

Assessment Bulletin

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ASSET News

You can locate assessment guidelines and manuals on the Assessment Services page of the Alberta Municipal Affairs' Web site at:

www.municipalaffairs.gov.ab.ca/as

This site also contains contact information for the ASSET team members.

This issue of *ASSET News* focuses on the procedure for declaring your municipality's annual return. It also provides some further information on the annual audit stage 1 process that was described in the last issue (No. 04-07).

The Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual is an important source of information for municipal administrators and assessors. The ASSET team of Alberta Municipal Affairs is also available to provide assistance over the phone or by e-mail.

More notes on the Annual Audit Stage 1 process

ASSET system enhancements have enabled the annual audit stage 1 test to launch automatically after the assessor loads the municipality's annual return data. It is no longer necessary for the assessor to initiate the audit test on the system.

Don't forget that your municipality's indicator of value data needs to be loaded into ASSET before the annual return is loaded. The reason for this is that the annual audit stage 1 test cannot perform a correct ratio study without the indicator of value data.

In this stage of the annual audit process, the ASSET system uses the municipality's annual return and the indicator of value (property sales) data to determine whether the municipality's assessment data meets the regulated quality standards.

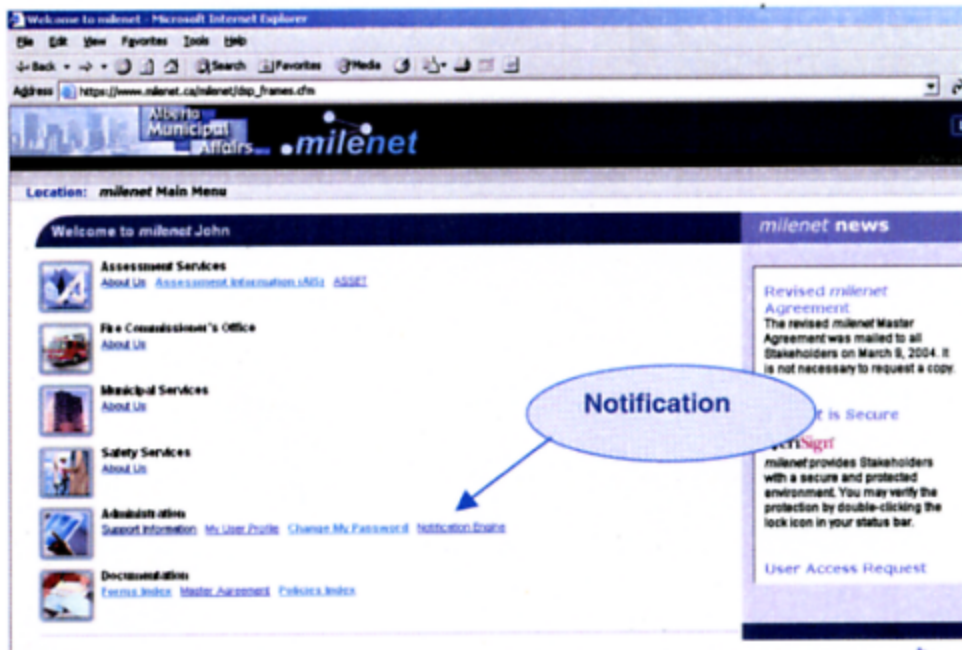
When the audit test is run, the ASSET system generates an Assessment Ratio Study Report. This report indicates whether the quality standards set out in the Matters Relating to Assessment and Taxation Regulation have been met for the applicable property stratification (value range and actual use). ASSET News Bulletin 04-07 outlines the steps to be taken when submissions do not meet the quality standards.

Notification of annual audit stage 1 test results

For municipalities that have made submissions through **ASSET**, the chief administrative officer and other staff members who use ASSET can choose to receive an e-mail notification of the audit test results for the ratio study event. You can do this by customizing the notification options in the Administration area of the *milenet* main menu.



