



The APPRISER

Texas Association of Appraisal Districts, Inc.

7701 N. Lamar, Suite 315

Austin, Texas 78752-1023

Plans in Motion for TAAD Chief Appraiser Institute '05

New and prospective chief appraisers, take note: TAAD's Executive Board, in conjunction with its Education Committee, is putting the finishing touches on plans for next year's **Chief Appraiser Institute**.

The institute is a relatively new program for TAAD, with its inaugural class currently underway. The focus of the program is to look at ways to prepare current chief appraisers for the challenges of larger districts and to prepare those who want to be selected as a chief appraiser for the job they will face.

"Preparing quality candidates for the many jobs that will be opening up in the next few years is critical to our profession," said Michael Barnett, chair of the Education Committee.

"One untrained chief appraiser who may do the wrong thing out of ignorance can cause untold damage for all of us, especially when the legislative process gets involved to 'fix' the situation," added Richard Petree, past president of TAAD and a central force behind creation of the training program.

Although the final plans haven't been approved, the next class will likely begin with a three-day retreat where personal time management, organization skills, personnel management, listening, life balance, and many other topics will be taught using a nationally based learning system. These three days will help to develop the group into a cohesive unit for the year ahead and will teach the importance of team-building. (The first class began meeting December 2003, and successful candidates will receive their certification at the TAAD Annual Conference in February 2005.)

Preparing quality candidates for the many jobs that will open up in the next few years is critical to our profession.

Michael Barnett

TAAD Education Committee Chair

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The class will be made up of no more than 25 candidates selected by the Education Committee based on an application process. Criteria such as need for training, letters of recommendation, and the candidate's desire to improve will be used by the committee to select the candidates. The cost for the year-long training process will be \$1,000 plus the cost of travel. The cost can be borne by the candidate's district, the candidate, or a scholarship provided by a TAAD chapter.

During 2004 the group's schedule was to meet in two-day sessions on four occasions to receive information on topics that will be facing them in the near future. These topics include developing a budget (historical and zero-based with examples presented), working with the public through media,

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The purpose of the Texas Association of Appraisal Districts, Inc. is to promote the effective, professional, and ethical administration of the appraisal districts in Texas.

Classified Ads

Staff Appraiser

The **Howard County Appraisal District** is accepting resumes for the position of **Staff Appraiser**. The position requires the appraisal of residential, commercial, and business personal property. The duties include data collection, inspection, analysis, and application of appraisal techniques. Salary contingent upon qualifications and experience. RPA designation preferred. E.O.E. Submit resumes to: Keith Toomire, Howard County Appraisal District, P. O. Drawer 1151, Big Spring, TX 79721.

Chief Appraiser/Director

The **Kaufman County Appraisal District** is accepting resumes for **Chief Appraiser/Director**. Kaufman County is a fast-growing county in the Dallas/Fort Worth Metroplex; applicants should have the ability to keep up with rapid growth and challenges. We are looking for a college graduate or the equivalent in work and experience. Candidate must

have good communication and managerial skills, preferably with an RPA designation, or be currently enrolled in the RPA program. Resumes will be accepted until October 15, 2004. The candidate selected for this position will be expected to begin work on January 10, 2005, or shortly thereafter. KCAD has excellent benefits, paid annual and sick leave, health insurance, TCDRS, and Social Security. Salary will be based on education, experience, and knowledge. For more information please contact Jackie Self at 972/932-6081. Submit applications to: Kaufman County Appraisal District, P.O. Box 819, Kaufman, TX 75142, Attention: Jackie Self.

Senior Appraiser, Personal Property Supervisor

The **McLennan County Appraisal District** is accepting applications for the position of **Senior Appraiser, Personal Property Supervisor**. Applicants must have an RPA designation and experience in personal

property and/or commercial valuation. Qualifications include high school graduation or equivalent, good computer skills, and the ability to work well with others. Experience in a supervisory capacity is preferred, but not required. Must have reliable transportation, a valid Texas driver's license, and proof of liability insurance. Salary is contingent upon qualifications and experience. Send application/resume to: McLennan County Appraisal District, Attention: Linda Jaynes-Spangler, P. O. Box 2297, Waco, TX 76703. Applications close October 8, 2004.

