



## Independent Accountant's Report on Applying Agreed-Upon Procedures

Board of County Commissioners and Adams County Assessor  
Brighton, Colorado

We have performed the procedures enumerated below, which were agreed to by you, on the transition processes of the Adams County Assessor's Office (the Assessor's Office) from the outgoing Assessor to the incoming Assessor for the transactions beginning November 6, 2018 through April 4, 2019. The Assessor's Office's management is responsible for the processes surrounding the subject matter. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. We will obtain the 2018 Adams County Property Assessment Study performed by the State of Colorado.
  - We will review this study to identify any findings and recommendations.
    - We obtained the 2018 Adams County Property Assessment Study performed by Wildrose Appraisal Incorporated (a contractor used by the State of Colorado) dated September 15, 2018. We reviewed the 2018 study to identify any findings and recommendations. Based on our review, there were no findings or recommendations identified.
  - We will interview the Assessor and other department personnel to obtain an understanding of the policies and procedures in place at the Assessor's Office to ensure the County is in adherence with State Statutes.
    - We visited the Assessor's Office on April 4, 2019 and interviewed its personnel and requested documentation to gain an understanding of the policies and procedures surrounding the Assessor's Office compliance with State Statutes. As part of our interview, we documented such policies in a control narrative.
  - Ensure valuation percentage used for real property is the statutorily determined percentage for computing 'assessed' value by performing a walkthrough of one real property record.
    - We determined it necessary to walk through one residential property, one commercial property and one vacant land lot due to the different valuation methods used for each. We noted while performing these walkthroughs, that the Assessor's Office is computing the assessed value using the correct percentage: 7.2% for the residential property and 29% for the commercial property and vacant land lot. These percentages are in accordance with statutorily determined rates.

2. We will test the County's compliance with State statutes regarding certain deadlines.
- Assessment date of January 1
    - We obtained the latest Real Property Notice of Valuation mailed to property owners indicating the date of the assessment was January 1, 2018, which is in compliance with State statutes.
  - Taxes levied by BOCC no later than December 22
    - We obtained a copy of the Certification of Levies and Revenue for budget year 2019 approved by the Board of County Commissioners on December 11, 2018, which is in compliance with State statutes.
  - County files with the property tax administrator at the State, two copies of abstract of assessment no later than August 25
    - The County elected to follow the alternate protest and appeal procedure pursuant to Colorado Revised Statutes 39-5-122.7 whereby the County must file the abstract no later than November 21. We obtained a letter from Colorado Department of Local Affairs indicating the 2018 Abstract of Assessment was received on November 21, 2018, which is in compliance with State statutes.
  - Assessor must mail to each property owner a notice setting the valuation of the land and improvements no later than May 1
    - EB obtained a copy of an invoice from its third-party vendor indicating these were mailed on May 1, 2018 which is in compliance with State statutes.
  - All protests and objections were heard if notice was given by June 1.
    - As indicated above, the Assessor elected to follow the alternate protest and appeal procedure pursuant to Colorado Revised Statutes (CRS) 39-5-122.7. As such, the County follows CRS 39-5-122 (b)(2) where the assessor shall mail copies on or before the last working day of the assessor in August in the case of both real and personal property. We reviewed supporting documentation showing all appeals in 2018, the date of each appeal and the date in which each notice of determination was mailed. We noted for real property, all appeals were received or postmarked June 1 or earlier. For personal property, we noted all appeals were received or postmarked July 10 or earlier indicating the County is in compliance with State statutes. We also noted from this supporting documentation a determination letter indicating the Assessor's decision was mailed on August 29, 2018.
  - Ensure the Assessor's salary complies with state statute.
    - We obtained supporting documentation for both the outgoing and incoming Assessor related to their pay rate. It was noted the salaries for each are in compliance with State statutes.

3. We will interview the Acting Assessor and other department personnel to obtain an understanding and document the County's procedures surrounding recording assessed valuations and maintaining of all properties within the County. Specifically, we will:
  - Determine how County ensures completeness of the property listing included in tax rolls.
    - Through various interviews of the Assessor's Office personnel, we obtained and documented our understanding of the procedures applied to ensure completeness of the property listing included in tax rolls.
  - Determine how properties are classified within each statutory class.
    - After discussing with the Assessor's Office personnel, we received a listing of property codes that is maintained within the County's system by property type and statutory class.
  - Document how information is transferred to the County Treasurer's Office for property tax calculation and collection of assessments.
    - We visited the Assessor's Office personnel on April 4, 2019, as well as the personnel from the County's Information Technology & Innovation (ITi) department on April 9, 2019 and obtained an understanding of how information is transferred to the County Treasurer's Office.
  - Perform a walkthrough of this process.
    - During the interview process with ITi and by performing a walkthrough of the transfer process, we were able to determine that information transferred from the Assessor's Office to the Treasurer's Office without exception.
4. From our discussions with the Assessor and other department personnel we will document the policies and procedures surrounding how new properties are added to the system, including building permits, subdivision plats and how we match those up with County property records and how often field checks are performed and documented:
  - We will document these procedures and perform a walkthrough over these processes.
    - Through our interview process with the Assessor's Office personnel, we were able to gain an understanding of the policies and procedures surrounding how new properties are added to the system and how the Assessor's Office matches those up with County property records and how often field checks are performed and documented. As part of our interview, we documented such policies in a control narrative. We walked through two transactions in which a property was added to the system, noting no exceptions. Additionally, we gained an understanding of how and when field checks are performed and selected one field check to walk through. We noted that the results of the field check were adequately documented in the property's electronic record.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the above mentioned subject matter. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Adams County Board of County Commissioners and the Adams County Assessor's Office and is not intended to be and should not be used by anyone other than these specified parties.

*Eide Sully LLP*

Denver, Colorado  
April 22, 2019