

## Project Work Plan

### Briscoe County Appraisal District

The Briscoe CAD appraises for 7 taxing units in 1501 square miles. The total parcels average 4,074. The Briscoe CAD contracts with each of the taxing units to collect their taxes. There are 2 full time employees, the Chief Appraiser has an RPA (Registered Professional Appraiser) State certificate and RTA (Registered Texas Assessor/Collector) State certification. The deputy has begun to work on her RPA. This office follows the Property Tax Calendar as published by the Texas Comptroller of Public Accounts.

### 2024-2025 Reappraisal Schedule

December 2023	Begin planning for 2024 inspections. Run current sales information from sales confirmation letters, deed records, and other sources. Begin preparing maps to show routes to be taken in rural areas. As weather and staffing permits start inspections and prepare renditions.
January 2024	Mail renditions January 2 <sup>nd</sup> , if not mailed last day of December. Continue with the inspections. Mail out any Homestead applications, Special-Use valuations, sales letters not already sent.
January to March	Complete field inspections as provided by the reappraisal plan area. Run sales ratio reports. Compare with CAD values and sales information. Identify necessary schedule adjustments.
March to April	Continuing running sales ratio reports. Refined sales analysis and mass appraisal schedules. Statically test schedules. Complete data entry of all reappraisal and maintenance changes. Finalize all field work and data collection activities. Execute mass appraisal/maintenance activities as required. Prepare for mailing 2024 Notices of Value. Attend ARB Webinars.
May	Mail notices of appraised value for each account in Briscoe County.
June to July	ARB meets during these months. Process and mail ARB orders. Enter into the computer all changes as ordered by ARB and notify other CAD's if the ordered change falls into an overlapping are. ARB approval of records by July 20 <sup>th</sup> . Certification of appraisal records and values to taxing units by July 25 <sup>th</sup> .
As needed throughout the year	Handle any outstanding protests by scheduling ARB hearings. Mail out and collect current tax bills.

### 2024-2025 Reappraisal Schedule

The same timetable and duties appl in each year. The appraiser shall physically inspect all city and town site properties and any rural properties not inspected in the year before. The chief appraiser and CAD staff will continue to complete the same duties and reappraisal steps as outlined for the next year.