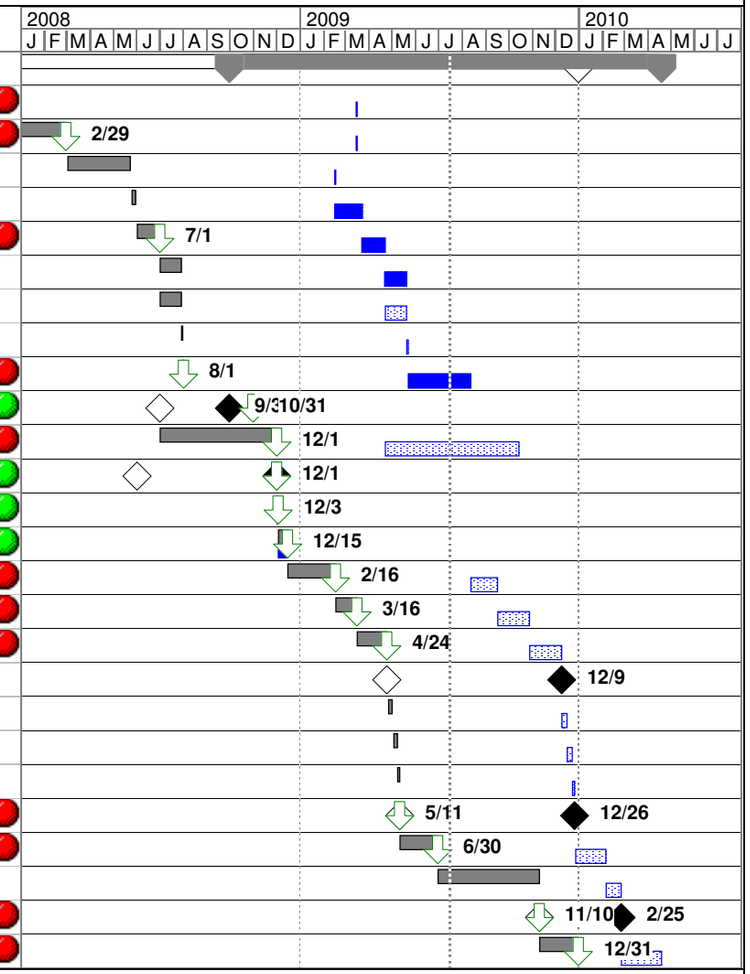
2008-Pay-2009 Assessment/Tax Billing Cycle - Clinton County - Updated - Wed 7/15/09

ID	Task Complete?	Task Name	Actual/Projected Start Date	Actual/Projected Finish Date	Task Deadline	On Time Status
0		**2008-Pay-2009 Assessment/Tax Billing Cycle - Clinton Cour**	**NA**	**NA**	**NA**	
1	✓	**Submit 2007-pay-2008 real and personal property data to DLGF/LSA**	**Mon 3/16/09**	**Mon 3/16/09**	**Mon 10/1/07**	Red
2	✓	**Validate all 2007 sales disclosures and submit data to DLGF/LSA**	**Mon 3/16/09**	**Mon 3/16/09**	**Fri 2/29/08**	Red
3	✓	Prepare ratio study and submit workbook and ratio study to DLGF	Mon 2/16/09	Mon 2/16/09	Fri 5/23/08	
4	✓	Review and approve county ratio study	Mon 2/16/09	Mon 3/23/09	Fri 5/30/08	
5	✓	**Apply trending factors, review assessed values, and deliver final AV t**	**Mon 3/23/09**	**Wed 4/22/09**	**Tue 7/1/08**	Red
6	✓	Apply deductions and exemptions	Wed 4/22/09	Wed 5/20/09	Tue 7/29/08	
7		Submit TIF Neutralization forms (if applicable)	Thu 4/23/09	Wed 5/20/09	Tue 7/29/08	
8		Review and approve TIF Neutralization	Thu 5/21/09	Fri 5/22/09	Thu 7/31/08	
9	✓	**Certify net assessed values to DLGF**	**Fri 5/22/09**	**Wed 8/12/09**	**Fri 8/1/08**	Red
10	✓	**Prepare Form 15 data and submit to DLGF**	**Tue 9/30/08**	**Tue 9/30/08**	**Fri 10/31/08**	Green
11		**Prepare data extract files and submit 2008-pay-2009 real and persona**	**Thu 4/23/09**	**Wed 10/14/09**	**Mon 12/1/08**	Red
12	✓	**Adopt budgets, levies and rates**	**Mon 12/1/08**	**Mon 12/1/08**	**Mon 12/1/08**	Green
13	✓	**File budgets with County Auditor**	**Tue 12/2/08**	**Wed 12/3/08**	**Wed 12/3/08**	Green
14	✓	**Advertises adopted rates (TAB Rate Chart)**	**Thu 12/4/08**	**Mon 12/15/08**	**Mon 12/15/08**	Green
15		**Work unit budgets, levies, rates, and certify county budget order**	**Thu 8/13/09**	**Wed 9/16/09**	**Mon 2/16/09**	Red
16		**Prepare abstract and tax duplicate, and submit 2008-pay-2009 tax billi**	**Thu 9/17/09**	**Wed 10/28/09**	**Mon 3/16/09**	Red
17		**Prepare and mail tax bills**	**Thu 10/29/09**	**Wed 12/9/09**	**Fri 4/24/09**	Red
18		Publish tax rates - 1st advertisement	Wed 12/9/09	Wed 12/9/09	Fri 4/24/09	
19		Publish tax rates - 2nd advertisement	Thu 12/10/09	Wed 12/16/09	Fri 5/1/09	
20		Publish tax rates - 3rd advertisement	Thu 12/17/09	Wed 12/23/09	Fri 5/8/09	
21		Tax billing lead time - spring installment	Wed 12/23/09	Sat 12/26/09	Mon 5/11/09	
22		**Tax bills due - spring installment**	**Sat 12/26/09**	**Sat 12/26/09**	**Mon 5/11/09**	Red
23		**Make spring property tax distribution**	**Mon 12/28/09**	**Fri 2/5/10**	**Tue 6/30/09**	Red
24		Tax billing lead time - fall installment	Fri 2/5/10	Thu 2/25/10	Tue 11/10/09	
25		**Tax bills due - fall installment**	**Thu 2/25/10**	**Thu 2/25/10**	**Tue 11/10/09**	Red
26		**Make fall property tax distribution**	**Fri 2/26/10**	**Mon 4/19/10**	**Thu 12/31/09**	Red



On Time Status: Green = On Time or early; Yellow = 1-90 days late; Red = 91+ days late

Task | Progress | Baseline | Milestone | Baseline Milestone | Summary | Rolled Up Task | Rolled Up Milestone | Baseline Summary | Rolled Up Baseline | Rolled Up Baseline Milestone | Rolled Up Progress | Split | Baseline Split | External Tasks | Project Summary | Group By Summary | Deadline

Note: Tasks in **BOLD** have statutory deadlines.