



STEVEN J. DREW  
Assessor

OFFICE OF THE ASSESSOR  
Service, Integrity, Fairness,  
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## MEMORANDUM

October 19, 2023

**TO:** Thurston County Taxing Districts  
**FROM:** JJ Olson  
Business Application Administrator  
**SUBJECT:** Annual Budget Packet & Preliminary Values

### **2023 Budget Process**

Each year Taxing Districts must certify their budgets or estimates to the county legislative authority on or before November 30, 2023, 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](http://www.co.thurston.wa.us/assessor). Please bookmark this site. A checklist is included on the next page.

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

Thurston County Commissioner's Office  
Attn Clerk of the Board  
3000 Pacific Ave SE  
Olympia, WA 98501

***Please be aware, if the County Legislative authority has not certified to the County Assessor by the first Monday in December, 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 unless the County Assessor has not certified assessed values at least 12 working days before November 30<sup>th</sup>. Taxes levied for county purposes must be certified to the County Assessor by December 15<sup>th</sup>.***

### **Preliminary Values**

The preliminary taxable values for property tax collection in the 2024 calendar tax year have been included. **Please Note:** Last year's 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, exemption changes, manifest errors, etc.

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) 867-2243 or email at [jj.olson@co.thurston.wa.us](mailto:jj.olson@co.thurston.wa.us). It would also be helpful if you could notify me by email that you have sent in your levy certification to the Clerk of the Board.



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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 REGIONAL FIRE AUTHORITIES ONLY**

- ☐ Certification Form for Full-Time FTE

#### **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%)

#### **COMPLETE PACKET AND SEND TO THE COMMISSIONER'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 Commissioner's Office by November 30.