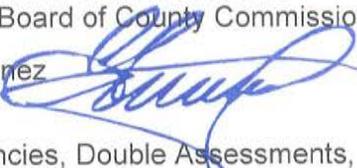


Memorandum



Date: November 24, 2015

To: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor 

Subject: Errors, Insolvencies, Double Assessments, and Discounts for the 2013 Tax Roll

Pursuant to Florida Statute 197.492, the Miami-Dade County Tax Collector is required to report to the Board of County Commissioners (Board) any discounts and credit allowances granted for errors, double assessments, and insolvencies for the yearly tax roll. The Tax Collector is also required to submit a recapitulation of the tax roll to the Florida Department of Revenue.

For your review, attached are the Recapitulations of Errors, Insolvencies, Double Assessments and Discounts for the 2013 Tax Roll. The recapitulation report has been independently reviewed for accuracy by the County's Audit and Management Services Department.

If you have any questions, please contact Deputy Mayor Edward Marquez at 305-375-1451.

Attachments

c: Honorable Harvey Ruvin, Clerk of the Courts
Honorable Pedro J. Garcia, Property Appraiser
Abigail-Price Williams, County Attorney
Office of the Mayor Senior Staff
Department Directors
Charles Anderson, Commission Auditor

Memorandum



Date: November 5, 2015

To: Edward Marquez, Director
Finance Department

Cathy Jackson

From: Cathy Jackson, Director
Audit and Management Services Department

RECEIVED

NOV 10 2015

**MIAMI-DADE COUNTY
FINANCE DIRECTOR'S OFFICE**

Subject: Errors, Insolvencies, Double Assessments, and Discounts for the 2013 Tax Rolls

We completed our review of the Tax Roll 2013 *Recapitulation of Errors, Insolvencies, Double Assessments, and Discounts* (Form DR-505), as well as the *Recapitulations for Ad Valorem Tax Roll* (Form DR-502) and *Non-Ad Valorem Assessments Levied* (Form DR-503) that were submitted by the Tax Collector to the Florida Department of Revenue (DOR) on July 17, 2015 (Attachments I – IV). The purpose of our review was to determine the accuracy and completeness of amounts reported on these Forms.

Table I
Strata of Tax Roll Adjustments Processed
From November 6, 2013 to June 11, 2015

Description	Change in Tax	Count
VAB and PA:		
Real Property Decreases:		
Below \$1,000	\$ (10,368,930)	32,181
\$1,000 to \$4,999	(26,286,122)	11,826
\$5,000 to \$9,999	(14,890,080)	2,148
\$10,000 to \$24,999	(19,249,384)	1,295
\$25,000 to \$99,999	(18,494,973)	439
\$100,000 to \$250,000	(5,638,990)	39
Over \$250,000	(6,600,836)	12
	<u>(101,529,315)</u>	<u>47,940</u>
Real Property Increases	760,979	231
	<u>(100,768,336)</u>	<u>48,171</u>
Personal Property	<u>(7,777,956)</u>	<u>1,008</u>
	<u>(108,546,292)</u>	<u>49,179</u>
Other	(91,655)	238
DR-502/503 Total	<u>\$ (108,637,947)</u>	<u>49,417</u>

Source: Tax Collector data files

Overall, the financial data presented on Forms DR-505, DR-502, and DR-503 was fairly stated in all material respects. Lines 2 through 11 of Form DR-502 detail collections and corrections to the 2013 County and Municipal Tax Rolls after certification by the Miami-Dade County Property Appraiser's Office (PA) on October 17, 2013. Approximately 49,179 tax roll adjustments were authorized by the Value Adjustment Board (VAB) based on Hearings conducted between January 9, 2014 and May 20, 2015, as well as PA Informal Conferences with Taxpayers. These adjustments were processed by the Tax Collector's Office (Tax Collector) between November 6, 2013 and June 11, 2015, and reported as *Errors and Insolvencies* (Lines 11 and 9) on Forms DR-502 and DR-503, respectively (Table I).

