

**Public Water Supply District #3 of Johnson County  
Policy and Procedures**

**Policy / Procedure number: 2007-008**

**Subject:** Late Fee Application



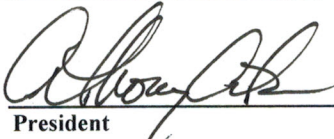
**Approval Date:** September 11, 2007

**Revision Date:** January 15, 2013

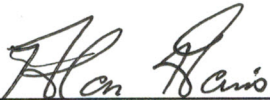
**POLICY:** All bills for which payment has not been received by close of business on the 18<sup>th</sup> of the month, will be assessed a \$10.00 late fee.

**PROCEDURE:** After meter reading process is complete in the office, bills will be mailed by the end of the month. All bills are due by the 15<sup>th</sup> of the following month. Late fee assessment will be applied on the 18<sup>th</sup> to all outstanding balances.

**FINAL APPROVAL  
BOARD OF DIRECTORS**

By:   
President

Date: 01/15/2013

By:   
Director

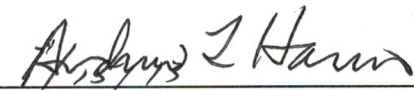
Date: 1/15/13

By: \_\_\_\_\_  
Director

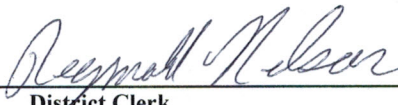
Date: \_\_\_\_\_

By:   
Vice-President

Date: 1/15/13

By:   
Director

Date: 1/15/13

By:   
District Clerk

Date: 1/15/13