in Moody County.

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## 2010 NCRAAO Conference

The 2010 NCRAAO Conference will be held June 20-23 in Bloomington, MN at the Ramada Mall of America. For more information please go to the SDAAO webpage.

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## Workshops

Workshops are valuable, but not all workshops count for recertification. If you are going to attend a workshop (other than Department of Revenue and Regulation workshop) you may want to check to ensure it qualifies for a workshop credit. Workshops need to be approved by the Secretary of Revenue prior to attendance in order for them to count towards certification. Any questions please contact Bonnie F.

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## Compliance Audits 2010

Bonnie, Karla and Todd will be doing Compliance Audits in conjunction with Sales Ratio Audits during the months of July, August and September. A copy of the Compliance Audits was passed out at

conference. If you have any questions, please contact your field person.

## Property Tax Staff Phone Numbers

Michael T. Kenyon	773-3311
Todd Bailey	773-5851
Bonnie Maize	773-3139
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## Enjoy your summer!



