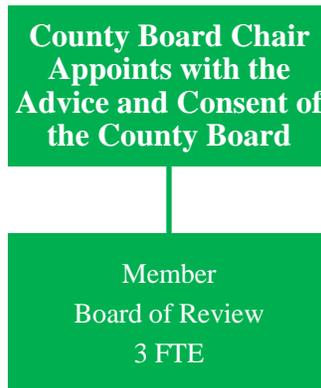


BOARD OF REVIEW
Fund 080-021



Board of Review positions: 3 FTE

The appointment, examination requirement, political makeup, compensation, and duties for members of the Board of Review are statutorily defined in Article 6 – Boards of Review – of the Property Tax Code (35 ILCS 200/).

MISSION STATEMENT

The Board of Review will perform all the duties as required by law to procure a full, fair, and impartial assessment of all property.

BUDGET HIGHLIGHTS

There is no revenue associated with the Board of Review budget. Expenditures in FY2018 will remain stable and budgeted at a level consistent with FY2017 actual expenditures.

FINANCIAL

Fund 080 Dept 021			2016 Actual	2017 Original	2017 Projected	2018 Budget
369	90	OTHER MISC. REVENUE	\$0	\$0	\$20	\$0
		MISCELLANEOUS	\$0	\$0	\$20	\$0
		REVENUE TOTALS	\$0	\$0	\$20	\$0
511	2	APPOINTED OFFICIAL SALARY	\$88,945	\$119,212	\$119,212	\$121,597
511	5	TEMP. SALARIES & WAGES	\$525	\$0	\$0	\$0
		PERSONNEL	\$89,470	\$119,212	\$119,212	\$121,597
522	1	STATIONERY & PRINTING	\$130	\$60	\$60	\$60
522	2	OFFICE SUPPLIES	\$110	\$671	\$471	\$471
522	3	BOOKS,PERIODICALS & MAN.	\$55	\$59	\$259	\$259

Fund 080 Dept 021			2016	2017	2017	2018
			Actual	Original	Projected	Budget
522	15	GASOLINE & OIL	\$99	\$350	\$350	\$350
		COMMODITIES	\$394	\$1,140	\$1,140	\$1,140
533	12	JOB-REQUIRED TRAVEL EXP	\$271	\$1,238	\$1,238	\$1,238
533	29	COMPUTER/INF TCH SERVICES	\$180	\$380	\$380	\$380
533	33	TELEPHONE SERVICE	\$29	\$80	\$80	\$80
533	40	AUTOMOBILE MAINTENANCE	\$53	\$300	\$300	\$300
533	70	LEGAL NOTICES,ADVERTISING	\$0	\$4,632	\$4,632	\$3,632
533	84	BUSINESS MEALS/EXPENSES	\$0	\$200	\$200	\$200
533	93	DUES AND LICENSES	\$100	\$748	\$748	\$748
533	95	CONFERENCES & TRAINING	\$240	\$2,750	\$2,750	\$2,750
		SERVICES	\$873	\$10,328	\$10,328	\$9,328
EXPENDITURE TOTALS			\$90,737	\$130,680	\$130,680	\$132,065

EXPENSE PER CAPITA and FULL TIME EMPLOYEE HISTORY information is included in the General Corporate Fund Budget Summary.

ALIGNMENT to STRATEGIC PLAN

County Board Goal 1 – Champaign County is committed to being a high performing, open and transparent local government organization

- To ensure that assessment decisions are fair, accurate, and equitable
- To provide access through the web site for forms, rules, and information beneficial to the public
- To participate in public forum opportunities to provide information about the assessment complaint process
- To work cooperatively with other offices and officials involved in the tax cycle, and to timely complete work to enable the tax cycle to stay on schedule

DESCRIPTION

The Board of Review reviews property tax assessments in the County. Three (3) members are appointed by the County Board after passing a state administered exam. Board of Review meets each June to select a Chair and Secretary and to formulate and publish rules and regulations for that year’s session. Board of Review accepts and holds hearings on assessment complaints from July 1st to September 10th. After September 10th, members research values on each complaint filed, thereafter issuing a written decision. Other duties include: intra county equalization, representing County in all State Property Tax Appeal Board proceedings, adding omitted property to tax rolls, acting on exemption requests, and performing sales ratio studies. Upon completion of their work, the Board of Review delivers one set of assessment books to the county Clerk, who then certifies the abstract to the Department of Revenue.

OBJECTIVES

1. To be thorough, accurate, and impartial when determining assessments
2. To foster a cooperative working relationship with other county offices involved in the timely execution of the tax cycle

3. Complete each step of our duties in a timely manner, allowing other county offices sufficient time to complete their duties, insuring the tax cycle remains on schedule, and that tax bills go out when statutorily required
4. Create a professional, friendly office environment
5. Inform and assist taxpayers in understanding the Illinois property tax system and the benefits they may be entitled to (i.e., exemptions, abatements, refunds, corrections, etc.)
6. To make the complaint and appeal processes as easy as possible for taxpayers and to assist them when possible
7. To finish all work on complaints, actions, and exempt applications by December 31st of each year
8. To have all three Board of Review members maintain current knowledge and skills to perform the duties of their positions through continuing education as required by law
9. To educate real estate professionals concerning the tax cycle, complaint process, and procedures so that clients they represent are provided the most current information available

PERFORMANCE INDICATORS

Indicator	FY2016 Actual	FY2017 Projected	FY2018 Budgeted
Homestead Exemptions	970	1100	1000
Certificates of Error	231	300	300
Omitted Properties	22	30	30
Assessment Complaints	1252	1300	1300
Board of Review Actions	760	1,000	1,000
Abatements for Destruction	40	100	50
Non-Homestead Exemption Applications	104	150	150
Property Tax Appeal Board Appeals	0*	40*	40*
Assessment Books Certified to County Clerk	3-15-2017	03-01-2018	3-1-2019

*Still arriving – no total yet