



# Georgia Department of Revenue

## *For Educational Purposes Only:*

*The material within is intended to give the course participant a solid understanding of general principles in the subject area. As such, the material may not necessarily reflect the official procedures and policies of the Georgia Department of Revenue or the Department's official interpretation of the laws of the State of Georgia. The application of applicability to specific situations of the theories, techniques, and approaches discussed herein must be determined on a case-by-case basis.*



Georgia  
Association of  
**TAX OFFICIALS**

**Institute for County  
Tax Officials**

**2016**

  
**CARL  
VINSON INSTITUTE OF GOVERNMENT**  
The University of Georgia

**May 9–12, 2016**

The Classic Center | Athens, GA



## SCOPE

The Institute for County Tax Officials has been designed to address key topics that have been identified by the GATO Board to be of major concern to those involved in tax offices.

## PARTICIPANT RECOGNITION

A certificate of attendance, issued in five year increments, from the University of Georgia's Carl Vinson Institute of Government will be presented to participants at the luncheon on **Wednesday, May 11**. To determine the number of years of attendance, please access your records at <http://www.vinsoninstitute.org/trainingrecords>. Please complete the attached form and return it to Precious Cooper no later than **April 17**.

Participants will be awarded up to 17 Contact Hours, dependent upon the number of sessions attended during the conference which will be recorded at the University of Georgia. For instructions on how to access your transcript for classes taken through Carl Vinson Institute of Government, go to <http://www.vinsoninstitute.org/trainingrecords>.

## REGISTRATION FEES

The full conference fee of \$315.00 includes instructional costs, materials, breaks, three buffet breakfasts, two lunches, a dinner, and entertainment for registered attendees. If you care to include a guest(s) for the Wednesday dinner and entertainment, please indicate name(s) of guest(s) on the registration form, and submit a separate check for the cost of guest(s) meals by **April 17**.

The option of a one day registration fee of \$158.00 is available to those who would like to attend on **Tuesday or Wednesday**. The one day fee includes instructional costs, course materials, breakfast, breaks, and lunch. The banquet is **NOT** included in the one day fee for Wednesday. If you need classes on both days, you are required to submit the full registration fee.

A half day fee of \$79.00 is available to those who wish to attend on **Thursday**. The half day fee includes instructional costs and a buffet breakfast.

Please register online at the Carl Vinson Institute of Government web site at <http://www.vinsoninstitute.org/gato>, and pay by credit card. You may be prompted to request a password to access the online registration system. Once you have received the password, you can view and update your profile and register for the conference.

Payment of fees must be received before registration can be confirmed. Confirmations will be sent to the email address listed on the registration form.

## CONFERENCE CANCELLATION AND REFUND POLICY

Written notice of cancellation must be postmarked/dated no later than **April 16, 2016**, to receive a full refund of registration fees. Written requests postmarked/dated between **April 17** and **April 24** will be assessed a 25% administrative fee, and requests postmarked/dated after **April 24** are not eligible for a refund. Registrants who fail to attend, cancel, or send a substitute are liable for the full registration fee. Substitution of participant is encouraged over cancellation. To cancel registration or send a substitute, please send notification to Precious Cooper at [pcooper@uga.edu](mailto:pcooper@uga.edu) or via mail at Carl Vinson Institute of Government, University of Georgia, 201 N. Milledge Avenue, Athens, Georgia 30602-5482.

## LOCATION

The Institute for County Tax Officials conference will be held at the Classic Center, 300 N. Thomas Street, Athens, Georgia 30601. For directions, please visit their web site at [www.classiccenter.com](http://www.classiccenter.com).

## LODGING

**Governor Nathan Deal signed a transportation bill on Monday, May 4, 2015, that will affect your lodging reservation during the conference. The new bill creates a statewide fee of \$5.00 per night per room on all hotel lodging rooms, effective as of July 1, 2015. This fee is not tax exempt.**

For your convenience, a block of rooms is being held for your event until 5:00 p.m. **April 11, 2016.** Lodging is limited; please call early to secure your lodging needs. When the block closes or all rooms are booked, whichever comes first, the special rate will not be honored, and room availability cannot be guaranteed. Below is a list of Athens hotels that are convenient to the conference. Check-in is at 3:00 p.m.; check-out is at 11:00 a.m.

Graduate Athens	706-549-7020	\$109.00 per night (Formerly the Foundry Inn and Spa) Group Code: UG5816 when reserving online
Georgia Gameday	706-583-4500	1 BR \$119.00 per night, 2 BR \$135.00 per night, 3 BR \$194.00 per night. Please reference GATO Conference
Hilton Garden Inn	706-353-6800	\$126.00-\$399.00 per night <b>SOLD OUT</b>
Hotel Indigo	706-546-0430	\$115.00 + \$10.00 parking fee per night Group Code: Government
Courtyard by Marriott	706-369-700	\$109.00 per night Group Code: Government
Holiday Inn Athens	706-549-4433	\$84.00 per night Group Code: University of Georgia

**Please check with your hotel to confirm if complimentary shuttle service will be available to and from the Classic Center and for information regarding parking fees.**

## TAX EXEMPTION

For exemption of state sales tax, you must pay with a state, city, or county government check and at check-in present a state, city, or county government tax exemption certificate that includes the tax exemption number. To be exempt from hotel/motel excise tax, please present a hotel/motel exemption form at check-in.

