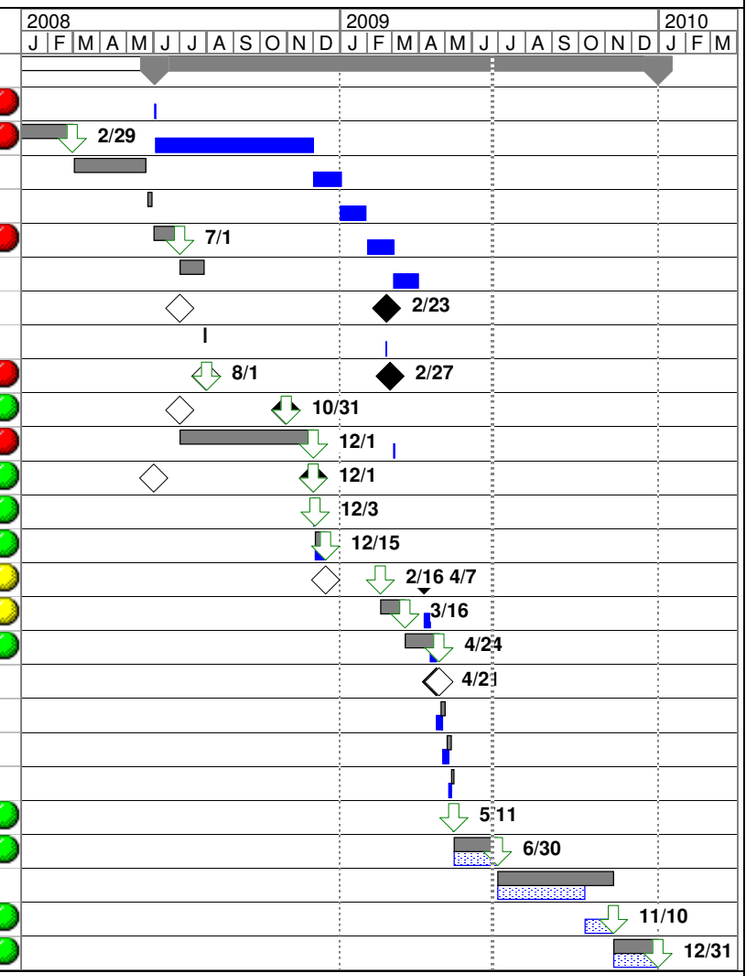
2008-Pay-2009 Assessment/Tax Billing Cycle - Kosciusko County - Updated Wed 6/24/09

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



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.