To ensure the accuracy of amounts reported, we compared data files summarizing corrections initiated by the VAB and PA to those processed by the Tax Collector. The analysis disclosed that 1,268 adjustments sent by the PA were not listed as *Errors and Insolvencies* on Forms DR-502 and DR-503. Additional analysis of 103 of the unreported items revealed that 44 (43%), processed by the Tax Collector, were not reported because the corrections to the property’s market value did not affect the original tax levy. Another 38 (37%) were processed after the June 11, 2015 reporting date, and thus appropriately excluded. The remaining 21 (20%) had not been processed as of October 26, 2015, even though the PA forwarded the items to the Tax Collector at various times between November 2014 and March 2015.

As shown in Table II, a \$4.9 million discrepancy was also noted between the *Taxes Levied* amounts reported on Forms DR-502/DR-503 (*Line 1*) and Forms DR-403CC/DR-403BM certified by the PA on October 17, 2013. According to the Tax Collector, personal property penalty assessments comprised \$4.4 million (90%) of the difference. Further, both the PA and Tax Collector included \$3.9 million in personal property back-assessed taxes and penalties for Tax Rolls 2010 through 2012 on *Line 1, Taxes Levied*.

Table II
Summary of Reporting Discrepancies for Taxes Levied

Description	Tax Collector			Property Appraiser			Difference
	County and Special District	Municipalities	Total	County and Special District	Municipalities	Total	
Ad Valorem Taxes	\$ 3,326,154,628	\$ 781,275,305	\$4,107,429,933	\$ 3,328,458,897	\$ 774,107,554	\$4,102,566,451	\$ 4,863,482
Non Ad Valorem Taxes	215,990,879	45,487,128	261,478,007	215,975,095	45,487,887	261,462,982	15,025
	<u>\$ 3,542,145,507</u>	<u>\$ 826,762,433</u>	<u>\$4,368,907,940</u>	<u>\$ 3,544,433,992</u>	<u>\$ 819,595,441</u>	<u>\$4,364,029,433</u>	<u>\$ 4,878,507</u>

Source: Forms DR-502 and DR-503, Property Appraiser First Certified Tax Roll Recapitulations

The Tax Collector has made significant progress in implementing most of our prior recommendations that are designed to further improve the accuracy and clarity of the DOR Forms. We again encourage staff to reconcile before and after processing totals to ensure that all transactions forwarded by the PA are timely completed.

A written reply is not warranted, and thus the audit has been closed. Please contact Sheila H. Salters, Audit Manager, at 786-469-5900, if you have any questions. We appreciate the courtesies and cooperation extended to our Staff during the audit process.

CJ:ag

Attachments

- c: Honorable Harvey A. Ruvin, Clerk of the Courts
- Honorable Pedro J. Garcia, Property Appraiser
- Abigail Price-Williams, County Attorney
- Jennifer Moon, Director, Office of Management and Budget
- ✓ Blanca Padron, Deputy Director, Finance Department
- Marcus Saiz de la Mora, Tax Collector
- Charles Anderson, Commission Auditor

Instructions

To Tax Collectors:

1. Use this for the last sheet on your list of errors, insolvencies, double assessments, and discounts.
2. Do not list any item without showing the reason or code in the right-hand marginal column.
3. Group together as much as possible all items coming under one head. For instance, place all Errors under one heading, all Double Assessments under another, Exemptions under another, etc.
4. On exemptions specify whether widow, veteran, homestead, disability, etc.

Recapitulation

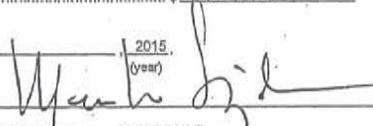
I, MARCUS L. SAIZ DE LA MORA, Tax Collector of MIAMI-DADE County, Florida,

hereby certify that the within and foregoing is a true list of all; Errors, Insolvencies, Double assessments and Discounts on the Assessment Roll for the year ; that all errors and double assessments have been plainly indicated on the Assessment Roll; that the discounts were actually earned for the month as shown; that no exemptions, other than those shown on the Assessment Roll, have been allowed by me except upon a showing of satisfactory proof that each such claim was just and legal; that each item herein marked as insolvent is in fact insolvent and, although diligent search has been made by me I have been unable to find any property upon which levy can be made to enforce the payment of the tax; that I have not collected any of the items shown on this list.