## PARKING

The Classic Center is now charging for parking. Parking at the Classic Center is \$1.00/hour or **\$7.00 per vehicle per day**; however, **parking is limited. Note, there are no in/out privileges for parking fees.**

## SPECIAL NEEDS

If you require special services, facilities, or dietary considerations, please contact Precious Cooper at [pcooper@uga.edu](mailto:pcooper@uga.edu) or (706) 542-0402.

## CONFERENCE INFORMATION

Precious Cooper  
(706) 542-0402 or [pcooper@uga.edu](mailto:pcooper@uga.edu)  
Carl Vinson Institute of Government  
201 N. Milledge Avenue  
Athens, Georgia 30602-5482

## **Institute for County Tax Officials**

Classic Center  
300 N. Thomas Street  
Athens, GA 30601  
May 9 – 12, 2016

### **Agenda**

#### **Monday, May 9, 2016**

4:00 p.m. Executive Board Meeting (*Classic Center*)  
5:00 – 6:00 p.m. Registration (*Escalator Lobby*)

#### **Tuesday, May 10, 2016**

7:00 – 8:30 a.m. Late Registration/Buffer Breakfast  
8:30 – 9:00 a.m. Opening of the Institute  
President, Cindy Cannon  
  
Welcome and Remarks  
Carl Vinson Institute of Government, University of Georgia  
  
9:00 – 10:00 a.m. Legislation and Current Issues  
*Ellen Mills, Georgia Department of Revenue - Local Government Services Division*  
*Mark Loyd, Georgia Department of Revenue - Local Government Services Division*  
*Georgia Steele, Georgia Department of Revenue - Motor Vehicle Division*  
*Douglas Hooper, Georgia Department of Revenue - Motor Vehicle Division*  
  
10:00 – 10:30 a.m. Refreshment Break / Visit Vendors  
10:30 – 12:00 p.m. Legislation and Current Issues (continued)  
12:00 – 1:30 p.m. Lunch / Visit Vendors  
1:30 – 3:00 p.m. **NEW!** Effective Delegation for Tax Commissioners  
Delinquent Tax Collection Overview  
Motor Vehicle: Fraud Detection  
Assessments and Audits  
GRATIS Behind the Screens  
  
3:00 – 3:30 p.m. Refreshment Break / Visit Vendors  
3:30 – 5:00 p.m. **NEW!** Effective Delegation for Tax Commissioners (continued)  
Delinquent Tax Collection Overview (continued)  
Motor Vehicle: Fraud Detection (continued)  
Assessments and Audits (continued)  
GRATIS Behind the Screens (continued)

5:00 – 6:00 p.m. GATO Business Meeting (*members only*)  
*DINNER ON YOUR OWN*

**Wednesday, May 11, 2016**

7:00 – 8:00 a.m. Late Registration / Buffet Breakfast / Visit Vendors

8:00 – 9:30 a.m. *NEW!* Out of the Gray Tax Issues  
*NEW!* Tax Office Budgeting  
CAVEAT  
GRATIS Behind the Screens  
Local Government Services: Hot Topics  
Motor Vehicle: Hot Topics

9:30 – 10:00 a.m. Refreshment Break / Visit Vendors

10:00 – 11:30 a.m. *NEW!* Out of the Gray Tax Issues (morning session continued)  
*NEW!* Tax Office Budgeting (morning session continued)  
CAVEAT (morning session continued)  
GRATIS Behind the Screens (morning session continued)  
Local Government Services: Hot Topics (morning session continued)  
Motor Vehicle: Hot Topics (morning session continued)

11:30 – 1:30 p.m. Lunch  
Presentation of Awards

1:30 – 3:00 p.m. *NEW!* Out of the Gray Tax Issues (afternoon session)  
*NEW!* Tax Office Budgeting (afternoon session)  
CAVEAT (afternoon session)  
Motor Vehicle: Fraud Detection (afternoon session)  
Local Government Services: Hot Topics (afternoon session)  
Motor Vehicle: Hot Topics (afternoon session)

3:00 – 3:30 p.m. Refreshment Break / Visit Vendors

3:30 – 5:00 p.m. *NEW!* Out of the Gray Tax Issues (afternoon session continued)  
*NEW!* Tax Office Budgeting (afternoon session continued)  
CAVEAT (afternoon session continued)  
Motor Vehicle: Fraud Detection (afternoon session continued)  
Local Government Services: Hot Topics (afternoon session continued)  
Motor Vehicle: Hot Topics (afternoon session continued)

