

WORKING WITH ABSTRACTS ~ 2017
8-306-1 County Clerks *and* 8-306-11 New County Clerks

Limit 25 Students

Description: This workshop is designed for key personnel who work with abstract reports of value, tax and levies as required by statutes and the Division of Property Valuation. The following (not inclusive) topics are:

Tax Unit Boundary Certification Requirements

✍ Tax Unit Boundary Certification – On-line requirements

July Abstracts

Overview of the July Abstracts Certification

✍ EDX and IRBX Annual Claim Form requirements

November Abstracts

- ✍ Abstract of Value, Levy and Tax
 - × Fund Distribution and Collection
 - × Statutory Authority Codes (SAC)
 - × November Tax District Report
 - × Tax Rate Sheet (Levy)

✍ 16/20M Distribution Abstract

✍ Abstract of Watercraft

✍ Neighborhood Revitalization Rebate Abstract

January Abstract:

✍ Consolidated MV Abstract (MV, RV, Excise Tax & Commercial Vehicle Fees)

Legislative update

Materials to bring:

- ➡ **County Clerk's Handbook** (Any revisions will be emailed to you prior to class for printing.)
- ➡ **Tax Unit Boundary Certification Instructions (recommended for new county clerks)**
- ➡ **Neighborhood Revitalization Instructions (recommended for new county clerks)**
- ➡ **November Abstracts User Guide (recommended for new county clerks)**
- ➡ Silent handheld calculator

Instructors: Peggy Huard and Vicki Lignitz

***** DATES AND LOCATIONS *****

Workshop Begins: 9 a.m. **Workshop Ends:** 4 p.m.

September 12	Topeka —Flint Hills Room, 300 SW 29 th (New location)
September 13	Topeka —Flint Hills Room, 300 SW 29 th (New location) This workshop is for new county clerks/staff.
September 14	Wichita —4035 E Harry ST., Appraiser's Office, Room 202 (enter from back of building)
September 15	Iola —Allen County Courthouse, 1 N. Washington, Basement Meeting Room
September 19	Garden City —Finney County Administrative Center, 311 N 9 th , Carol Brown Conference Room
September 20	Hays —Ellis County Administrative Center, 718 Main, Basement Meeting Room
September 21	Hays —Ellis County Administrative Center, 718 Main, Basement Meeting Room This workshop is for new county clerks/staff.
September 22	Salina —County Sheriff's Office, 251 N 10 th , Training Room Parking on street or at courthouse (1 block east of facility location)

***** ON-LINE REGISTRATION PROCESS *****

Click on link to create an account and/or to register: <http://www.ksrevenue.org/>

Note: If you have not previously attended a class sponsored by PVD, you will need to register as a new student. Past class attendees should have received an account number and access code in the mail. This number and code are necessary to set up an account. Your past class history will be merged with your new account information. If you did not receive an account number and code, please contact PVD at 785-296-2365 and ask for the education section.

***** CANCELLATION POLICY ***** Access your account on-line to cancel your registration.