

2008-Pay-2009 Assessment/Tax Billing Cycle - Jay 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		2008-Pay-2009 Assessment/Tax Billing Cycle - Jay County	NA	NA	NA																																					
1	✓	Submit 2007-pay-2008 real and personal property data to DLGF/LSA	Wed 8/6/08	Wed 8/6/08	Mon 10/1/07	Red																																				
2	✓	Validate all 2007 sales disclosures and submit data to DLGF/LSA	Sun 6/15/08	Sun 6/15/08	Fri 2/29/08	Red																																				
3	✓	Prepare ratio study and submit workbook and ratio study to DLGF	Mon 6/16/08	Thu 2/12/09	Fri 5/23/08																																					
4	✓	Review and approve county ratio study	Thu 2/12/09	Mon 2/16/09	Fri 5/30/08																																					
5	✓	Apply trending factors, review assessed values, and deliver final AV t	Tue 2/17/09	Wed 3/18/09	Tue 7/1/08	Red																																				
6	✓	Apply deductions and exemptions	Thu 3/19/09	Wed 4/15/09	Tue 7/29/08																																					
7	✓	Submit TIF Neutralization forms (if applicable)	Thu 3/19/09	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	✓	Certify net assessed values to DLGF	Mon 3/23/09	Mon 3/23/09	Fri 8/1/08	Red																																				
10		Prepare Form 15 data and submit to DLGF	Thu 3/19/09	Mon 7/20/09	Fri 10/31/08	Red																																				
11	✓	Prepare data extract files and submit 2008-pay-2009 real and persona	Thu 3/19/09	Tue 4/7/09	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 4/23/09	Thu 4/23/09	Mon 2/16/09	Yellow																																				
16	✓	Prepare abstract and tax duplicate, and submit 2008-pay-2009 tax billi	Fri 4/24/09	Tue 5/12/09	Mon 3/16/09	Yellow																																				
17	✓	Prepare and mail tax bills	Wed 5/13/09	Thu 6/4/09	Fri 4/24/09	Yellow																																				
18	✓	Publish tax rates - 1st advertisement	Thu 6/4/09	Thu 6/4/09	Fri 4/24/09																																					
19	✓	Publish tax rates - 2nd advertisement	Fri 6/5/09	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	✓	Tax bills due - spring installment	Tue 6/23/09	Tue 6/30/09	Mon 5/11/09	Yellow																																				
23	✓	Make spring property tax distribution	Wed 7/1/09	Wed 8/19/09	Tue 6/30/09	Yellow																																				
24		Tax billing lead time - fall installment	Wed 8/19/09	Tue 11/10/09	Tue 11/10/09																																					
25		Tax bills due - fall installment	Tue 11/10/09	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		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			