7:00 – 8:00 p.m. Banquet

8:00 – 10:30 p.m. Entertainment  
*Meals, breaks, and entertainment were selected by the committee.*

**Thursday, May 12, 2016**

8:00 – 9:00 a.m. Late Registration / Buffet Breakfast

9:00 – 11:30 a.m. Joint Town Hall Meeting

11:30 – 12:00 p.m. Closure / Evaluations

## **Course Description and Instructors**

### **Assessments and Audits**

*Danny Forsyth and Kenny Colson, Department of Revenue – Local Government Services Division*

This 3-hour course presents the timeline followed by the county board of assessors when making annual assessments and discusses issues regarding special assessments such as conservation use and forest land conservation use including DOR audits of forest land assistance grants.

### **CAVEAT**

*Ellen Mills, Don Hicks, Liz Okunowo, and Michelle Hughes, Department of Revenue – Local Government Services Division*

Current Ad Valorem Edicts and Trends is a 3-hour course focusing on the current legal and economic changes facing the tax office and will include a detailed analysis of ad valorem taxation laws and court decisions.

### **Delinquent Tax Collection Overview**

*Don Hicks, Ronnie Posey, and Liz Okunowo, Department of Revenue – Local Government Services Division*

This 3-hour course reviews best practices in collecting delinquent taxes including the proper steps to follow when levying on property for unpaid tax.

### **GRATIS Behind the Screens**

*Crystal Powell and Sharon Martin, Department of Revenue - Motor Vehicle Division*

This course will provide an in-depth review of navigating in GRATIS (Georgia Registration and Title Information System) and a look at the extra options that GRATIS offers.

### **Local Government Services: Hot Topics**

*Danny Forsyth and Ronnie Posey, Department of Revenue – Local Government Services Division*

This 3-hour course will provide updates on tax office procedures in areas such as manufactured housing, digest submission, property under appeal, exemptions, public utilities, and more.

### **Motor Vehicle: Fraud Detection**

*Clark Davis, Department of Revenue - Motor Vehicle Division*

This 3-hour course reviews best practices for detecting Motor Vehicle fraud including the proper steps to take when encountering these issues.



**Motor Vehicle: Hot Topics**

*Alton Roane, Lucindress Cooper, April Spain, and Robert Worle, Department of Revenue - Motor Vehicle Division*

This 3-hour course will provide Motor Vehicle procedures in areas such as Titling, Registration, Electronic Title and Registration, and the International Registration Plan.

***NEW!* Effective Delegation for Tax Commissioners**

*Merle Strangwray, Carl Vinson Institute of Government*

This 3-hour course will teach participants how to know when to delegate and how to delegate in ways that don't simply give more work to people but to delegate for the purpose of expanding responsibilities, developing people to take on greater responsibilities and to be of greater value to the Tax Commissioners Office and in the efficiency of the Office.

***NEW!* Out of the Gray Tax Issues**

*Mara Register, Carl Vinson Institute of Government*

This 3-hour course will expose tax officials to the complexities of decision making when the issue is “gray” or having multiple acceptable solutions. Participants will be exposed to real-life scenarios and go through a process of identifying the issues, exploring the possible options and coming up with a best option. Course will examine the myriad of possible unintended consequences of decisions and identify ways to get better results with reduced negative consequences improving the effectiveness of the Tax Commissioner’s office.

***NEW!* Tax Office Budgeting**

*John Culpepper, Carl Vinson Institute of Government*

This 3-hour course will teach participants about the processes and best practices of budgeting and the skills of presenting a budget to the Board of Commissioners in ways which lead to greater levels of buy-in from the Commission by being able to more effectively justify their budgets. Participants will also learn skills of better relationship building with the governing body during the budget process. The skills learned will increase the credibility of the Tax Commissioners Office and improve relations with the County’s Board of Commissioners.

# Certificate Questionnaire

## Institute for County Tax Officials

May 9 – 12, 2016

Please duplicate this form as needed.

Please **DO NOT** complete and return form unless you have attended EXACTLY 5, 10, 15, 20, 25, 30, 35, or 40 institutes (full conference only). To receive your certificate at the May conference, **you must submit the form by April 17.**

Please send to: Precious Cooper  
UGA/GTED  
201 N. Milledge Avenue  
Athens, GA 30602-5482  
Fax: 706-542-2176  
Email: [pcooper@uga.edu](mailto:pcooper@uga.edu)

Including this Institute, I have attended \_\_\_\_\_ Institutes, and I am eligible for the following certificate:

_____ 5 year	_____ 25 year
_____ 10 year	_____ 30 year
_____ 15 year	_____ 35 year
_____ 20 year	_____ 40 year

Name as you wish it to appear on certificate (*please print or type*)

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Last Name	First Name	MI
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Address

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City	State	Zip
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