



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

April 2, 2024

Milton Dohoney Jr.
Ann Arbor City, Washtenaw County
301 E. Huron St., P.O. Box 8647
Ann Arbor, MI 48107

Dear Milton Dohoney Jr.,

The State Tax Commission (STC) at their meeting on August 23, 2022, approved the Assessment Roll Audit as required by Public Act 660 of 2018 and the Assessment Roll Audit Schedule for 2023-2027. This letter serves as notification that your local unit has been selected to be reviewed as part of our 2024 audit program which will be a review of your 2024 assessment roll.

The Commission has contracted with Reason Consulting to conduct the audits. Reason Consulting will be in contact with you to set a schedule for your Assessment Roll Audit. The Commission expects and appreciates full cooperation from each local unit to complete the audits in a timely manner.

Included with this letter, you will find instructions for your assessor to provide a copy of the 2024 assessment database along with instructions to provide all necessary documents utilizing the MiSuite online filing cabinet. A checklist of required documents is also included. The database and required documents must be uploaded within 21 days of receiving this letter.

A copy of the Assessment Roll Audit form with links to requirements and other helpful information is available on the STC website at www.michigan.gov/treasury/local/stc. Should you have any questions, please contact AssessingReformQuestions@michigan.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "David Buick".

David A. Buick, Executive Director
State Tax Commission

Cc: Local Unit Clerk
Local Unit Assessor
County Equalization

(A physical copy will be sent via mail to the
Local Unit Clerk and Supervisor/Manager)



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Database Upload Instructions for BS&A Users

Please follow these instructions for uploading your database file to the State FTP site:

1. Click on **Help>About** - verify your license is for the correct unit of government
2. If necessary, create a **new** backup of the archived 2024 database (.zip file).
Export a complete backup/copy, not a values .txt file
3. Save the backup file on your computer desktop
4. When ready to send, click on **Help>FTP>FTP to State**
5. File to upload defaults to last backup location used, if necessary, click Browse
6. Browse for your backup file to send
7. Click OK (prompt should appear identifying your City/Township license file successfully uploaded)

Filing Cabinet Instructions and Checklist

Please provide documents utilizing the MiSuite filing cabinet. The filing cabinet is accessed by logging into your MiSuite account and selecting the P.A. 660 Audit icon. If you have more than one jurisdiction, please make sure you select the appropriate unit from the jurisdiction drop down menu. Click the file cabinet file icon for the current year, click upload file, select files, and choose the appropriate file. You may enter a description of the file before uploading.

- Assessor's Certification of the Assessment Roll, L-4037
- Land Value Determination documentation
- ECF Analysis documentation
- Written policy under which its assessor's office is reasonably accessible
- Sample of latest Notice of Assessment supplied to taxpayers
- Form 5730, Assessing District Department Staff Training Report
- Form 5731, Assessing District Required Board of Review Training Report
- Form 5852, Administration Fee Certification, must be completed by the local unit supervisor, city manager, or highest elected official
- Written policy detailing personal property canvass process
- Minutes from the most recently held July and December Board of Review meetings
- Written policy detailing process for determining exemptions
- Form 5823, Assessment Duties Audit, which must be completed by the local unit supervisor, city manager, or highest elected official. If the Supervisor is also the Assessor of record, Form 5823 must be completed by the Clerk or Treasurer of the local unit.
- Current Poverty Guidelines, including the asset test