2017 TAX ROLL / TRIM CALENDAR

DATE		WHO	EVENT DESCRIPTION
JAN 2017			
Sunday	January 1, 2017	PROPERTY APPRAISER	ASSESSMENT DATE FOR REAL PROPERTY
Thursday	January 31, 2017	PROPERTY APPRAISER	DEADLINE FOR PRIOR YEAR SALES TO BE ENTERED IN WINRDE
APR 2017			
Friday	March 31, 2017	PROPERTY APPRAISER	PCPA PROVIDES GIS AND SALES DATA TO DOR (DEADLINE IS 04/01/2017)
MAY 2017			
Tuesday	May 16, 2017	PROPERTY APPRAISER	PCPA PROVIDES TRIM FORM MATERIAL DESIGN AND CONFIRMS VOLUME WITH MAIL VENDOR
Thursday	May 25, 2017	PROPERTY APPRAISER	PCPA PROVIDES TEST DATA TO MAIL VENDOR
Friday	May 26, 2017	CAMA EDITORS	APPRAISAL / MAPPING DEPT DATA EDIT CUT-OFF (4:30 PM) - JUNE 1ST ESTIMATES
Monday	May 29, 2017	OFFICE HOLIDAY	MEMORIAL DAY
Tuesday	May 30, 2017	CAMA EDITORS	PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (4:30 PM) - JUNE 1ST ESTIMATES*
JUNE 2017			
Thursday	June 1, 2017	TAXING AUTHORITIES	JUNE 1ST ESTIMATES PROVIDED TO TAXING AUTHORITIES*
Thursday	June 1, 2017	CAMA EDITORS	DATABASES AVAILABLE FOR FULL EDITING (11 AM)
Thursday	June 1, 2017	SPECIAL DISTRICTS	PROPERTY APPRAISER PROVIDES NAME-ADDRESS-LEGAL (NAL) FILE TO SPECIAL DISTRICTS
Wednesday	June 21, 2017	CAMA EDITORS	APPRAISAL / MAPPING DEPT DATA EDIT CUT-OFF (4:30 PM) - PRELIMINARY TAX ROLL
Wednesday	June 28, 2017	CAMA EDITORS	PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (4:30 PM) - PRELIMINARY TAX ROLL*
JULY 2017			
Saturday	July 1, 2017	TAXING AUTHORITIES	CERTIFICATION DATE FOR PRELIMINARY TAX ROLL (TRIM DAY 1) // ETRIM UPDATED WITH PRELIM VALUES
Tuesday	July 4, 2017	OFFICE HOLIDAY	INDEPENDENCE DAY
Wednesday	July 5, 2017	CAMA EDITORS	BEGIN IN-HOUSE REVIEW OF TRIM FORMS
Friday	July 7, 2017	CAMA EDITORS	DATABASES AVAILABLE FOR FULL EDITING (11 AM) **
Wednesday	July 12, 2017	PROPERTY APPRAISER	TRIM MAIL VENDOR PROVIDES TEST SAMPLES TO PCPA
Friday	July 14, 2017	PROPERTY APPRAISER	PCPA SIGN OFF ON TEST DATA PROVIDED BY MAIL VENDOR
Monday	July 17, 2017	BOCC	TRIM MAIL VENDOR WILL INVOICE FOR TRIM POSTAGE
Tuesday	July 18, 2017	CAMA EDITORS	MAPPING DEPT DATA EDIT CUT-OFF (4:30 PM) - TRIM NOTICE
Thursday	July 20, 2017	SPECIAL DISTRICTS	NAV SPECIAL DISTRICTS: DEADLINE TO PROVIDE TRIM DATA TO PCPA (5PM)
Tuesday	July 25, 2017	CAMA EDITORS	APPRAISAL / CAMA SPLIT & COMBINE DATA EDIT CUT-OFF (4:30 PM) - TRIM NOTICE
Friday	July 28, 2017	SCHOOL BOARD	SCHOOL BOARD TENTATIVE BUDGET PUBLIC HEARING (5:01 PM)
AUGUST 2017			
Tuesday	August 1, 2017	CAMA EDITORS	PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (4:30 PM) - TRIM NOTICE *
Wednesday	August 2, 2017	PROPERTY APPRAISER	TRIM SAMPLE 1ST CHECK - PCPA PROVIDES WEBSITE SAMPLES TO BOCC / SCHOOL BOARD (4:30 PM)
Friday	August 4, 2017	BOCC / SCHOOL BOARD	PROVIDE APPROVAL FOR TRIM SAMPLE 1ST CHECK TO PROPERTY APPRAISER (2 PM)
Friday	August 4, 2017	TAXING AUTHORITIES	ETRIM DEADLINE: PROPOSED/ROLLBACK MILLAGE (DR-420) SUBMITTED (2 PM)
