

## 2009-Pay-2010 Assessment/Tax Billing Cycle - Jay County - Updated Wed 1/13/10

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

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			