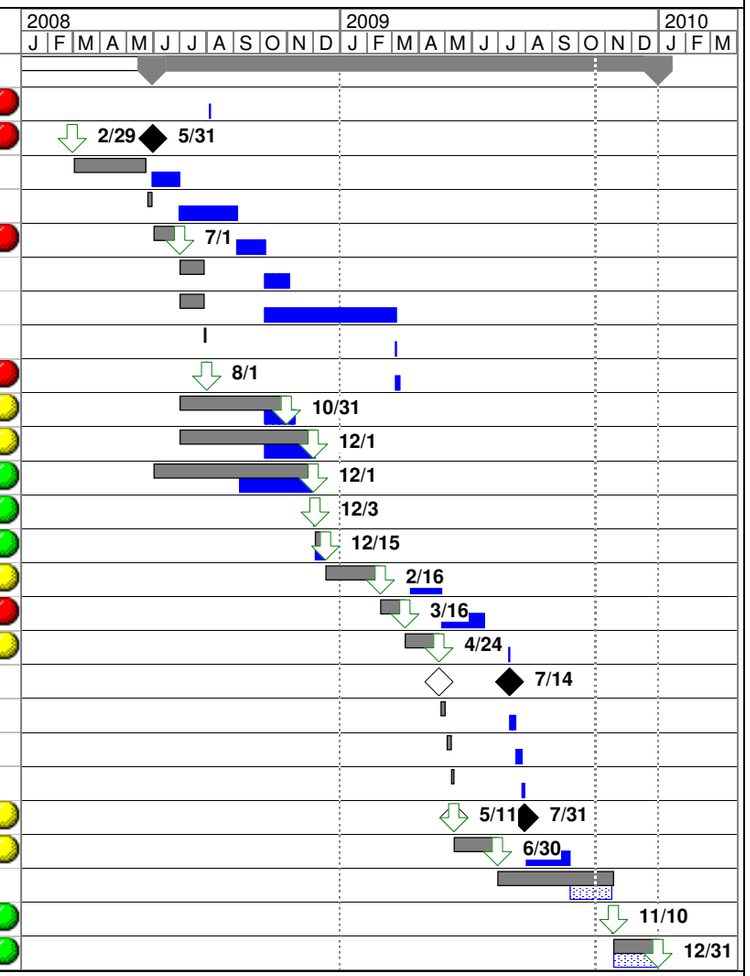
# 2008-Pay-2009 Assessment/Tax Billing Cycle - Hancock County - Updated Tue 10/20/09

| 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 - Hancock Cou** | **NA** | **NA** | **NA** | |
| 1 | ✓ | **Submit 2007-pay-2008 real and personal property data to DLGF/LSA** | **Tue 8/5/08** | **Tue 8/5/08** | **Mon 10/1/07** | Red |
| 2 | ✓ | **Validate all 2007 sales disclosures and submit data to DLGF/LSA** | **Sat 5/31/08** | **Sat 5/31/08** | **Fri 2/29/08** | Red |
| 3 | ✓ | Prepare ratio study and submit workbook and ratio study to DLGF | Sat 5/31/08 | Tue 7/1/08 | Fri 5/23/08 | |
| 4 | ✓ | Review and approve county ratio study | Tue 7/1/08 | Fri 9/5/08 | Fri 5/30/08 | |
| 5 | ✓ | **Apply trending factors, review assessed values, and deliver final AV t** | **Fri 9/5/08** | **Tue 10/7/08** | **Tue 7/1/08** | Red |
| 6 | ✓ | Apply deductions and exemptions | Tue 10/7/08 | Tue 11/4/08 | Tue 7/29/08 | |
| 7 | ✓ | Submit TIF Neutralization forms (if applicable) | Tue 10/7/08 | Fri 3/6/09 | Tue 7/29/08 | |
| 8 | ✓ | Review and approve TIF Neutralization | Fri 3/6/09 | Fri 3/6/09 | Thu 7/31/08 | |
| 9 | ✓ | **Certify net assessed values to DLGF** | **Fri 3/6/09** | **Tue 3/10/09** | **Fri 8/1/08** | Red |
| 10 | ✓ | **Prepare Form 15 data and submit to DLGF** | **Tue 10/7/08** | **Mon 11/10/08** | **Fri 10/31/08** | Yellow |
| 11 | ✓ | **Prepare data extract files and submit 2008-pay-2009 real and persona** | **Tue 10/7/08** | **Wed 12/3/08** | **Mon 12/1/08** | Yellow |
| 12 | ✓ | **Adopt budgets, levies and rates** | **Mon 9/8/08** | **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** | **Mon 3/23/09** | **Mon 4/27/09** | **Mon 2/16/09** | Yellow |
| 16 | ✓ | **Prepare abstract and tax duplicate, and submit 2008-pay-2009 tax billi** | **Tue 4/28/09** | **Mon 6/15/09** | **Mon 3/16/09** | Red |
| 17 | ✓ | **Prepare and mail tax bills** | **Tue 7/14/09** | **Tue 7/14/09** | **Fri 4/24/09** | Yellow |
| 18 | ✓ | Publish tax rates - 1st advertisement | Tue 7/14/09 | Tue 7/14/09 | Fri 4/24/09 | |
| 19 | ✓ | Publish tax rates - 2nd advertisement | Wed 7/15/09 | Tue 7/21/09 | Fri 5/1/09 | |
| 20 | ✓ | Publish tax rates - 3rd advertisement | Wed 7/22/09 | Tue 7/28/09 | Fri 5/8/09 | |
| 21 | ✓ | Tax billing lead time - spring installment | Tue 7/28/09 | Fri 7/31/09 | Mon 5/11/09 | |
| 22 | ✓ | **Tax bills due - spring installment** | **Fri 7/31/09** | **Fri 7/31/09** | **Mon 5/11/09** | Yellow |
| 23 | ✓ | **Make spring property tax distribution** | **Mon 8/3/09** | **Mon 9/21/09** | **Tue 6/30/09** | Yellow |
| 24 | | Tax billing lead time - fall installment | Mon 9/21/09 | Sun 11/8/09 | Tue 11/10/09 | |
| 25 | | **Tax bills due - fall installment** | **Mon 11/9/09** | **Tue 11/10/09** | **Tue 11/10/09** | Green |
| 26 | | **Make fall property tax distribution** | **Wed 11/11/09** | **Thu 12/31/09** | **Thu 12/31/09** | Green |




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.