Personal Property Appraiser/System Operator

The **Morris County Appraisal District** is accepting applications for a **Personal Property Appraiser/System Operator**. Responsibilities include 614 personal property accounts, oversight of computer operations, and other office work. Must have BTPE certification or be willing to complete the requirements to obtain certification. Salary based on experience, with CAD board approval. Apply in person or submit application to: Morris County Appraisal District, P. O. Box 563, Daingerfield, TX 75638. Phone: 903/645-5601. Applications/resumes will be accepted until the position is filled. Anticipated fill date: October 1, 2004.

Looking Ahead

October 11-12	New/Prospective Chief Appraiser Training, Austin Hilton North Hotel
October 18-19	LBJ Tax Institute/Comptroller's Conference, Austin
November 14-16	Texas Rural Chief Appraisers Conference, Austin Omni Southpark Hotel
November 15-17	TACA Conference-VG Young Institute, College Station
November 16	TAAD Fourth Quarter Executive Board Meeting, Austin
November 30	Appraisal of Big Box Properties, Dallas Renaissance Hotel
December 6	Deeds, Records, Title Transfers; Austin Hilton North Hotel
December 6	Recognized Appraisal Methods and Techniques in a Mass Appraisal/USPAP Update, Austin Hilton North Hotel
January 10, 2005	79th Legislature Convenes
February 20-23, 2005	TAAD 24th Annual Conference, Renaissance Austin Hotel



President's Message

by Pat Bagley
TAAD President

It is September. This time of year most of us in appraisal districts are having thoughts of various personal plans. Maybe a short vacation trip before school starts or just catching our breath for a day or two. Take time to catch up with the piled desk? Those that collect have just published effective tax rates and all have begun to start reappraisal work.

Well, that may have been the case in past years, but this year was just a little different. I just finished certifying values to the taxing entities and then rushed to Austin for a round of TAAD committee meetings.

Our year began with hope that a new bill passed by the Legislature with "teeth" requiring renditions on business personal property would perhaps make our lives more pleasant. I am not sure that pleasant is the right word, but we did have a more productive year. Our percentage of rendered accounts went from about 40 percent to just under 70 percent this year and we did notice an increase in values. With this "gift" the Legislature included provisions that in effect opened the deadline gate further so that the goal of certifying values on July 25 became less attainable. I was late, and discussions at my recent visit to Austin indicated that this was not uncommon with other appraisal districts.

Another common problem mentioned was dealing with overlapping properties. Most of the discussion centered around delays in receiving shared information when different appraisal firms were involved and in

changes with the neighboring district's "ag" value schedules. It appears that these problems may lessen in future years, now that we have had the experience. Let us hope new legislation does not make it more difficult!

We should be used to dealing with problems and deadlines. The TAAD committees are no different. They addressed the various problems and needs of our members in an aggressive and dedicated manner. Expect to see several new seminars "soon to be announced" along with some different and interesting sessions at next year's conference.

For those of you who have tried to use the website recently with the new format, be patient. It is being completely reformatted and will contain more of the kind of information that we need and should be much easier to navigate.

Many of you have begun to receive The APPRISER newsletter via e-mail *and* hard copy. Receiving the newsletter exclusively via e-mail would save a substantial amount of postage and printing costs and, frankly, I have enjoyed it during the last three months. Also we can more easily share it with our staffs at no additional cost. If anyone is interested in dropping the mailed hardcopy in favor of e-mail only, please let Doris know (dkoch@taad.org).

Thanks for listening. I wish you all a pleasant and fruitful late summer and fall!

Institute '05, continued...

approaches to handling large numbers of appeals, ethics, law, public information, open records and open meetings requirements, employee motivation ideas and tools, board and taxing entity relationships, litigation and negotiation skills, etc. Veteran chief appraisers will teach these one-day topics to bring different ideas to the group.

The Education Committee will be meeting in the fall to finalize the ap-

plication process, as well as the 2005 curriculum for the institute, based on participant evaluations and input. If veteran chief appraisers or other members have additional ideas of topics that they feel should be covered in the Chief Appraiser Institute, they should contact any member of the Education Committee and share their ideas.

Application forms and instructions will be e-mailed to all member districts

on the TAAD e-mail listserv, and information will also be available on the newly revised TAAD website. To be considered, an aspiring participant should submit to TAAD a completed application, accompanied by a letter of recommendation, no later than October 31, 2004. For more information, contact Doris Koch at the TAAD office (dkoch@taad.org).

