

## 2009-Pay-2010 Assessment/Tax Billing Cycle - Bartholomew County - Updated Thu 6/10/10

ID	Date Type	Task Name	Actual/Projected Start Date	Actual/Projected Finish Date	Required Finish Date	Resource Name	On Time Status	2008			2009			2010			2011								
								J	F	M	J	J	A	S	O	N	D	J	F	M	J	J	A	S	O
0		<b>2009-Pay-2010 Assessment/Tax Billing Cycle - Bartholomew County</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>			[Gantt chart bars for 2008-2011]																	
1	Actual	Submit 2008-pay-2009 real and personal property data to DLGF/LSA	Wed 10/1/08	Mon 4/13/09	Wed 10/1/08	Assessor	Red	[Gantt bar: 10/1/08 - 4/13/09]																	
2	Actual	Validate all 2008 sales disclosures and submit data to DLGF/LSA	Tue 4/14/09	Mon 7/20/09	Mon 3/2/09	Assessor	Red	[Gantt bar: 4/14/09 - 7/20/09]																	
3	Actual	County submits workbook and ratio study	Tue 7/14/09	Tue 7/14/09	Mon 5/18/09			[Milestone: 7/14/09]																	
4	Actual	Conduct and approve county ratio study	Wed 7/15/09	Tue 7/28/09	Mon 6/1/09	DLGF		[Gantt bar: 7/15/09 - 7/28/09]																	
5	Actual	<b>Apply trending factors, review assessed values, and deliver final AV to Auditor</b>	<b>Wed 7/29/09</b>	<b>Thu 10/8/09</b>	<b>Wed 7/1/09</b>	<b>Assessor</b>	<b>Red</b>	[Gantt bar: 7/29/09 - 10/8/09]																	
6	Actual	Apply deductions and exemptions	Fri 10/9/09	Wed 11/18/09	Wed 7/29/09	Auditor		[Gantt bar: 10/9/09 - 11/18/09]																	
7	Actual	Submit TIF Neutralization forms (if applicable)	Wed 11/18/09	Wed 11/18/09	Wed 7/29/09	Auditor		[Milestone: 11/18/09]																	
8	Actual	Review and approve TIF Neutralization	Wed 11/18/09	Wed 11/18/09	Fri 7/31/09	DLGF		[Milestone: 11/18/09]																	
9	Actual	<b>Certify net assessed values to DLGF</b>	<b>Thu 11/19/09</b>	<b>Mon 11/30/09</b>	<b>Mon 8/3/09</b>	<b>Auditor</b>	<b>Red</b>	[Gantt bar: 11/19/09 - 11/30/09]																	
10	Actual	<b>Prepare data extract files and submit 2009-pay-2010 real and personal property</b>	<b>Fri 10/9/09</b>	<b>Mon 12/21/09</b>	<b>Thu 10/1/09</b>	<b>Assessor</b>	<b>Yellow</b>	[Gantt bar: 10/9/09 - 12/21/09]																	
11	Actual	Prepare Form 15 data and submit to DLGF	Fri 10/16/09	Fri 10/16/09	Mon 11/2/09	Assessor	Green	[Milestone: 10/16/09]																	
12	Actual	<b>Adopt budgets, levies and rates</b>	<b>Tue 6/2/09</b>	<b>Mon 11/2/09</b>	<b>Mon 11/2/09</b>	<b>Local Units</b>	<b>Green</b>	[Gantt bar: 6/2/09 - 11/2/09]																	
13	Actual	File budgets with County Auditor	Tue 11/3/09	Wed 11/4/09	Wed 11/4/09	Local Units	Green	[Gantt bar: 11/3/09 - 11/4/09]																	
14	Actual	Advertise adopted rates (TAB Rate Chart)	Thu 11/5/09	Thu 11/19/09	Thu 11/19/09	Auditor	Green	[Gantt bar: 11/5/09 - 11/19/09]																	
15	Actual	<b>Work unit budgets, levies, rates, and certify county budget order</b>	<b>Mon 11/30/09</b>	<b>Fri 1/8/10</b>	<b>Mon 2/15/10</b>	<b>DLGF</b>	<b>Green</b>	[Gantt bar: 11/30/09 - 1/8/10]																	
16	Actual	<b>Prepare abstract and tax duplicate, and submits 2009-pay-2010 tax billing data t</b>	<b>Mon 1/11/10</b>	<b>Wed 6/9/10</b>	<b>Mon 3/15/10</b>	<b>Auditor</b>	<b>Yellow</b>	[Gantt bar: 1/11/10 - 6/9/10]																	
17	Projected	Publish tax rates - 1st advertisement	Thu 6/10/10	Wed 6/16/10	Mon 3/22/10	Treasurer		[Gantt bar: 6/10/10 - 6/16/10]																	
18	Projected	Publish tax rates - 2nd advertisement	Thu 6/17/10	Wed 6/23/10	Mon 3/29/10	Treasurer		[Gantt bar: 6/17/10 - 6/23/10]																	
19	Projected	Publish tax rates - 3rd advertisement	Thu 6/24/10	Wed 6/30/10	Mon 4/5/10	Treasurer		[Gantt bar: 6/24/10 - 6/30/10]																	
20	Projected	<b>Prepare and mail tax bills</b>	<b>Thu 7/1/10</b>	<b>Tue 7/20/10</b>	<b>Fri 4/23/10</b>	<b>Treasurer</b>	<b>Yellow</b>	[Gantt bar: 7/1/10 - 7/20/10]																	
21	Projected	Tax billing lead time - spring installment	Tue 7/20/10	Fri 8/6/10	Mon 5/10/10			[Gantt bar: 7/20/10 - 8/6/10]																	
22	Projected	<b>Tax bills due - spring installment</b>	<b>Fri 8/6/10</b>	<b>Fri 8/6/10</b>	<b>Mon 5/10/10</b>		<b>Yellow</b>	[Milestone: 8/6/10]																	
23	Projected	<b>Make spring property tax distribution</b>	<b>Mon 8/9/10</b>	<b>Tue 9/28/10</b>	<b>Wed 6/30/10</b>	<b>Auditor</b>	<b>Yellow</b>	[Gantt bar: 8/9/10 - 9/28/10]																	
24	Projected	Tax billing lead time - fall installment	Tue 9/28/10	Tue 2/8/11	Wed 11/10/10			[Gantt bar: 9/28/10 - 2/8/11]																	
25	Projected	<b>Tax bills due - fall installment</b>	<b>Tue 2/8/11</b>	<b>Tue 2/8/11</b>	<b>Wed 11/10/10</b>		<b>Yellow</b>	[Milestone: 2/8/11]																	
26	Projected	<b>Make fall property tax distribution</b>	<b>Wed 2/9/11</b>	<b>Thu 3/31/11</b>	<b>Fri 12/31/10</b>	<b>Auditor</b>	<b>Yellow</b>	[Gantt bar: 2/9/11 - 3/31/11]																	

On time symbols: Green = On time or early Yellow = 1-90 days late Red = 91+ days late	Task		Summary		Rolled Up Baseline Milestone		Project Summary	
	Progress		Rolled Up Task		Rolled Up Progress		Group By Summary	
	Baseline		Rolled Up Milestone		Split		Deadline	
	Milestone		Baseline Summary		Baseline Split			
	Baseline Milestone		Rolled Up Baseline		External Tasks			