I am, therefore, entitled to credit against the 2013 Assessment Roll in the following amounts:

Errors	<u>AD VALOREM</u>	\$ 108,125,725.93
Insolvencies		\$
Double Assessments		\$
Discounts	<u>AD VALOREM</u>	\$ 134,804,627.77
Federal Bankruptcies		\$
Others: (Specify)		\$
		\$
		\$
Total		\$ 242,930,353.70

Dated this the 17th day of JULY


 Tax Collector, MIAMI-DADE County

To County Commissioners:

Read carefully the certificate below before signing.

Recapitulation

We, the undersigned members of the Board of County Commissioners in and for the County of MIAMI-DADE Florida, hereby certify that we have carefully examined and compared each item in the within and foregoing list and the Tax Collector has stricken from this list and made a separate list of such items, which in our judgment should be collected by the Tax Collector; that to the best of our knowledge, information and belief such list is now correct, just and legal and Hon. MARCUS L. SAIZ DE LA MORA Tax Collector, is therefore entitled to credit on account of said list for the following amounts:

Errors	<u>AD VALOREM</u>	\$ 108,125,725.93
Insolvencies		\$
Double Assessments		\$
Discounts	<u>AD VALOREM</u>	\$ 134,804,627.77
Federal Bankruptcies		\$
Others: (Specify)		\$
		\$
Total		\$ 242,930,353.70

Dated this the _____ day of _____, 2015 (year)

Attest

Clerk

Chairman

Member

Member

Member

Member

Instructions

To Tax Collectors:

1. Use this for the last sheet on your list of errors, insolvencies, double assessments, and discounts.
2. Do not list any item without showing the reason or code in the right-hand marginal column.
3. Group together as much as possible all items coming under one head. For instance, place all Errors under one heading, all Double Assessments under another, Exemptions under another, etc.
4. On exemptions specify whether widow, veteran, homestead, disability, etc.

Recapitulation

I, MARCUS L. SAIZ DE LA MORA, Tax Collector of MIAMI-DADE County, Florida,

hereby certify that the within and foregoing is a true list of all; Errors, insolvencies, Double assessments and Discounts on the Assessment Roll for the year ; that all errors and double assessments have been plainly indicated on the Assessment Roll; that the discounts were actually earned for the month as shown; that no exemptions, other than those shown on the Assessment Roll, have been allowed by me except upon a showing of satisfactory proof that each such claim was just and legal; that each item herein marked as insolvent is in fact insolvent and, although diligent search has been made by me I have been unable to find any property upon which levy can be made to enforce the payment of the tax; that I have not collected any of the items shown on this list.

I am, therefore, entitled to credit against the 2013 Assessment Roll in the following amounts:
(year)

Errors	NON-AD VALOREM	\$ 512,221.09
Insolvencies		\$
Double Assessments		\$
Discounts	NON-AD VALOREM	\$ 8,723,437.18
Federal Bankruptcies		\$
Others: (Specify)		\$
		\$
		\$
Total		\$ 9,235,658.25

Dated this the 17th day of JULY


 Tax Collector, MIAMI-DADE County

To County Commissioners:

Read carefully the certificate below before signing.

Recapitulation

We, the undersigned members of the Board of County Commissioners in and for the County of MIAMI-DADE Florida, hereby certify that we have carefully examined and compared each item in the within and foregoing list and the Tax Collector has stricken from this list and made a separate list of such items, which in our judgment should be collected by the Tax Collector, that to the best of our knowledge, information and belief such list is now correct, just and legal and Hon. MARCUS L. SAIZ DE LA MORA Tax Collector, is therefore entitled to credit on account of said list for the following amounts:

Errors	NON-AD VALOREM	\$ 512,221.09
Insolvencies		\$
Double Assessments		\$
Discounts	NON-AD VALOREM	\$ 8,723,437.18
Federal Bankruptcies		\$
Others: (Specify)		\$
		\$
		\$
Total		\$ 9,235,658.25

Dated this the _____ day of _____, 2015 (year)

Attest

	_____ Chairman
Clerk	_____ Member
	_____ Member
	_____ Member
	_____ Member

DR-502
R. 06/85
Tax Collector's Recapitulation of the Tax Roll For

MIAMI-DADE

County, Florida, 2013
(year)

Every space must be filled in. Where there are spaces that are not applicable, write "None."