Municipal administrators can receive notification of events occurring in *milenet* and ASSET by customizing their options in the *milenet* main menu.



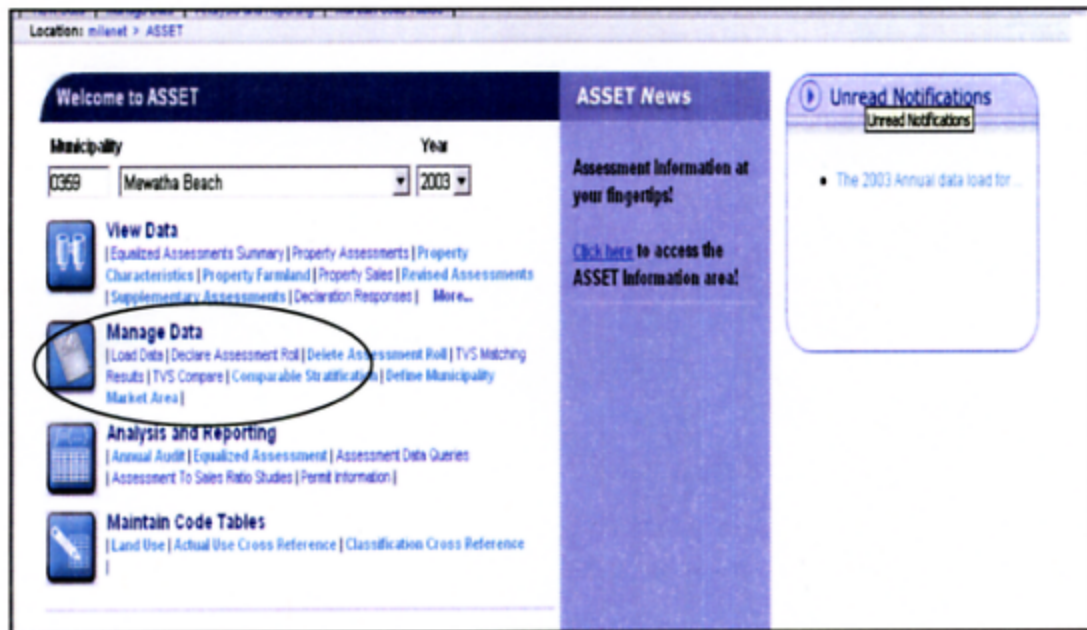
If your municipality used the **alternate reporting process** (that is, provided data to Alberta Municipal Affairs for loading into ASSET), the ASB will run the annual audit stage 1 test and return the results to the assessor by e-mail.

Declaring your 2004 annual assessment

Upon receiving notification that the annual audit stage 1 test is passed, each municipality's appointed assessor is required to complete the Annual Return

Declaration – Appointed Assessor form by June 1, 2004. By completing this form, the assessor is declaring that he or she has fulfilled the duties and responsibilities of an assessor in preparing the submission, and that those duties and responsibilities have been carried out in accordance with legislation.

For municipalities that have made their submissions through **ASSET**, the form is located under the Manage Data menu and the assessor can input the required information directly into the ASSET system.



Note: Municipal administrators can be notified of the assessment declaration through the ASSET system, using the notification procedures described on page 2.

To validate the declaration in the ASSET system, the assessor needs to enter his or her secured *milenet* password. The password is accepted as the assessor's signature.

Municipalities that have used the **alternate reporting process** will need to submit a signed hard copy of the form by June 1, 2004. For those using the alternate reporting process, a sample of the form can be found in the Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual. This document is located on the Municipal Affairs' Web site at www.municipalaffairs.gov.ab.ca/as/. Once the assessor completes and signs the form, it can be mailed to the ASB or sent by fax to (780) 422-3110.

After the ASB receives a declaration form that has been completed in accordance with section 2.5(b) or 2.5(c) of the Alberta Assessment Quality Minister's Guidelines, the annual audit stage 1 process is considered complete.