Saturday	August 5, 2017	PROPERTY APPRAISER	PCPA PROVIDES FINAL LIVE DATA TO TRIM MAIL VENDOR (5 PM)
Monday	August 7, 2017	BOCC	POSTAGE FOR TRIM MAILING DUE (4 PM)
Tuesday	August 8, 2017	PROPERTY APPRAISER	TRIM MAIL VENDOR PROVIDES PCPA WITH FINAL LIVE TRIM SAMPLES (2 PM)
Tuesday	August 8, 2017	PROPERTY APPRAISER	TRIM SAMPLE 2ND CHECK - PCPA PROVIDES VENDOR SAMPLES TO BOCC / SCHOOL BOARD (4:30 PM)
Wednesday	August 9, 2017	BOCC / SCHOOL BOARD	PROVIDE APPROVAL FOR TRIM SAMPLE 2ND CHECK TO PROPERTY APPRAISER (10 AM)
Wednesday	August 9, 2017	PROPERTY APPRAISER	PCPA PROVIDES TRIM LIVE DATA SIGN OFF TO TRIM MAIL VENDOR (4:30 PM)
Monday	August 14, 2017	CAMA EDITORS	DATABASES AVAILABLE FOR FULL EDITING (8 AM) // RECALC TRIM AVAILABLE TO CORRECTIONS GRP
Monday	August 14, 2017	PROPERTY APPRAISER	TRIM DATA AVAILABLE ON THE PROPERTY APPRAISER WEBSITE
Thursday	**August 17, 2017**	**PROPERTY APPRAISER**	**TRIM NOTICE MAIL OUT DATE**
Friday	August 18, 2017	VALUE ADJ BOARD	PCPA PROVIDES VAB DATABASE VIEW (V_PCPA_AXIA_IMPORT_CNTY) TO VALUE ADJ BOARD
SEPTEMBER 2017			
Monday	September 4, 2017	OFFICE HOLIDAY	LABOR DAY
Tuesday	September 5, 2017	SCHOOL BOARD	SCHOOL BOARD FINAL BUDGET PUBLIC HEARING (5:01 PM)
Monday	**September 11, 2017**	**TAXPAYER**	**DEADLINE FOR TAXPAYER TO FILE PETITIONS WITH VALUE ADJ BOARD**
Monday	September 11, 2017	BOCC	BOCC TENTATIVE BUDGET PUBLIC HEARING (6 PM)
Friday	September 15, 2017	SPECIAL DISTRICTS	NAV SPECIAL DISTRICTS: DEADLINE TO PROVIDE FINAL DATA TO PCPA (5 PM)
Monday	September 18, 2017	BOCC	BOCC FINAL BUDGET PUBLIC HEARING (6 PM)
Wednesday	September 27, 2017	CAMA EDITORS	APPRAISAL / MAPPING DEPT DATA EDIT CUT-OFF (4:30 PM) - FINAL TAX ROLL
OCTOBER 2017			
Wednesday	October 4, 2017	CAMA EDITORS	PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (4:30 PM) - FINAL TAX ROLL *
Monday	October 9, 2017	PROPERTY APPRAISER	ETRIM DEADLINE: PA CERTIFIES FINAL TAXABLE VALUE (DR 422) TO TAXING AUTHORITIES (2 PM)
Thursday	October 12, 2017	TAXING AUTHORITIES	ETRIM DEADLINE: TAXING AUTHORITY MUST RETURN FINAL MILLAGE (DOR 422) TO PA (2 PM)
Monday	October 16, 2017	TAXING AUTHORITIES	CERTIFICATION DATE FOR FINAL TAX ROLL
Thursday	October 19, 2017	CAMA EDITORS	2018 DATABASES AVAILABLE FOR REVIEW (READ ONLY STATUS - 2 PM)**
Thursday	October 19, 2017	CAMA EDITORS	2017 & 2018 DATABASES AVAILABLE FOR FULL EDITING AFTER 2 PM IF THERE ARE NO ISSUES**
Tuesday	October 31, 2017	TAX COLLECTOR	TENTATIVE DATE: TAX COLLECTOR MAILS TAX BILLS

* *CAMA Apps in Restricted Edit Mode*

** *Pending DOR and/or Tax Collector's Approval*

*** *There should be no further changes to data/text after this date. Preparation for live production will begin. Includes BoCC (Finance, Fire, Lighting, Waste Resource) and School Board.*

CAMA EDITORS: *Polk County Property Appraiser Staff / Fire Services and Solid Waste Staff that edit the CAMA database (WinRDE / WinTDE)*

ALL TAXING AUTHORITIES	OFFICE HOLIDAY
BOCC / PCSB / TAX COLL / VAB	SPECIAL DISTRICTS