

Credit River Township Policy Statement

Policy: Utility Billing Adjustment Review Procedure

Policy No: 2009- 05

Dated: 06/01/09

Purpose of Policy: Maintain Financial Controls

Policy:

The board will appoint a member to review utility billing registers and compare them with what has been received for payments. The board will also review all adjustments to customer accounts. This procedure is recommended by the township auditor and will be done as part of the monthly treasurer report.

Prepared By *Stacy Baker* 7-6-09 Reviewed By _____

Approvals:

Chairman *Lloyd* Supervisor *Scott* Date 7-6-09

Vice Chair *Bruce Wilson* Supervisor *Mike* Date 7/6/09

Supervisor *Tim* 7-6-09