Absenteeism, Attendance, and Leave Policies



Following is Part III of TAAD's cooperative effort with the Texas Workforce Commission (TWC) on developing or updating an appraisal district personnel manual. This month addresses the issues of absenteeism, attendance, and leave policies.

Absenteeism Policies

- “Point” or “no fault” system – example: 1/2 point for each instance of tardiness, 1 point for each absence, plus extra 1/2 point for failing to give notice of tardiness or absence – usually involves a set series of warnings at intervals, such as a verbal warning after 5 points, first written warning after 7 points, second written warning after 10 points, final written warning after 15 points, and termination for 18-20 points within a 12-month period – different companies have different point and warning systems to suit their individual needs.
- Be careful – employers covered by the Family and Medical Leave Act, or by a similar state law, need to remember that no FMLA-covered absence may be used as the basis for any kind of disciplinary action – that means it cannot be counted toward total absences in a “point” system.
- “Chargeable” and “non-chargeable” absences (or excused and unexcused absences) – remember to leave FMLA-covered absences out of the calculation.
- It is up to the employer to decide what will be excused or unexcused, but keep in mind that in an unemployment claim, many states will not disqualify a claimant if the final absence was due to personal illness or the illness of the claimant’s minor child.
- Other important exclusions from such a policy include military leave, jury duty leave, witness leave, and voting leave.

Tardiness Policies

- Same categories as for absenteeism.
- Notice of absence or tardiness – how much advance notice should be given? To whom should the notice be given? Is it alright to leave a message? What if a supervisor is unavailable? Can the employee’s spouse or other companion give the notification? The employer must decide these things and let the employees know exactly what is expected.

Documentation

- Employers should fully document attendance and hours worked.
- Any time an employee claims the need to miss work due to a medical condition, the employer has the right to require documentation of the condition or the medical visit – remember, due to the ADA, such documentation should be kept in a separate, confidential medical file for the employee, not in the regular personnel file.
- The employer must decide whether documentation will be required for any medical absence, or just for those lasting over a certain number of days.

Leaves of Absence or Sabbaticals

- Such periods of absence can be paid or unpaid, voluntary or involuntary, and medical or “other” – the return date can be specified or left open.

Absenteeism

- State the company policy on attendance, tardiness and absenteeism.
- Distinguish between exempt and non-exempt employees.
 - State the consequences for violation of the policy.
 - When are written warnings warranted?
 - When can employees be terminated?
 - What happens in a no show/no call situation?
- State the procedure for notifying the employer in case of an absence.
 - Whom should the employee notify?
 - How should the notice be given, and by what time?
 - What are the consequences for failing to give proper notice?
 - What is expected in the event an employee can not reach the contact person in the company?

- Emphasize the need to follow policy and procedure as a courtesy to other employees.

Employers have the right to expect employees to be present and ready to begin work on time each day. It is necessary to keep accurate attendance records. Any warnings given to employees for excessive absences or tardiness should be in writing and signed by the employee. Record the reason given by the employee for the absence or tardy arrival. This documentation should be kept in personnel files. Such documentation will be helpful if there is ever a problem with an employee. Employers should strive to reduce absenteeism and lateness. The handbook is a useful way to communicate this goal.

It is necessary to:

- Create guidelines for attendance.
- Hold all workers to the same standards.

- Explain in detail the company's position on absences related to illness or injury.
- Establish a policy of counseling an employee who violates company attendance standards.
- Use consistent and uniform discipline for violations of the policy.
- Reward good attendance, if possible.

Employers should remember that illness is not viewed as misconduct under unemployment benefit laws. When a worker is replaced because of absences due to a medically verified illness, the person will most likely be eligible for benefits. In these instances, employees are eligible for chargeback protection for their tax accounts (private taxed employers only). For a sample policy on absences and attendance, see below.

Sample Attendance Policy

The Company expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits. All employees should regard coming to work on time, working their shift as scheduled, and leaving at the scheduled time as essential functions of their jobs, i.e., good attendance habits form an integral part of every employee's job description.

