

Commissioner of the Revenue

DESCRIPTION

The Commissioner of Revenue's office is divided into three sections: Real Property, Personal Property, and Business Property. The Real Property Division prepares and maintains information in the Land Records Book and submits final assessments to the Treasurer for tax billing. Duties include incorporating land transfers and splits into the tax records, reviewing wills, and preparing and maintaining land parcel maps. Applications for land use tax deferrals and tax relief for the elderly and disabled are processed and administered by the Real Property Division. Rollback taxes are calculated and billed by this Division when changes in land use or zoning occur.

The Personal Property Division prepares information for the Personal Property Tax Book by assessing all vehicles, boats, motors, trailers, airplanes, and mobile homes. In cooperation with the Virginia Department of

Taxation, the Division assists the public in the completion of income tax filing forms, processes filings, and performs initial audits for accuracy. The Personal Property Division works closely with the Division of Motor Vehicles for vehicle transfers and registrations.

The Business Property Division is responsible for all business taxes, licenses, and associated records. Tax categories overseen by this Division include business personal property, machinery and tools, merchant's capital, transient occupancy, and contractor's business licenses. The Division works with businesses to ensure they are knowledgeable of tax ordinances and assists them with compliance and related issues.

The Commissioner of Revenue is a Constitutional Officer and is locally elected every four years.

BUDGET SUMMARY

	FY06 Actual	FY07 Budget	FY08 Budget	FY07 to FY08	FY09 Plan
Expenditures					
Personnel	\$ 938,245	\$ 1,015,404	\$ 1,109,062	9.2%	\$ 1,149,986
Operating	77,679	96,608	99,951	3.5%	99,314
Capital	-	20,000	-	(100.0%)	-
Total Expenditures	\$ 1,015,924	\$ 1,132,012	\$ 1,209,013	6.8%	\$ 1,249,300
Revenues					
Intergovernmental Revenue	\$ 221,168	\$ 223,000	\$ 251,000	12.6%	\$ 257,000
Other General Fund Revenue	794,755	909,012	958,013	5.4%	992,300
Total Revenue	\$ 1,015,924	\$ 1,132,012	\$ 1,209,013	6.8%	\$ 1,249,300
Full-time Positions	18	18	19	5.6%	19
Full-time Equivalents	18.0	18.0	19.0	5.6%	19.0

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BUDGET HIGHLIGHTS

In addition to many services provided by this office, one high volume activity included the valuation of 163,068 personal property taxpayer accounts in 2006 (a .36% decrease

over 2005). The FY08 Budget increase includes \$37,000 provided for an additional customer service agent to assist with business property audits.

GOALS AND OBJECTIVES

- Issue business licenses by March 1;
- Update files for real estate transfers and wills by March 1;
- Process tax relief applications for the elderly and disabled by March 1 (1st half) and June 30 (2nd half);
- Process land use applications by November 1 and February 1;
- Assess real estate taxes and complete the Land Book by April 1;
- Process and audit State income taxes by June 1;
- Prorate and assess all personal property classes by October 1;
- Monitor sales tax revenues monthly and prepare monthly reports to track changes/trends;
- Assess and administer local option taxes on a monthly basis; and
- Improve services offered on the Commissioner of Revenue website.

SERVICE LEVELS

	FY06 <u>Actual</u>	FY07 <u>Budget</u>	FY07 <u>Forecast</u>	FY08 <u>Budget</u>
Per capita cost of operating department	\$10.42	\$11.41	\$11.41	\$12.01
Accounts in personal property file	77,437	80,540	80,540	82,950
Real estate transfers	3,490	4,000	4,000	4,000
Review of will disbursements	422	400	400	400
Land use applications	321	300	300	300
Land use parcels	3,106	3,000	3,000	3,000
Tax relief applications	1,205	1,540	1,540	1,540
Tax relief applications qualified	1,185	1,495	1,495	1,495
State income tax returns processed	10,200	10,200	10,200	10,200
Estimated tax forms processed	1,797	1,815	1,815	1,815

ASSESSED VALUE OF TAXABLE PROPERTY

Fiscal Year	Real Estate	Personal Property	Machinery & Tools	Merchants' Capital	Public Service Companies	Total
2003	7,637.2	1,011.2	44.8	37.3	650.8	9,381.3
2004	7,911.0	1,052.2	43.7	38.0	618.9	9,663.8
2005	8,117.3	1,104.2	44.4	42.7	599.4	9,908.0
2006	8,925.3	1,338.1	49.4	47.7	522.5	10,883.0

Dollars in Millions