

## Water Shut Off Policy-11-13-12

When month end utility reports are run, the clerk will go through the list for any past due balances that are over \$50. She will draft a letter to these individuals stating the past due amount. All past due amounts are due and payable by the 15<sup>th</sup> of the month. There will be no notices put on the door. Water will be turned on when the past due portion is paid and account is current.