



STEVEN J. DREW

Assessor

OFFICE OF THE ASSESSOR

MEMORANDUM

October 17, 2011

TO: Thurston County Taxing Districts
FROM: Linda Rebic
Levy Specialist
SUBJECT: Annual Budget Packet & Preliminary Values

2011 Budget Process

Each year Taxing Districts must certify their budgets or estimates to the county legislative authority on or before November 30 in accordance with RCW 84.52.020. For your convenience, you can download forms from our website as well as access a copy of last year's levy limit calculation at www.co.thurston.wa.us/assessor. Please bookmark this site. A checklist is included at the bottom.

Please deliver or mail your original budget packet of all applicable items to:

Thurston County Assessor's Office
Attn Linda Rebic
2000 Lakeridge Drive SW
Olympia, WA 98502

Please notify me before November 30, 2011 if you cannot meet the deadline. Please be aware, if your certified budget or estimate is not received by November 30, 2011, state statute (RCW 84.52.070) requires that the county assessor shall use no more than the certified levy amount from the previous year for the taxing district.

Preliminary Values

The preliminary taxable values for property tax collection in the 2012 calendar tax year have been included. **Please Note:** Last years state assessed utility values have been used as an estimate of preliminary value. Also note that taxable values are subject to change based on subsequent appeals to the Board of Equalization and exemption changes.

Please feel free to contact me if you require assistance completing forms or have questions about the certification forms, levy limit calculations, or ordinances/resolutions. Please call me at (360) 867-2220 or email at rebicl@co.thurston.wa.us if you have any ideas about how we can improve this process.



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LEVY BUDGET PACKET CHECKLIST **Web Posting**

3 FORMS FOR ALL REGULAR TAXING DISTRICTS

- Levy Certification
- Ordinance Resolution (REV 64 0101)
- District Personnel & Levy Contacts

1 ADDITIONAL FORM FOR REGULAR TAXING DISTRICTS WITH A POPULATION OF 10,000 OR GREATER

- Substantial Needs Ordinance Resolution (To increase above the IPD, if the IPD is less than 1%)

1 ADDITIONAL FORM FOR FIRE DISTRICTS ONLY

- Certification Form for Full-Time FTE

COMPLETE PACKET AND SEND TO ASSESSOR'S OFFICE

- Download & complete all necessary forms.
- Print forms and review for final edits.
- Print final forms and obtain necessary signatures.
- Assemble full packet and submit to Assessor's Office by November 30.

We hope you find electronic access to the annual levy packet is convenient and saves time. Please let us know what you think; we welcome your suggestions for improvements