

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. The Division works closely with the GIS Department to develop parcel information and incorporate boundary changes into the Commissioner's automated system. Applications for land use tax deferrals and tax relief for the elderly 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. Appropriate tax schedules are also reviewed. Refunds and balance due statements are entered into the State's system. In addition, the Personal Property Division administers the "No Car Tax Program" (personal property tax relief) and 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 contractors business licenses. In addition, this division monitors monthly sales tax reports and distributions. 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.

GOALS AND OBJECTIVES

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

SERVICE LEVELS	FY05 <u>Budget</u>	FY05 <u>Actual</u>	FY06 <u>Budget</u>	FY06 <u>Forecast</u>	FY07 <u>Budget</u>
Per capita cost of operating department	\$10.72	\$10.49	\$11.12	\$	11.60
Accounts in personal property file	73,300	75,926	78,200	78,200	80,540
Real estate transfers	4,600	3,689	4,000	4,000	4,000
Review of will disbursements	400	371	400	400	400
Land use applications	500	143	300	300	300
Land use parcels	3,000	3,020	3,000	3,000	3,000
Tax relief applications	1,200	1,228	1,375	1,375	1,540
Tax relief applications qualified	1,100	1,191	1,335	1,335	1,495
State income tax returns processed	13,500	12,529	11,300	11,300	10,200
Estimated tax forms processed	1,800	1,818	1,815	1,815	1,815

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FUTURE FUNDING ISSUES

	FY08		FY09		FY10		FY11
	<u>Plan</u>		<u>Plan</u>		<u>Plan</u>		<u>Plan</u>
<u>Expenditures</u>							
Salaries and Fringe Benefits	\$ 1,082,772	\$	1,125,137	\$	1,169,160	\$	1,214,905
Operating Expenditures	99,806		102,801		105,885		109,061
Capital Outlay	2,400		-		-		-
Total Planned Expenditures	\$ 1,184,978	\$	1,227,938	\$	1,275,044	\$	1,323,966
<u>Revenue</u>							
State Share of Local Offices	\$ 229,000	\$	235,000	\$	241,000	\$	247,000
Total Department Generated Revenue	\$ 229,000	\$	235,000	\$	241,000	\$	247,000
Generated Revenue Percent of Budget	19.3%		19.1%		18.9%		18.7%
Other General Fund Revenue	\$ 955,978	\$	992,938	\$	1,034,044	\$	1,076,966
Other General Fund Percent of Budget	80.7%		80.9%		81.1%		81.3%
Total Revenue	\$ 1,184,978	\$	1,227,938	\$	1,275,044	\$	1,323,966
Full-time Positions	19		19		19		19
Full-time Equivalents	19.0		19.0		19.0		19.0

Funding is provided in FY08 for a Customer Service Agent. All other aspects of the budget represent a maintenance level of funding.