	County and Special District Ad Valorem Taxes (3)		All Municipal Ad Valorem Taxes (5)		Total Ad Valorem Taxes (7)	
	Real Property (1)	Personal Property (2)	Real Property (4)	Personal Property (5)	Real, Personal and Centrally Assessed Property (6)	Centrally Assessed Property (7)
Debits:						
1. Taxes Levied as Certified to Department of Revenue by Property Appraiser	3,120,927,534.33	205,227,094.11	741,047,382.93	40,227,921.20	none	4,107,429,932.57
2. Plus Additions to the Roll	2,002,106.14	-	762,269.03	-	none	2,764,375.17
3. Less Subtractions from the Roll Including Rounding Error	(1,335,695.28)	-	(310,836.26)	-	none	(1,646,531.54)
4. Penalties Collected on Current Roll	-	-	-	-	none	none
5. Total Taxes Levied on 2013 Tax Roll (Year)	3,121,593,945.19	205,227,094.11	741,498,815.70	40,227,921.20	none	4,108,547,776.20
Credits:						
6. Total Monies Collected (Including Individual Tax Sale Certificates)	2,936,160,166.05	186,247,632.68	698,004,433.59	36,191,791.57	none	3,858,604,023.89
7. Discounts Allowed	102,558,060.00	7,020,214.26	23,943,891.28	1,282,462.23	none	134,804,627.77
8. Total Cash Credits on Collections (6 + 7)	3,038,718,226.05	193,267,846.94	721,948,324.87	37,474,253.80	none	3,993,408,651.66
9. Warrants Pending	-	3,567,156.14	-	980,875.22	-	4,548,031.36
10. County Tax Sale Certificates	343,032.10	-	13,378.16	-	none	356,410.26
11. Errors and Insolvencies	61,137,611.08	6,076,094.46	19,209,943.69	1,701,876.70	none	108,125,725.93
12. Uncollected Taxes Due to Pending Litigation	740,387.15	166,679.27	133,713.27	31,381.24	none	1,072,159.93
13. Penalties and Interest on Warrants	-	-	-	-	none	none
14. Over (-) or Under (+) Collected	654,486.81	149,318.30	193,455.71	39,534.24	none	1,036,797.06
15. Total Credits (Lines 5 and 15 Should Balance)	3,121,593,945.19	205,227,094.11	741,498,815.70	40,227,921.20	none	4,108,547,776.20

I certify that the information contained herein is accurate and correct to the best of my knowledge and belief.

Dated: July 17, 2015 Signature [Signature] Tax Collector

Input	Date
Amended	Date
DOR Use Only	Date

DR 503
R. 12/92
Page 1

Tax Collector's Recapitulation of the Non-Ad Valorem Assessments Levied for Miami-Dade County, Florida 2013

Every space must be filled in.
Where there are spaces that
are not applicable, write "None"

Non-Ad Valorem Assessment
Sec. 197.3632

DEBITS:

Line 1	Amount levied as Certified to Tax Collector by local Government Board	\$ 261,478,006.62
Line 2	Plus Additions to the Roll	18,021.49
Line 3	Less Subtractions from the Roll including Rounding Error	(6,649.71)
Line 4	Total Amount Levied on 2013 Tax Roll	<u>\$ 261,489,378.40</u>

CREDITS:

Line 5	Total Monies Collected (Including Individual Tax Sale)	\$ 251,668,760.98
Line 6	Discounts Allowed	8,723,437.16
Line 7	Total Cash Credits on Collections (5 + 6)	260,392,198.14
Line 8	County Tax Sale Certificates	11,419.90
Line 9	Errors and Insolvencies	512,221.09
Line 10	Uncollected Assessments Due to Pending Litigation	32,060.31
Line 11	Over (-) or Under (+) Collected	541,478.96
Line 12	Total Credits (Lines 4 and 12 should balance)	<u>\$ 261,489,378.40</u>

I certify that the information herein is accurate and correct to the best of my knowledge and belief and that I have completed the informational requirements of this form.

Date: July 17, 2015 Signature

 Tax Collector

