

Institute for Professionals in Taxation



2003 Property Tax School Preliminary Program

Georgia Tech Hotel and Conference Center

Atlanta, Georgia

August 24-28, 2003



Faculty:

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Dallas, Texas

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New York, New York

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International Appraisal Company Inc.
Upper Saddle River, New Jersey

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Principal, ITA, LLC
Chatsworth, California

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Director of Property Tax
Kinder Morgan, Inc.
Houston, Texas

Lynn D. Krebs, Ph.D.
Director, Education and Certification
Programs
Institute for Professionals in Taxation
Atlanta, Georgia

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Director of Property Tax
Kindred Healthcare, Inc
Louisville, Kentucky

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National Director
Deloitte & Touche, LLP
Los Angeles, California

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

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

Purpose of the Property Tax School:

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.



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August 24-28, 2003

Sunday, August 24, 2003

		12:15pm	Luncheon
3:00 - 6:00pm	Registration	1:15 - 3:15pm	General Session (continued): Valuation Theory, Principles, Methods, and Techniques - Cost Approach
6:00pm	Orientation (Mandatory Attendance)		
	<ul style="list-style-type: none"> • Welcome • Overview of School Purpose and Logistics • Ethics in Property Tax 	3:30 - 5:15pm	Concurrent Workshop on Cost Approach
	Fred E. Vance, CMI Chair, 2003 Property Tax School		
	Alexander L. Hazen, ASA Ethics		
7:00 - 7:30pm	Concurrent Breakout Sessions by Group		
7:30 - 9:00pm	Informal Dinner		
	IPT Welcome: Richard V. Carlson, CMI President-Elect Institute for Professionals in Taxation		

Wednesday, August 27, 2003

8:00am	Quiz and Review
8:40 - 10:30am	General Session (continued): Valuation Theory, Principles, Methods, and Techniques - Income Approach
10:45 - 12 Noon	Concurrent Workshop on Income Approach
12:00 Noon	Luncheon
1:00 - 1:30pm	General Session: Summary of Three Approaches, Reconciliation of Value Conclusions

Monday, August 25, 2003

8:00am	Official Opening of School
8:30–12 Noon	General Session: Property Tax Administration, Management, and Practice
12:00 Noon	Luncheon
1:00 - 2:30pm	General Session (continued): Property Tax Administration, Management, and Practice
2:45 - 5:00pm	Concurrent Workshop on Property Tax Administration, Management, and Practice

1:30 - 3:45pm General Session: Personal Property Tax

4:00 - 5:15pm Concurrent Workshop on Personal Property Tax

Thursday, August 28, 2003

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

Tuesday, August 26, 2003

8:00am	Quiz and Review
8:40 - 10:55am	General Session: Valuation Theory, Principles, Methods, and Techniques - Sales Comparison Approach
11:10 - 12:15pm	Concurrent Workshop on Sales Comparison Approach



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 24, 2003), 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 24, 2003*:

\$700 (Individual personally holding membership in IPT)

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

Payments received after July 24, 2003*:

\$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 24, 2003, there is a \$25.00 surcharge assessed.

This includes faxed registration forms received without payment prior to this date.

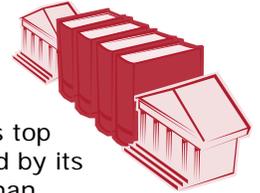
As indicated above, there is an additional \$200 charge for individuals whose company has members in IPT, but the individual attending the school does not hold a membership in IPT. In this case, the total school fee would be \$900. If the registrant so elects, he/she may join as an Associate Member (company already has members) for annual dues payment of \$225 (nonrefundable), and will be eligible for the reduced school fee of \$700. Please see registration form. There is also a \$360 supplemental registration fee for registrants not staying at the Georgia Tech Hotel and Conference Center 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 surcharge applies to any payment received after July 24, 2003; \$50 surcharge applies if payment is still outstanding as of August 28, 2003.) All fees must be in U.S. funds. The following credit cards can be used: American Express, VISA and Master Card. 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.

Cancellation/Substitution Policy

Refunds, subject to a cancellation charge of \$100, will be made upon written notification of cancellations received by August 8, 2003. There is also a substitution charge of \$40 before July 24, 2003, \$50 after that date (plus cost of delivery of materials, etc., and any fee increase due to membership differential). Should you have any questions, please call 404.240.2300.

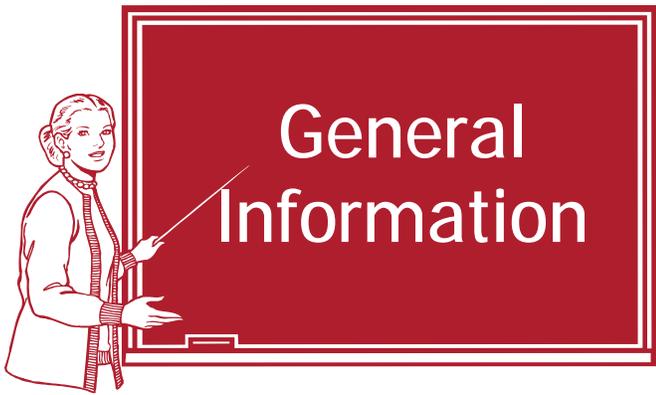
The Georgia Institute of Technology



Georgia Tech is one of the nation's top research universities, distinguished by its commitment to improving the human condition through advanced science and technology. Georgia Tech's campus occupies 330 acres in the heart of the vibrant, progressive city of Atlanta, where more than 15,000 undergraduate and graduate students receive a focused, technologically based education.

The Institute offers many nationally recognized, top-ranked programs. Undergraduate and graduate degrees are offered in the Colleges of Architecture, Engineering, Sciences, Computing, Management, and the Ivan Allen College of Liberal Arts. Students learn from world-class teachers and scholars working at the frontiers of science and technology. Georgia Tech researchers are developing new vaccines and cures for diseases; designing sophisticated new prosthetic limbs for land mine victims; studying development and transportation patterns to improve regional air quality; and providing policy leadership to reduce the global threat posed by weapons of mass destruction.

The Institute consistently ranks among *U.S. News & World Report's* top ten public universities in the United States; it also consistently ranks as a top producer of African-American engineers. In a world that increasingly turns to technology for solutions, Georgia Tech is using innovative teaching and advanced research to define the technological university of the 21st century.



The IPT registration desk will be open from 3:00—6:00 p.m. on Sunday, August 24, 2003. 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 24, 2003.

Students need to bring a battery-operated calculator, scratch pads, pencils, pens, etc. A notebook will be supplied that contains all of the school reference materials. Attendance will be recorded for CPE purposes. Attire during the day is business casual. While the entire hotel and meeting complex are enclosed, clothing appropriate for the season should be brought for any out-of-doors activities contemplated by the Registrant.

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.**

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.

Photos will be taken at this event to use in publications, on the IPT website, and photo albums.

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 the Institute.

Prerequisites: None

Program Level: Basic

Field of Study: Taxation (Property Tax)

School Committee

Chair:

Fred E. Vance, CMI

Vice-Chair:

Rick H. Izumi, CMI

Overall Chair,

Property Tax Education:

Warren W. Schick, Sr., CMI

Special Advisor to Committee:

Charles E. Gilliland, Ph.D.

Research Economist

Texas A&M University

Real Estate Center

College Station, TX