Among other things, "good attendance habits" mean the following:

- Appearing for work no sooner than five minutes prior to the start of the shift and no later than the start of the shift; being at your work station ready for work by the start of the shift.
- Remaining at your work station unless the needs of the job require being elsewhere, except during authorized breaks (including restroom breaks).
- Taking only the time normally allowed for breaks.
- Remaining at work during your entire shift, unless excused by a supervisor.
- Not leaving work until the scheduled end of your shift, unless excused by a supervisor.
- Leaving promptly at the end of your shift, unless you have been given advance permission from your supervisor to work past that point.
- Calling in and personally notifying your supervisor or another member of management if you are going to be either absent or tardy, unless a verifiable emergency makes it impossible for you to do so (see "Notice of Absence or Tardiness" below for details).

Notice of Absence or Tardiness

Under some circumstances, absence or tardiness on your part may be excused, but only if you give proper notice of such a problem before the start of your shift. The Company needs advance notice of attendance problems so that other arrangements can be made to cover your absence, if necessary. "Proper notice" means that you call the Company at a designated number for such calls prior to the start of your shift and personally notify your supervisor or another member of management about the problem, unless a verifiable emergency makes it impossible for you to do so. It is not sufficient to call in and leave a message with a coworker or someone else who is not in a supervisory position. Office staff have been instructed to route all such calls to supervisory personnel. All supervi-

sors and managers have been advised to make themselves available to take calls such as these, so there should be no reason to worry that you will not be able to reach an appropriate person to advise of your attendance problem. Similarly, the Company's telephone system has been set up to allow your calls to go through promptly and to not route you to an answering machine. If you fail to give proper notice of attendance problems in advance as explained in this policy, you may be subject to disciplinary action, up to and possibly including discharge.

If you are absent without notice for [two; three] days in a row, you will be considered as having abandoned your job, and the Company will process your work separation as a voluntary resignation on your part.

Attorney General Opinions/Requests for Opinions

GA-0222

(July 30, 2004) RE: Implementing a tax freeze by a county, city or town, or junior college district for persons with disabilities or persons 65 years of age or older. (RQ-0171-GA)

Summary

Article VIII, section 1-b(h) of the Texas Constitution authorizes a governing body of a home-rule municipality to call an election to adopt a tax freeze for persons who are disabled or who are 65 years of age or older by official action on its own motion and without a petition from the city's voters. A tax freeze adopted by a home-rule municipality under article VIII, section 1-b(h) may not be repealed by an election called pursuant to a petition of the city's voters. Article VIII, section 1-b(h) does not permit a county, city or town, or junior college district implementing that provision to use a year prior to implementation as the base tax year.

GA-0225

(August 3, 2004) RE: Whether a school district may offer an early payment discount to its taxpayers if the school district has contracted with a county for tax collection services and the county has discontinued early payment discounts. (RQ-0179-GA)

Summary

A school district may not offer an early payment discount to its taxpayers if the school district contracts with a county for tax collection services and the county does not offer early payment discounts for county taxes.

Save Money and Time . . .

Hold In-House Education Courses!

Becoming a Secondary Sponsor is Easy...and Free!

As a Secondary Sponsor, you must sign an agreement form between TAAD and BTPE. Once you are a registered sponsor, set your course schedule, contact a BTPE approved instructor and advertise! You must request a master set of materials from TAAD. The master set includes one hard copy of the Student Manual, Instructor's Guide, Exam and Exam Key, overheads, and Student Texts and handouts (if any). The cost is only \$50 per course.

Secondary Sponsors provide materials to each student and set their own registration fees. The Property Tax Education Coalition (PTEC) charges a stu-

dent-licensing fee of \$25 per student payable after the course ends. Submit Continuing Education Credit requests directly to BTPE and that's it! TAAD has all necessary forms available – BTPE course roster, evaluation forms, material request form, and payment invoices for PTEC fees.

TAAD frequently gives out Secondary Sponsor information to interested students who wish to take courses closer to home. You're even listed on our website!

For more information, visit www.taad.org or call Sarah Decker at 512/467-0402 or sdecker@taad.org.

New/Prospective Chief Appraiser Training

TAAD offers a short, intensive review of the most important issues a new or prospective chief appraiser will face during the first 12 months on the job.

DATE: October 11-12, 2004

LOCATION: Austin Hilton North, 6000 Middle Fiskville Road, Austin TX

LODGING: \$80 single or double. Call the Hilton (512/451-5757) no later than September 20, and ask for the TAAD block.

REGISTRATION DEADLINE: October 1

CLASS HOURS:

October 11

Registration: 8 - 8:30 a.m.

Class: 8:30 a.m. - 5 p.m.

