

## EXHIBIT G

### LPAO Timeline for 2004 Tax Roll

Task	Complete By
Put Senior Assessment Level values on computer by	9-Jul
Work printout of accounts without values(zero printout)	4-Jul
Put apartment values on computer by	4-Jul
Complete use value corrections by	4-Jul
Run reassessment abstract (in reassessment year only)	10-Jul
Send letter to taxing authorities about 30 day notice prior to meeting for setting of millages	10-Jul
Send reassessment abstract to Legislative Auditor with worksheets	11-Jul
Put new houses on computer by	13-Jul
Input annexations	13-Jul
Input homestead exemptions	13-Jul
Check transfer printout for current sales data	13-Jul
Work printout of accounts without values(zero printout)	13-Jul
Send test file to mail company for mailout	16-Jul
Review forms from mail company	18-Jul
Send worksheets & letter to parish taxing authorities	20-Jul
Send assessment values to parish taxing authorities	
Approve forms for mailout	23-Jul
Prepare ad for newspaper for opening of books	25-Jul
Approve variable imaged test run	27-Jul
Run ad in newspaper for opening of books	5-Aug
Reappraisal notices mailed	9-Aug
Run ad in newspaper for opening of books	12-Aug
Open Roll Books	23-Aug
Close Roll Books	7-Sep
Run abstract TC33 & municipal abstracts	7-Sep
Abstract TC-33 & municple abstracts to Tax Commission by Parish & municipal abstracts deliver to Council	10-Sep
Certify to Board of Review by: (send copy of letter to Tax Commission)	10-Sep

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Taxpayer appeals are due to BoR by:	10-Sep
Board of Review hearing	18-Sep
Board of Review hearing	25-Sep
Assessment list w/changes certified & sent to TaxComm (see 47:1992 A2(e))	3-Oct
BoR sends letter to Taxpayer or Assessor by	28-Sep
Appeal letter to Tax Commission received by	w/in 10 days fr date sent from BoR
Millages set by parish taxing authorities by	1-Oct
Send millages to Leg. Auditor for approval	2-Oct
Receive millage approval from Auditor	12-Oct
Recalculate assessments & print Grand Recap & Municipal recaps	19-Oct
Burn tax roll CD & send to Tax Commission (send Quietus & 10 copies of Grand Recaps)	
Make microfiche from CD	
Send 2 copies of microfiche to Clerk of Court	
Print tax roll for Collector & assessor Print municipal tax rolls	
Run database through Finalist (Post Office)program	
Create tax notice database for Collectors	
Run database through Finalist program again	
Prepare tape to print tax notices	
Mail tax notices	15-Nov