

WORKING WITH ABSTRACTS ~ 2018

8-306-1 County Clerks

Limit 20 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

✍ **Implementation of SB 19**

November Abstracts

✍ Abstract of Value, Levy and Tax

× Fund Distribution and Collection

× Statutory Authority Codes (SAC)

× November Tax District Report (District Identifiers)

× Tax Rate Sheet (Levy)

✍ 16/20M Distribution Abstract

✍ Abstract of Watercraft

✍ Neighborhood Revitalization Rebate Abstract

✍ **Implementation of SB 19**

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**
- ➡ **Neighborhood Revitalization Instructions**
- ➡ **November Abstracts User Guide**
- ➡ 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 29th
September 13 **Wichita**—271 W Third Street N, 3rd floor (Appraiser's Office - **New location**)
September 14 **Iola**—Allen County Courthouse, 1 N. Washington, Basement Meeting Room
September 18 **Dodge City**—Western State Bank Expo, 11333 Hwy 283 (**New location**)
September 19 **Hays**—Ellis County Administrative Center, 718 Main, Basement Meeting Room
September 20 **Hays**—Ellis County Administrative Center, 718 Main, Basement Meeting Room
September 21 **Salina**—County Sheriff's Office, 251 N 10th, 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.