October 12

Class: 8:30 a.m. - Noon, and 1:30 - 3 p.m.

CEUs: 12 hours

- Public Relations for Chief Appraisers
- Working Effectively with a Board of Directors
- Taxing Entity Relations
- Who's Who in the Property Tax Field
- The Tax Calendar
- Developing and Defending a Budget
- Understanding Ratio Studies
- Understanding the Property Value Study
- Employee and Employment Topics
- Technology for CADs
- Records Management
- Legal Issues for Chief Appraisers

TAAD New/Prospective Chief Appraiser Training

October 11-12, 2004 • Austin Hilton North

BTPE number _____

Name _____ Nickname _____

Jurisdiction _____

Street Address/P.O. Box _____

City _____ State _____ Zip _____

E-mail Address _____ Phone number _____

Registration fees must reflect current membership status.

Registration enclosed:

_____ TAAD Member District \$100

_____ TAAD Associate/Affiliate Member \$125

_____ Non-Member \$150

Requests for partial refunds must be made in writing no later than October 25, 2004. A \$50 cancellation fee will be subtracted.

NOTE: Registration is conditioned upon acceptance of payment prior to class.

**Mail to: Texas Association of Appraisal Districts
7701 N. Lamar, Suite 315
Austin, TX 78752-1023**

2004 State Certification Course Schedule

<u>Month/Date</u>	<u>Course</u>	<u>Title</u>	<u>Class Hours</u>	<u>Exam Hours</u>	<u>CEU - Full Credit</u>	<u>CEU - Audit</u>
SEPTEMBER 2004						
September 13-15	Course 13	Appraisal of Ag and Open-Space Land	16	2	18	12
September 13-15	Course 11	Appraisal of Timber Land	16	2	18	12
September 13-17	Course 1	Intro to Texas Property Tax System	32	4*	36*	24
September 13-17	Course 9	Advanced Assessment and Collections	24	2	26	18
September 15-17	Course 14	Wildlife Appraisal	16	2	18	12
OCTOBER 2004						
October 11-14	Course 3	Income Approach to Value	24	2	26	18
October 11-14	Course 4	Personal Property Appraisal	24	2	26	18
October 11-14	Course 5	Mass Appraisal	24	2	26	18
October 11-14	Course 23	Advanced Income Approach	24	2	26	18
October 11-14	Course 27	Appraisal of Land	24	2	26	18
DECEMBER 2004						
December 6-8	Course 7	Texas Property Tax Law	21	3	24	16
December 6-9	Course 10	Demo Appraisal Concepts	21	3	24	16
December 6-9	Course 3	Income Approach to Value	24	2	26	18
December 6-10	Course 1	Intro to Texas Property Tax System	32	4*	36*	24
December 6-10	Course 2	Appraisal of Real Property	32	4*	36*	24

NOTE: No state courses are scheduled during January, April, May, June, July, or November.

* Exam review: 2 hours, and 2 hours for exam; review may be omitted to reduce course to 34 CEUs

New Day for RPA Test-Taking in 2005

2005 Austin Exam Schedule

Students taking state certification exams for the RPA, RTA, and RTC designations will do so on a Friday in 2005, rather than on the familiar Monday testing date. The agency's board approved the move at its August meeting.

To accommodate the new testing dates, TAAD will offer its RPA Review Course on the Monday through Thursday prior to the test dates.

Exams offered outside of Austin are not affected by the change.

Friday, February 11, 2005

Austin (all exams offered)

Friday, May 20, 2005

Austin (RTA, RTC exams only)

Friday, August 12, 2005

Austin (RPA exams only)

Friday, October 7, 2005

Austin (RPA exams only)

State Certification Course Information

1. Class Hours: Unless otherwise specified, course hours are from 8:30 a.m. to 5 p.m. Registration on the first day of class is 8 to 8:30 am.

2. Location/Hotel Accommodations: Courses will be held at the Austin North Hilton Hotel, 6000 Middle Fiskville Road, Austin, TX, 78752, 512/451-5757. TAAD has a room block with a rate of \$80 single or double per night. To get these rates, students must reserve their room at least three weeks in advance and ask for the TAAD block.

3. CEUs: All of TAAD's state certification courses are approved by BTPE for certification and continuing education units. The hours indicated on the course schedule represent the total number of hours received for the course, including examination time, as well as the credit given for auditing the course. Students must take and pass the exam to receive full credit for each course.

