



Township Assessor Budgets



The Township Assessor and Township Board are responsible for the township budget. It is the Township Board's responsibility to discuss the Township Assessor's request for the year and review the amount required and permitted by law to finance the operations with the office of the Township Assessor.

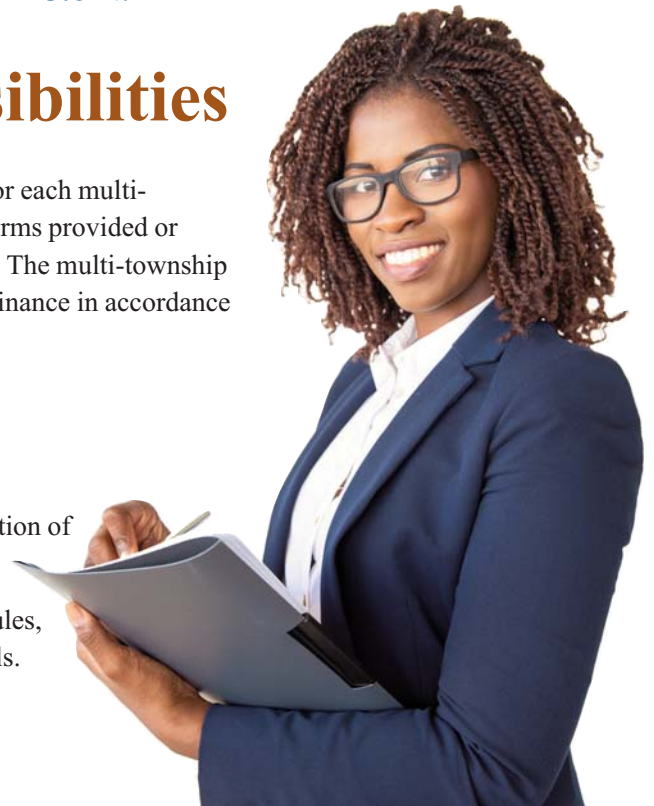
The Board of Trustees shall certify that amount in a levy to the County Clerk.

Township Assessor responsibilities

At least 60 days prior to the beginning of each fiscal year, the assessor for each multi-township assessment district or township shall prepare and present on forms provided or approved by the Department an office budget for the ensuing fiscal year. The multi-township or township board of trustees shall adopt a budget and appropriation ordinance in accordance with the Illinois Municipal Budget Law.

The Township Assessor responsibilities are:

- Make an assessment for the next tax year.
- Non-quad years require assessing new structures and verifying demolition of structures, as well as land use changes.
- Quad years require reassessment of all structures to update cost schedules, sales studies, and review condition and verify correct land use of parcels.
- Pictures need to be taken when assessing new structures and should be updated every 4 years.



ILLINOIS COMPILED STATUTES

Illinois Property Tax Code • Article 2 – Township Officials of Illinois

35 ILCS 200/2-30 describes the budget making process and related township board of trustees responsibilities.

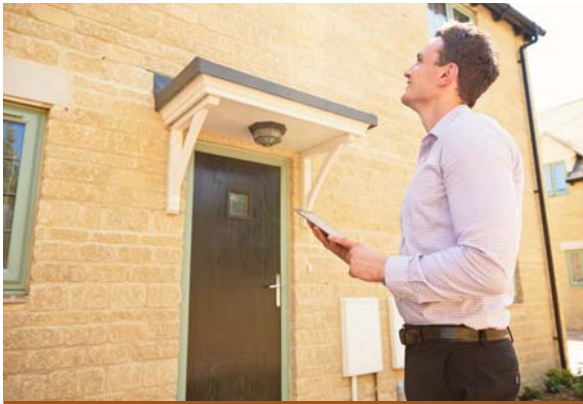
www.ilga.gov/legislation/ilcs/ilcs.asp

Township Assessor allowable expenses are:

Each Township Board or Multi-Township shall set the salary for the Township Assessor position the year before election.

Allowable reimbursements include, but are not limited to:

- Standard travel reimbursement
- Meals (as applicable)
- Lodging
- Registration expenses for education
- Storage space
- Equipment
- Office supplies
- Other items as are necessary for the efficient operation of the office at the Township Building or at their home



Township Assessors can appoint one or more persons as deputies to assist in making the assessment, and may appoint other employees required for operation of the office.

Deputies and other employees may be employed on an annual, monthly or daily basis.

IMPORTANCE OF THE TOWNSHIP BUDGET

Equalized Assessed Value (EAV) helps determine the tax rate for levying bodies which pays for the needs of the taxpayers within the Township.



Where can I find guidelines and laws about a budget?

The Illinois Compiled Statutes are the recommended legal source in addition to resources provided by the Township Officials of Illinois (TOI).

RESOURCES

- **35 ILCS 200/2-30** or page 28 TOI Laws & Duties Handbook
- **35 ILCS 200/18-50**
- **35 ILCS 200/2-65** or page 27-28 TOI Laws & Duties Handbook
- **35 ILCS 200/2-70** or page 23 TOI Laws & Duties Handbook
- **35 ILCS 200/2-80** or page 28 TOI Laws & Duties Handbook

Appropriate time to review the budget for the Fiscal Year

APRIL – MARCH or CALENDAR YEAR

The Township Assessor is required to prepare a budget request 60 days prior to the beginning of each fiscal year.

Calendar year April 30th or Township year July 30th is the budget filing deadline to the County Clerk.

The Township Board prepares a tentative budget and displays it to the public for 30 days.

The budget is approved within the first quarter of the Fiscal year.



FOR MORE INFORMATION VISIT

Illinois Chief County Assessment Officers • www.il-ccao.org
Township Officials of Illinois • www.toi.org