

2018 TAX ROLL / TRIM CALENDAR

DATE	WHO	EVENT DESCRIPTION	
JAN 2018			
Monday	January 1, 2018	OFFICE HOLIDAY	NEW YEAR'S DAY
Monday	January 1, 2018	PROPERTY APPRAISER	ASSESSMENT DATE FOR REAL PROPERTY
Monday	January 15, 2018	OFFICE HOLIDAY	MARTIN LUTHER KING JR., DAY
Wednesday	January 31, 2018	PROPERTY APPRAISER	DEADLINE FOR PRIOR YEAR SALES TO BE ENTERED IN WINRDE

Thursday	March 29, 2018	PROPERTY APPRAISER	PCPA PROVIDES GIS AND SALES DATA TO DOR (DEADLINE IS 04/01/2018)
----------	----------------	--------------------	--

Wednesday	May 16, 2018	PROPERTY APPRAISER	PCPA PROVIDES TRIM FORM MATERIAL DESIGN AND CONFIRMS VOLUME WITH MAIL VENDOR
Friday	May 25, 2018	CAMA EDITORS	APPRAISAL / MAPPING DEPT DATA EDIT CUT-OFF (4:30 PM) - JUNE 1ST ESTIMATES
Monday	May 28, 2018	OFFICE HOLIDAY	MEMORIAL DAY
Wednesday	May 30, 2018	CAMA EDITORS	PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (4:30 PM) - JUNE 1ST ESTIMATES*

Friday	June 1, 2018	TAXING AUTHORITIES	JUNE 1ST ESTIMATES PROVIDED TO TAXING AUTHORITIES*
Friday	June 1, 2018	SPECIAL DISTRICTS	PROPERTY APPRAISER PROVIDES NAME-ADDRESS-LEGAL (NAL) FILE TO SPECIAL DISTRICTS
Friday	June 1, 2018	CAMA EDITORS	DATABASES AVAILABLE FOR FULL EDITING (11 AM)
Tuesday	June 19, 2018	CAMA EDITORS	APPRAISAL / MAPPING DEPT DATA EDIT CUT-OFF (4:30 PM) - PRELIMINARY TAX ROLL
Wednesday	June 20, 2018	PROPERTY APPRAISER	PROPERTY APPRAISER PROVIDES TEST DATA TO MAIL VENDOR
Tuesday	June 26, 2018	CAMA EDITORS	PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (4:30 PM) - PRELIMINARY TAX ROLL*

Sunday	July 1, 2018	TAXING AUTHORITIES	CERTIFICATION DATE FOR PRELIMINARY TAX ROLL (TRIM DAY 1) // ETRIM UPDATED WITH PRELIM VALUES Δ
Wednesday	July 4, 2018	OFFICE HOLIDAY	INDEPENDENCE DAY
Thursday	July 5, 2018	CAMA EDITORS	BEGIN REVIEW OF IN-HOUSE TRIM FORMS
Friday	July 6, 2018	CAMA EDITORS	DATABASES AVAILABLE FOR FULL EDITING (11 AM) **
Tuesday	July 17, 2018	BOCC	TRIM MAIL VENDOR WILL INVOICE FOR TRIM POSTAGE
Tuesday	July 17, 2018	CAMA EDITORS	MAPPING DEPT DATA EDIT CUT-OFF (4:30 PM) - TRIM NOTICE
Friday	July 20, 2018	PROPERTY APPRAISER	TRIM MAIL VENDOR PROVIDES TEST SAMPLES TO PCPA
Friday	July 20, 2018	SPECIAL DISTRICTS	NAV SPECIAL DISTRICTS: DEADLINE TO PROVIDE TRIM DATA TO PCPA (5PM)
Tuesday	July 24, 2018	CAMA EDITORS	APPRAISAL / CAMA SPLIT & COMBINE DATA EDIT CUT-OFF (4:30 PM) - TRIM NOTICE
Monday	July 30, 2018	PROPERTY APPRAISER	TRIM SAMPLE 1ST CHECK - PCPA PROVIDES WEBSITE SAMPLES TO BOCC / SCHOOL BOARD (4:30 PM)
Tuesday	July 31, 2018	CAMA EDITORS	PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (4:30 PM) - TRIM NOTICE *
Tuesday	July 31, 2018	SCHOOL BOARD	SCHOOL BOARD TENTATIVE BUDGET PUBLIC HEARING (5:05 PM)

