

2002

Property Tax School

Preliminary Program Brochure



INSTITUTE FOR PROFESSIONALS IN TAXATION

In Cooperation with the
Real Estate Center, Texas A&M University
College Station, Texas

August 18 - 22, 2002

The purpose of the Property Tax School is to provide a basic but comprehensive foundation in the theory and practice of property tax management for businesses, including demonstration of valuation techniques used by property tax professionals. The school is recommended for individuals with less than five years of experience in the field and little or no exposure to appraisal training. The course will be conducted by a faculty team of experienced tax professionals, who will facilitate an informative, cooperative, and effective educational environment consistent with the highest standards of adult continuing education and the Institute.

Objectives of the Property Tax School:

- Develop a clear understanding and appreciation of proper ethical conduct in the business property tax profession.
- Facilitate the development of a network of professional colleagues to assist each other in solving property tax administration problems.
- Develop an understanding of ad valorem property taxation within the business environment.
- Develop an applied understanding of property valuation and appraisal principles.
- Develop a working knowledge of the business property tax profession, beginning with property tax administration, management and practice, and including real and personal property issues, valuation, taxation, compliance, audits, and tax saving opportunities.

Property Tax School Faculty

Samuel P. Birchfield, CMI, ASA
Principal
Ryan & Company
Dallas, Texas

Walker S. Knight, CMI
Director, State Tax Consulting
PricewaterhouseCoopers LLP
Houston, Texas

Thomas D. Blair, CMI
Senior Manager, Property Tax
PricewaterhouseCoopers LLP
Dallas, Texas

Raymond A. Koski, Esq.
Attorney & President
Raymond A. Koski & Associates
Fort Lee, New Jersey

Thomas C. Concitis, CMI
Manager, Internal Tax
Consulting Group
Vertex Inc.
Berwyn, Philadelphia

Laurence R. May, CMI
Principal
Assessment Strategies
Olney, Maryland

William J. Dearien, CMI
Regional Director
Advantax Management Corp.
St. Charles, Illinois

Fred E. Vance, CMI
National Director
Deloitte & Touche, LLP
Los Angeles, California

Glen M. Fandl, CMI, ASA
Partner, Property Tax Services
PricewaterhouseCoopers LLP
New York, New York

Debora S. Wortman-Myers, CMI
Senior Manager
Level 3 Communications
Broomfield, Colorado

Rick H. Izumi, CMI
Principal
ITA, LLC
Chatsworth, California

Mark R. Young, CMI
Senior Tax Representative
BP America Inc.
La Palma, California



2002 Property Tax School

Texas A&M • College Station, Texas

August 18-22, 2002

Sunday, August 18, 2002

- 4:00 - 6:00 p.m. Registration
- 6:00 p.m. Orientation (Mandatory Attendance)
- Welcome
 - Overview of School purpose and logistics
 - Ethics in Property Tax
- Fred E. Vance, CMI
Chair, 2002 Property Tax School
- Warren W. Schick, Sr., CMI
Chair, Professional Ethics Committee
- 6:45 - 7:15 p.m. Concurrent Breakout Session by Group
- 7:15 - 8:30 p.m. Informal Dinner
- IPT Welcome:
Thomas J. Kuder, CMI
President-Elect
Institute for Professionals in Taxation

Monday, August 19, 2002

- 8:00 a.m. Official Opening of School and Welcome to Texas A&M University
- 8:30 a.m. General Session: Property Tax Administration, Management, and Practice
- 11:30 a.m. Concurrent Workshop on Property Tax Administration, Management, and Practice
- 12 Noon Luncheon
- 1:00 p.m. General Session (continued): Property Tax Administration, Management, and Practice
- 2:45 - 5:00 p.m. Concurrent Workshop on Property Tax Management and Practice

Tuesday, August 20, 2002

- 8:00 a.m. Quiz and Review
- 8:40 a.m. General Session: Valuation Theory, Principles, Methods, and Techniques - Sales Comparison Approach
- 11:00 a.m. Concurrent Workshop on Sales Comparison Approach
- 12:15 p.m. Luncheon
- 1:15 p.m. General Session (continued): Valuation Theory, Principles, Methods, and Techniques Cost Approach
- 3:30 - 5:15 p.m. Concurrent Workshop on Cost Approach

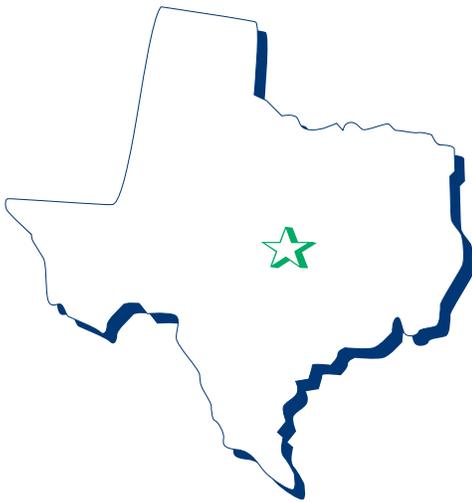
Wednesday, August 21, 2002

- 8:00 a.m. Quiz and Review
- 8:40 a.m. General Session (continued): Valuation Theory, Principles, Methods, and Techniques Income Approach
- 10:45 a.m. Concurrent Workshop on Income Approach
- 12 Noon Luncheon
- 1:00 p.m. General Session: Summary of Three Approaches, Reconciliation of Value Conclusions
- 1:30 p.m. General Session: Personal Property
- 4:00 - 5:15 p.m. Concurrent Workshop on Personal Property



Thursday, August 22, 2002

8:00 a.m.	General Session: Tax Research
8:40 a.m.	General Session: Course Review and Wrap-up
9:30 a.m.	General Session: Case Study Preparation
10:00 a.m.	Concurrent Workshop: Case Study and Presentations
11:30 a.m.	Final Quiz
12:00 noon	Conclusion of School



General Information

Students are encouraged to use the IPT textbook, Property Taxation, 2nd Edition, as a reference resource and a supplement to classroom lecture. Supplemental reading assignments may be given. However, the book will not be used in the classroom. Purchase of the textbook is available through the IPT office. Students need to bring a battery-operated calculator.