4. Audit: Credit will be given to individuals who audit state certification courses. Consult the schedule (left) for the number of CEUs for each class.

5. Certificate: All member districts will receive a certificate

for \$50 off Member District Course Fee. Certificates are valid for one individual registration. To redeem, please enclose certificate along with remaining registration fee.

6. Cancellations: There will be a \$50 administrative charge for all course cancellations including faxed registrations. Refund requests must be received by TAAD in writing within two weeks after the last day of the course.

7. Cost for Courses:

• **Courses 1, 2 and 8:**

\$250 for TAAD Member Districts
 \$300 for TAAD Associate/Affiliate Members
 \$350 for Non-Members

• **Courses 3, 4, 5, 6, 7, 9, 10, 23, 25 and 27:**

\$225 for TAAD Member Districts
 \$275 for TAAD Associate/Affiliate Members
 \$325 for Non-Members

• **Courses 11, 12, 13 and 14:**

\$175 for TAAD Member Districts
 \$225 for TAAD Associate/Affiliate Members
 \$275 for Non-Members

State Certification Course Registration Form

Course # _____ Course Date _____ BTPE # (if applicable) _____

Name _____ Nickname _____

Title _____

Jurisdiction/Firm _____

Street Address/P.O. Box _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

E-mail Address _____

Course Registration Fee \$ _____

Property Assessment Valuation Book - required for Courses 2, 3, 4 & 5 (\$35) \$ _____

Texas Ad Valorem Taxation Book - suggested for Courses 1, 7, 8 & 9 (\$20) \$ _____

PTEC Glossary (\$20) \$ _____

Total Amount Enclosed \$ _____ *NOTE: Registration is conditioned upon acceptance of payment prior to class.*

Please complete the registration form and return it along with payment to:

Texas Association of Appraisal Districts
 7701 N. Lamar, Suite 315
 Austin, TX 78752-1023

Office Use Only:	
Date _____	
Check # _____	
Paid _____	DB _____
PC _____	PAV _____
ADV _____	Gloss _____
Materials Date _____	

PLEASE CHECK ALL THAT APPLY:

- I am taking this course for certification
- I am taking the exam
- I am taking this course for CEUs only
- Please mail my class materials*
- I will pick up my class materials at registration

* TAAD will mail materials only if we receive registration and payment **THREE WEEKS PRIOR** to class.



Occasionally I get to speak with younger people in our profession about retirement. One of the more common phrases I hear is, “I can’t afford to save for retirement now.” This made me think – what does it cost these folks to save for their retirement?

There are plenty of people – both young and old – who are stretching their dollars thin already and truly can’t afford to put money away. But a majority of people, especially those under the age of 40, don’t really see the need to save for retirement. They feel that Social Security will be enough to support their lifestyle, or they think they can just save money late in life when they are making more money, or they just don’t think about it at all. I’d like to take some time to address all three of these points.

Social Security was started to be a portion of retirement for Americans. Many people believe that Social Security is supposed to pay for all of their retirement expectations and are sorely disappointed when they learn exactly what their benefits will be. If those people have nothing else in place, they generally have to go back to work, even if it’s only on a part-time basis. If you are like me, you want retirement to be relaxing, with ample time to spend traveling to see your kids and grandkids. How many people want to work away those golden years?

It seems to me that Social Security won’t be around much longer. I’m not an expert, and I can’t say whether it will or it won’t be around, but I do know that more and more people are taking money out from Social Security as the Baby Boomers start to retire and draw their benefits. It seems to me that the government will have something in place to help us retire, but who’s to say how much it will be and what form it will take. Personally, I don’t feel comfortable putting my retirement solely in the hands of the Social Security Administration.

Recently a younger adult who had just entered the workplace was telling me that he couldn’t afford to save for retirement. When prodded, the young man explained that he has a new car to pay for, and rent, and had grown used to a certain lifestyle. His situation made me think – how much does it cost, especially to someone who is younger? I came up with some basic numbers. For instance, if a 28 year-old person saves \$100 each month (until they are 60 years old) into a retirement account that averages a 10 percent return, they will have a balance of more than \$241,000. Granted, the market won’t always make 10 percent a year. Sometimes it will do better, and sometimes it will do worse. But look at those numbers: over 32 years of saving, \$38,400 was invested for a total of more than \$241,000 to be used for retirement.