Wednesday	August 1, 2018	BOCC / SCHOOL BOARD	PROVIDE APPROVAL FOR TRIM SAMPLE 1ST CHECK TO PROPERTY APPRAISER (2 PM)
Wednesday	August 1, 2018	PROPERTY APPRAISER	PCPA SIGN OFF ON TEST DATA PROVIDED BY MAIL VENDOR (4:30 PM)
Friday	August 3, 2018	TAXING AUTHORITIES	ETRIM DEADLINE: PROPOSED/ROLLBACK MILLAGE (DR-420) SUBMITTED (2 PM)
Monday	August 6, 2018	BOCC	POSTAGE FOR TRIM MAILING DUE (4 PM)
Monday	August 6, 2018	PROPERTY APPRAISER	PCPA PROVIDES FINAL LIVE DATA TO TRIM MAIL VENDOR (5 PM)
Wednesday	August 8, 2018	PROPERTY APPRAISER	TRIM MAIL VENDOR PROVIDES PCPA WITH FINAL LIVE TRIM SAMPLES (2 PM)
Wednesday	August 8, 2018	PROPERTY APPRAISER	TRIM SAMPLE 2ND CHECK - PCPA PROVIDES VENDOR SAMPLES TO BOCC / SCHOOL BOARD (4:30 PM)
Thursday	August 9, 2018	BOCC / SCHOOL BOARD	PROVIDE APPROVAL FOR TRIM SAMPLE 2ND CHECK TO PROPERTY APPRAISER (10 AM)
Friday	August 10, 2018	PROPERTY APPRAISER	PCPA PROVIDES TRIM LIVE DATA SIGN OFF TO TRIM MAIL VENDOR (4 PM)
Monday	August 13, 2018	CAMA EDITORS	DATABASES AVAILABLE FOR FULL EDITING (8 AM) // RECALC TRIM AVAILABLE TO CORRECTIONS GROUP
Monday	August 13, 2018	PROPERTY APPRAISER	TRIM DATA AVAILABLE ON THE PROPERTY APPRAISER WEBSITE
Thursday	August 16, 2018	VALUE ADJ BOARD	PCPA PROVIDES VAB DATABASE VIEW (V_PCPA_AXIA_IMPORT_CNTY) TO VALUE ADJUSTMENT BOARD
Friday	August 17, 2018	PROPERTY APPRAISER	TRIM NOTICE MAIL OUT DATE

Monday	September 3, 2018	OFFICE HOLIDAY	LABOR DAY
Tuesday	September 4, 2018	SCHOOL BOARD	SCHOOL BOARD FINAL BUDGET PUBLIC HEARING (5:05 PM)
Monday	September 10, 2018	BOCC	BOCC TENTATIVE BUDGET PUBLIC HEARING (6 PM)
Tuesday	September 11, 2018	TAXPAYER	DEADLINE FOR TAXPAYER TO FILE PETITIONS WITH VALUE ADJUSTMENT BOARD
Friday	September 14, 2018	SPECIAL DISTRICTS	NAV SPECIAL DISTRICTS: DEADLINE TO PROVIDE FINAL DATA TO PCPA (5 PM)
Monday	September 17, 2018	BOCC	BOCC FINAL BUDGET PUBLIC HEARING (6 PM)
Wednesday	September 26, 2018	CAMA EDITORS	APPRAISAL / MAPPING DEPT DATA EDIT CUT-OFF (4:30 PM) - FINAL TAX ROLL

Wednesday	October 3, 2018	CAMA EDITORS	PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (4:30 PM) - FINAL TAX ROLL *
Monday	October 8, 2018	PROPERTY APPRAISER	ETRIM DEADLINE: PA CERTIFIES FINAL TAXABLE VALUE (DR 422) TO TAXING AUTHORITIES (2 PM)
Thursday	October 11, 2018	TAXING AUTHORITIES	ETRIM DEADLINE: TAXING AUTHORITY MUST RETURN FINAL MILLAGE (DOR 422) TO PA (2 PM)
Monday	October 15, 2018	TAXING AUTHORITIES	CERTIFICATION DATE FOR FINAL TAX ROLL
Thursday	October 18, 2018	CAMA EDITORS	2019 DATABASES AVAILABLE FOR REVIEW (READ ONLY STATUS - 12 PM)**
Thursday	October 18, 2018	CAMA EDITORS	2018 & 2019 DATABASES AVAILABLE FOR FULL EDITING AFTER 12 PM IF THERE ARE NO ISSUES**
Monday	October 29, 2018	TAX COLLECTOR	TENTATIVE DATE: TAX COLLECTOR MAILS TAX BILLS

* CAMA Apps in Restricted Edit Mode

Δ Preliminary Tax Roll data will be uploaded to the e-Trim site on 6/29/2018, certification date is 7/1/2018.

** 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