



# Continuing Education Self-Assessment

Participants enrolled in the Township Governance Academy (TGA), MTA's credentialing program, may obtain 2 elective credits for successful completion of this quiz. To obtain credit, participants must answer the following 10 multiple-choice questions by circling the correct answer and receive a minimum passing score of 70 percent. The questions are based on content from the article, "Assessing your township's assessing". There is no charge for MTA members to take the quiz or to obtain TGA credit.

Completed quizzes should be faxed to (517) 321-8908 or mailed to: MTA, 512 Westshire Dr., Lansing, MI 48917. MTA will notify you of your results within two weeks after receiving your quiz. **IMPORTANT:** Please keep a copy of your completed quiz in your TGA binder. For information about TGA, call (517) 321-6467, email [tga@michigantownships.org](mailto:tga@michigantownships.org), or visit [www.michigantownships.org/learning/tga/](http://www.michigantownships.org/learning/tga/).

## TGA Continuing Education Assessing your township's assessing

NAME: \_\_\_\_\_ TOWNSHIP & COUNTY: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

1. **Assessing:**
  - a. Is performed by townships only.
  - b. Is a core responsibility for townships.
  - c. Is not a statutory requirement but is often performed by townships.
  - d. Is a job that could easily be performed well at the county level.
2. **Who is responsible for making sure the township's assessing meets state requirements?**
  - a. The assessor
  - b. The supervisor
  - c. The township board
  - d. The board of review
3. **Which value is used to determine a property owner's property taxes?**
  - a. Taxable value
  - b. True cash value
  - c. Assessed value
  - d. Capped value
4. **When can a property's taxable value increase?**
  - a. When the property is reassessed
  - b. When the real estate market increases
  - c. When the owner updates the property
  - d. When the property is sold or transferred
5. **The assessor can make changes to the assessment roll:**
  - a. Before it is certified.
  - b. Once it is certified and delivered to the board of review.
  - c. After the board of review has heard appeals from taxpayers.
  - d. At any time in the process.
6. **To properly supervise your assessor, board members should have a deep enough understanding to:**
  - a. Know the required tasks and ask if they were completed.
  - b. Check the assessor's calculations of taxable values.
  - c. Correct values that don't seem quite right.
  - d. Know the required tasks and how they should be completed.
7. **The state's Audit of Minimum Assessing Requirements (AMAR):**
  - a. Scores assessing units on a point scale.
  - b. Does not include an in-person review.
  - c. Asks assessing units a series of "yes" or "no" questions.
  - d. Is a test that townships either pass or fail.
8. **When it comes to economic condition factors and land values, townships:**
  - a. Must develop their own.
  - b. May use values from their county.
  - c. Must use values outlined in their assessor manual.
  - d. Don't need to worry about them as they don't impact assessments.
9. **Your township's AMAR corrective action plan:**
  - a. Is a general description of how your township will fix the problem.
  - b. Includes specific steps and dates.
  - c. Is optional, but not required by the State Tax Commission.
  - d. Can be completed by making a quick phone call to the STC.
10. **Township boards are responsible for all of the following except:**
  - a. Hiring an assessor certified at the appropriate level.
  - b. Budgeting for continuing education and resources to meet state standards.
  - c. Ensuring the assessor is doing quality work.
  - d. Visiting 20 percent of the township's properties.