So, what if that same person waited until they were 38 to start saving? Well, if they stuck with saving the same \$100 each month until they were 60,

they would have a total of just over \$85,000. That extra 10 years of not saving cost them \$156,000. The next question is, how much would they have to start saving at age 38 to get the same amount as if they would have started saving \$100 a month at age 28? The answer is \$275 per month. If you wait until age 48, you have to save \$940 a month. Now . . . can you honestly tell me you can’t afford to save for retirement? I think you can’t afford **not** to save for retirement.

Finally, there are those who just don’t think about retirement. These folks are really just procrastinating. They are putting off the inevitable. You can go back to the previous two paragraphs for more information on what procrastination will cost you. Some people just can’t believe that they will ever retire. I use to think I would never retire, but trust me, that day will come sooner than you think. Luckily, retirement is something I’ve planned for, and I’ve prepared for financially for years.

There are lots of reasons you should be saving for retirement, no matter what your age. I’ve talked about the cost of savings, and I haven’t even mentioned other factors, like tax savings and the money you receive if your employer has a matching program. Your financial well-being is important, and it’s not something that just happens to you. You have to plan and prepare just like everything else in life. If you’re confused or have questions about how to save for retirement or how to invest your retirement dollars, then contact a professional. There are qualified professionals from reputable companies who would be glad to help you crunch the numbers and make educated decisions. I’m lucky that my son, Andrew, is in the financial planning business and has been able to help me plan for retirement.

Jackie Self, Kaufman CAD chief appraiser, has been with the Kaufman CAD for the better part of two decades, and plans to make good very soon on her long-awaited retirement.

TAAD 2004 Level III/IV RPA Review

session, not primary instruction. The instructor will cover basic methodologies, definitions, etc. as outlined in the course material, but will not "re-teach" the courses. The evening lab will be time for working on specific concern areas which students may have. Students must have basic knowledge of Course 1 before taking the course, because it will not be covered in the daily review.

TAAD is proud to offer a **Level III/IV RPA Review** for BTPE registrants preparing to take the state certification exam. The sessions will be three comprehensive days of course review and working problems. An optional exam will be offered on the morning of the fourth day.

The sessions will be offered in Austin prior to BTPE's Austin testing dates in 2004. The review session will use BTPE's study outline as a tool.

Daily sessions will be from 8:30 a.m. to 5 p.m. and 7 to 9 p.m. Students attending should be aware that this is a review

DATE: OCTOBER 6-9, 2004

Registration:

- TAAD Member District \$250
- TAAD Associate or Affiliate Member \$300
- Non-Member \$350

CEUs: 21 hours maximum

Hotel Accommodations:

- Austin North Hilton Hotel
6000 Middle Fiskville Road
512/451-5757

Room Rates: \$80 single or double

TAAD 2004 Level III/IV RPA Review Registration Form

Name _____

Nickname _____

Title _____

BTPE # (if applicable) _____

Jurisdiction/Firm _____

Street Address/P.O. Box _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

E-mail Address _____

Fee Enclosed \$ _____ *NOTE: Registration is conditioned upon acceptance of payment prior to class.*

2004 Level III/IV RPA Review, October 6-9, 2004

Check level attending:

_____ Level III

_____ Level IV

Office Use Only:

Date _____

Check# _____ PC _____

Paid _____ DB _____

Materials Date _____

NOTE: The review will be only for RPA testing.

Please complete the registration form and return it along with payment to:

**Texas Association of Appraisal Districts
7701 N. Lamar, Suite 315
Austin, TX 78752-1023**

TEXAS ASSOCIATION OF APPRAISAL DISTRICTS, INC.

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Austin, Texas 78752-1023
Phone: 512/467-0402 or 800/880-8223, Fax: 512/452-0427
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BTPE Exam Schedule

The Board of Tax Professional Examiners (BTPE) will offer all its exams at each of the sessions listed below. Apply for exams using BTPE Form #3 – Request to be Examined and send the application to BTPE in Austin, regardless of the exam's location. BTPE must receive applications at least three weeks prior to the exam. For more information and to obtain a study guide, contact BTPE at the William P. Hobby Building, 333 Guadalupe, Tower II, Suite 520, Austin, TX 78701, 512/305-7300.

2004 BTPE Exams and Locations: October 11, Austin (all); October 15, Amarillo (all)



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