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# M E M O



Date: December 2, 2011  
To: Chair J.J. McCament and Members of the Board of Trustees  
From: Clifford Jo, Finance & Business Director  
Subject: Revised property tax levy certificate

The County Assessor Treasurers office often sends a revised or final levy certificate in December, usually after the Board meeting. Several years ago, the County informed us that Board action is not needed for revisions. Instead, Finance Directors have authority to approve levy certificates, who, according to the County, typically sign revisions to the certificate. However, if we receive a revised levy certificate between now and the Board meeting, I will ask the Board meeting to approve it. Otherwise, I will inform you during the January Board meeting of any revisions forwarded to us later this month.