

Camden County Assessor's Association

You are cordially invited to attend a full day seminar to be held on **Wednesday March 27, 2019** at the **Villari's Lakeside Restaurant**, 2375 Sicklerville Rd, Sicklerville, NJ 08081

The program will provide five (5) hours of assessment related instruction. This seminar is designed for assessors and anyone involved in assessment issues. (Three (3) Adm CEU's & two (2) APP CEU's)

Wednesday March 27, 2019

8:30 am to 9:00 am

Sign-In and Continental Breakfast

9:00 am to 9:30 am

CNC-1 & 2 Calculations

(.50 ADM CEU's-approved)

The instructor will provide background and explanation of the CNC process

- Step-by-step instructions on how to complete the CNC form
- The Impact of an incorrect CNC calculation will be discussed

Speakers: Diane Hesley, CTA

9:30 am to 10:00 am

Debits and Credits

(.50 ADM CEU's-approved)

The instructor will provide the legal reference and explanation of the debit and credit process

- Step-by-step instruction on how to complete the ADC-1 form
- Review of Municipal Resolutions
- What is considered a credit and what is not considered a credit

Speaker: Diane Hesley, CTA

Abatement – short-term

(.50 ADM CEU's-approved)

10:00 am to 10:30 am

The instructor will discuss the 2007 change to the abatement procedure enacted in 2008

- When do you use the added procedure for new construction

Speaker: Diane Hesley, CTA

10:30 am to 11:00 am

Added / Omitted

(.50 ADM CEU's-approved)

The instructor will review the Added / Omitted procedures

- When and why do you use them
- What should not be on an added list

Speaker: Diane Hesley, CTA

11:00 am to 11:30 am	<p><u>Assessment Changes</u> <u>(.50 ADM CEU's-approved)</u></p> <p>The instructor will discuss the jurisdiction the Assessor has in making changes to the assessment list</p> <ul style="list-style-type: none"> • What constitutes a correction • What is and what is not an authorized assessment change • What constitutes spot assessments • When should I consider a compliance plan or reassessment • Can I just change assessments without the taxpayer going through the appeal process <p>Speakers: Diane Hesley, CTA</p>
11:30 am to 12:00 pm	<p><u>Tax List Reconciliation</u> <u>(.50 ADM CEU's-approved)</u></p> <p>The instructor will discuss the reconciliation and filing of the annual tax assessment list.</p> <ul style="list-style-type: none"> • How do I reconcile my tax list • What are the elements to consider when completing this process • What is a good reporting method <p>Speakers: Diane Hesley, CTA</p>
12:00 pm to 1:00 pm	<p><u>LUNCH</u></p>
1:00 pm to 3:00 pm	<p><u>Power Pad / Power Comp Demonstration</u> <u>(2 APP CEU's-approved)</u></p> <p>The instructors will give a step-by-step instruction on the use of the Power Comp program including:</p> <ul style="list-style-type: none"> • How to configure the program for your municipality • How to apply uniform adjustments to comp grids • How to generate reports to be used in the appeal process <p><i>*** If you have the program on your laptop or surface pro, bring it with you to follow along***</i></p> <p>Speakers: Thomas Davis, CTA, SCGRE, ASA Brian Schneider, CTA, SLREA Randy Riesenber, CTO</p>

REGISTRATION

Please complete the following information and return with a check or voucher in the full amount, payable to AMACC. Questions? Email Karen Davis kdavis@delrantownship.org or Terry Stagliano, tstagliano@winslowtownship.com

Seminar Date: March 27, 2019
Seminar Cost: \$55 (AMANJ – Members)
\$75 (Non-members)

Please send check / voucher to:

AMACC (Association of Municipal Assessors of Camden County)
Attn: Karen Davis, CTA
Delran Township Assessor's Office
900 Chester Ave
Delran, NJ 08075

Name: _____
Company: _____
Address: _____
Phone: _____
Email: _____
AMANJ Member Yes / No Amount Enclosed: \$ _____

****REGISTRATION DEADLINE** - Wednesday March 20, 2019.** Registration must be accompanied by payment in full (check / voucher) to reserve a space.

ACT NOW . . . Registration is limited make your reservation **NOW**.

WITHDRAWAL . . . Participants, may cancel a reservation up to the last day of registration, **Wednesday March 20, 2019.** Any cancellations after are non-refundable.

FOOD AND REFRESHMENTS . . .The program includes continental breakfast and lunch.

CEU INFORMATION . . . Application for continuing education credits has been made to the NJ Division of Taxation for 3.0 Administrative CEU's and 2.0 Appraisal CEU's.