The registration desk will be open from 4:00 - 6:00 p.m. on Sunday, August 18th. Registrants can pick up their materials at this time.

There is a required orientation for all students scheduled for 6:00 p.m. on Sunday, August 18th.

Quizzes will be given during the week, with a final quiz on Thursday. A cumulative passing score must be realized on the quizzes for successful completion of the school. The final quiz must be taken Thursday at the scheduled time, so travel arrangements should be made accordingly. **No exceptions can be made to taking the quiz at the stated time on Thursday.**



School Program Chair:

Fred E. Vance, CMI

School Program Vice-Chair:

Rick H. Izumi, CMI

Overall Chair,

Property Tax Education:

Warren W. Schick, Sr., CMI



Texas A&M University

Texas A&M University, the first public institution of higher education in Texas, was established in 1876 as a land-grant college. For nearly a century it was an all-male, all-military institution teaching the agricultural and mechanical arts. In 1963, the name of the Agricultural and Mechanical College was changed to Texas A&M University and, in 1965, it became coeducational and military-optional. During the past few decades, Texas A&M University has become one of the fastest growing universities in the nation.

The commitment of a University to professional education is directly proportional to the faculty engaged in the relevant subject matter. The seven full-time research staff members of the Real Estate Center, along with the numerous real estate-related subject matter specialists in The Lowry Mays College and Graduate School of Business, constitute a highly visible symbol of Texas A&M University's commitment to real estate education. Blending the expertise of these real estate professors with the experience and professional knowledge of the Institute's members promises significant benefit to both.



Registrations must be submitted in advance through the IPT office and are accepted on a first received basis. Enrollment is limited to IPT members or employees of companies who have members in IPT. PLEASE NOTE: If a faxed application received by IPT is accepted (acceptance letters will be sent by July 19, 2002), and the person declines the acceptance, there will be a \$100 cancellation penalty imposed. There will also be a substitution fee if someone other than the original applicant attends.

In order to encourage early registration, registration fees (U.S. funds) are:

Payments received by July 19, 2002*

\$700 (Individual personally holding Membership in IPT)

\$900 (Individual does not hold membership, but company/firm has members in IPT)

Payments received after July 19, 2002*

\$725 (Individual personally holding Membership in IPT)

\$925 (Individual does not hold membership, but company/firm has members in IPT)

*For any payment received after July 19, 2002, there is a \$25.00 surcharge assessed. This includes faxed registration forms received without payment prior to this date.

As indicated above, there is an additional \$200.00 charge for individuals whose company has members in IPT, but the individual attending the school does not hold a membership in IPT. In this case, the total school fee would be \$900.00. If the registrant so elects, he/she may join as an Associate Member (company already has members) for annual dues payment of \$225.00 (nonrefundable), and will be eligible for the reduced school fee of \$700. Please see registration form. There is a **\$200** supplemental registration fee for registrants not staying at the College Station Hilton under IPT's group rate. (See hotel information.)

All registrations must be paid in full within three weeks of acceptance and prior to the school (a \$25.00 surcharge applies to any payment received after July 19, 2002; \$50.00 surcharge applies if payment is still outstanding as of August 23, 2002). All fees must be in U.S. funds. The following credit cards can be used: **American Express, VISA and MasterCard**. In order for credit card to be processed, it is important that the information requested on the registration form be filled out completely. If the address on your registration form differs from the billing address for your credit card, you must provide IPT with the credit card billing address. Make check payable to: Institute for Professionals in Taxation, and remit to: One Capital City Plaza, 3350 Peachtree Road, NE, Suite 280, Atlanta, GA 30326-1040. Photos will be taken at this event.

CANCELLATION/SUBSTITUTION POLICY

Refunds, subject to a cancellation charge of \$100, will be made upon written notification of cancellations received by August 9, 2002. There is also a substitution charge of \$40 before July 19, 2002, \$50 after that date (plus cost of delivery of materials, etc., and any fee increases due to membership differential). Should you have any questions, please call (404) 240-2300.

CMI DESIGNATION - PROPERTY TAX

The Institute for Professionals in Taxation's designation, "Certified Member of the Institute" (CMI), is available to anyone who meets specific educational requirements, has five years of property tax experience, and has been a property tax member of the Institute in good standing for at least one year. The educational requirements to achieve the CMI Property Tax professional designation include successful completion of any two of the following IPT property tax schools: 1) Property Tax School (basic), 2) Intermediate Personal Property Tax School, 3) Intermediate Real Property Tax School. Finally, successful completion of both the written and oral CMI examinations is required. The CMI requirements and the CMI Candidacy Application can be downloaded from the IPT website at: www.ipt.org, or you may contact the IPT office at 404-240-2300.

CONTINUING EDUCATION CREDIT

The Institute for Professionals in Taxation is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Nashville, TN, 37219-2417. Telephone: 615.880.4200. Web site: www.nasba.org. Approximately thirty (30) continuing education credits are available for full attendance. In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour. CMIs will obtain credit on an hour to hour basis for attendance.

Registrants who wish to obtain credit from other organizations for the school must submit their own forms to the IPT office or utilize the standardized form provided by the Institute.

Prerequisites: None

Program Level: Basic

Field of Study: Taxation (Property Tax)