

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

ID	Task Complete?	Task Name	Actual/Projected Start Date	Actual/Projected Finish Date	Task Deadline	On Time Status	2008												2009												2010					
							J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M			
0		<b>2008-Pay-2009 Assessment/Tax Billing Cycle - Greene Cour</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>		[Gantt chart bars for 2008-2010]																													
1	✓	<b>Submit 2007-pay-2008 real and personal property data to DLGF/LSA</b>	Mon 2/25/08	Mon 2/25/08	Mon 10/1/07	Red																														
2	✓	<b>Validate all 2007 sales disclosures and submit data to DLGF/LSA</b>	Mon 2/25/08	Tue 7/8/08	Fri 2/29/08	Red	2/29																													
3	✓	Prepare ratio study and submit workbook and ratio study to DLGF	Tue 7/8/08	Tue 11/18/08	Fri 5/23/08																															
4	✓	Review and approve county ratio study	Tue 11/18/08	Mon 12/15/08	Fri 5/30/08																															
5	✓	<b>Apply trending factors, review assessed values, and deliver final AV t</b>	Mon 12/15/08	Wed 1/14/09	Tue 7/1/08	Red	7/1																													
6	✓	Apply deductions and exemptions	Wed 1/14/09	Wed 2/11/09	Tue 7/29/08																															
7	✓	Submit TIF Neutralization forms (if applicable)	Wed 1/14/09	Thu 3/19/09	Tue 7/29/08																															
8	✓	Review and approve TIF Neutralization	Thu 3/19/09	Thu 3/19/09	Thu 7/31/08																															
9	✓	<b>Certify net assessed values to DLGF</b>	Thu 3/19/09	Mon 3/23/09	Fri 8/1/08	Red	8/1																													
10	✓	<b>Prepare Form 15 data and submit to DLGF</b>	Thu 8/21/08	Thu 8/21/08	Fri 10/31/08	Green	10/31																													
11	✓	<b>Prepare data extract files and submit 2008-pay-2009 real and persona</b>	Wed 1/14/09	Fri 1/16/09	Mon 12/1/08	Yellow	12/1																													
12	✓	<b>Adopt budgets, levies and rates</b>	Mon 12/1/08	Mon 12/1/08	Mon 12/1/08	Green	12/1																													
13	✓	<b>File budgets with County Auditor</b>	Tue 12/2/08	Wed 12/3/08	Wed 12/3/08	Green	12/3																													
14	✓	<b>Advertises adopted rates (TAB Rate Chart)</b>	Thu 12/4/08	Mon 12/15/08	Mon 12/15/08	Green	12/15																													
15	✓	<b>Work unit budgets, levies, rates, and certify county budget order</b>	Thu 4/30/09	Thu 4/30/09	Mon 2/16/09	Yellow	2/16																													
16	✓	<b>Prepare abstract and tax duplicate, and submit 2008-pay-2009 tax billi</b>	Fri 5/1/09	Fri 5/15/09	Mon 3/16/09	Yellow	3/16																													
17	✓	<b>Prepare and mail tax bills</b>	Fri 5/15/09	Fri 6/5/09	Fri 4/24/09	Yellow	4/24																													
18	✓	Publish tax rates - 1st advertisement	Fri 6/5/09	Fri 6/5/09	Fri 4/24/09		6/5																													
19	✓	Publish tax rates - 2nd advertisement	Mon 6/8/09	Fri 6/12/09	Fri 5/1/09																															
20	✓	Publish tax rates - 3rd advertisement	Mon 6/15/09	Fri 6/19/09	Fri 5/8/09																															
21	✓	Tax billing lead time - spring installment	Fri 6/19/09	Mon 6/22/09	Mon 5/11/09																															
22	✓	<b>Tax bills due - spring installment</b>	Tue 6/23/09	Fri 6/26/09	Mon 5/11/09	Yellow	5/11																													
23	✓	<b>Make spring property tax distribution</b>	Mon 6/29/09	Mon 8/17/09	Tue 6/30/09	Yellow	6/30																													
24		Tax billing lead time - fall installment	Mon 8/17/09	Sun 11/8/09	Tue 11/10/09																															
25		<b>Tax bills due - fall installment</b>	Mon 11/9/09	Tue 11/10/09	Tue 11/10/09	Green	11/10																													
26		<b>Make fall property tax distribution</b>	Wed 11/11/09	Thu 12/31/09	Thu 12/31/09	Green	12/31																													

On Time Status: 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			