

SCENIC RIVERS ENERGY COOPERATIVE

POLICY BULLETIN NO. 10-10

SUBJECT: Billing and Collection

POLICY: Meter readers will read meters except seasonal accounts each month. The above accounts will be billed on or about the 5th of the following month.

RESPONSIBILITY: Manager and Employees

PROCEDURE:

Meter readers will read meters on their route on the last week of each month and return readings to the office as soon as possible.

The billing clerk will enter readings and complete billing on or about the 5th of the following month.

Interest of 1 1/2% will be charged on all accounts with a balance of \$25.00 or more on the 21st of the month unless the 21st falls on a day when the office is closed, then interest will be charged on the first working day after the 21st.

Disconnect date for delinquent accounts will be established each month. Accounts still unpaid by that date will be disconnected without further notice. A collection fee of \$35.00 will also be charged each delinquent account where truck stops for collection.

Arrangements may be made in some cases of extreme financial difficulty to extend payments over a period of time.

This policy supersedes and cancels all similar policies prior to this date.

DATE ADOPTED: 06/24/82

DATE REVISED: 05/29/03