

# Memo

To: John Mason, Business Administrator  
Cc: John Kelly, C.F.O.  
From: Carl Smith, Tax Collector  
Date: 2/16/10  
Re: 2009 2<sup>nd</sup> Half Billing

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Please be advised, after consulting with our software providers and analyzing the data, the estimated first half tax billing for FY2010 was over billed by \$2,009,130.65. Although I prepared and signed the correct worksheet I didn't fully understand the worksheets terms "projected new fiscal year levy" and "preliminary levy". I prepared and forwarded a second worksheet to our software vendor that I thought provided the correct numbers to be billed. I have since learned of my mistake and understand more clearly the state promulgated worksheet and the difference between the terms "projected new fiscal year levy" and "preliminary levy". For the record the amount billed should have been \$17,133,537.50 instead of \$19,144,384.94. I have spoken with the Division of Local Government Services and I will rectify the situation our next billing.