



Hartsville/Trousdale
Water/Sewer Utility Board

Heather Bay
Chair

Mark White
Co-Chair

Sissie Parker Harper
Secretary

Kendra Stafford
Member

Jack McCall
Member

T. "Bubba" Gregory
Member

DATE AND TIME:

Thursday, August 17, 2023, at 6:00 pm

PLACE OF MEETING:

Hartsville Trousdale Water & Sewer Utility
Conference Room
322 Broadway
Hartsville, TN. 37074

AGENDA

ORDER OF BUSINESS

1. Open Meeting.
2. Invocation.
3. Pledge of Allegiance.
4. Roll call and determination of a quorum.
5. Amendments to the Agenda
6. Approval of July 2023 Meeting Minutes.
7. Approval of July 2023 Financial reports.
8. Water Loss Report July 2023.
9. Engineering Report Evan White Mid-Tenn. Engineering.
10. General Manager Report
 - Review Debt Collection Services proposal documents: IC Systems and Fox Collection Center
 - Michael Varnell with Marcum LLP Accountants/Advisors recommended we get MTAS to perform the rate study. His firm would consult as needed.
11. Public Comments.
12. Board Members Comments.
13. Adjournment.

**Hartsville Trousdale Water and Sewer
Budget To Actual: 2022-2023
for Accounting Period 5/31/2023**

Account Number	Account Description	Budget	12 Month Ave.	Budget Period	YTD Actual	Variance	
204-43190	OTHER GEN SERV- SEWER/CON	\$ 1,095,943.63	\$ 91,328.64	\$ 91,328.64	\$ 88,901.95	\$ 2,426.69	
204-43191	WATER SALES	\$ 2,603,400.46	\$ 216,950.04	\$ 216,950.04	\$ 221,786.05	\$ (4,836.01)	
204-43193	WATER TAP SALES	\$ 352,676.06	\$ 29,389.67	\$ 29,389.67	\$ 21,920.00	\$ 7,469.67	
204-43194	SERVICE CHARGES	\$ 404,363.66	\$ 33,696.97	\$ 33,696.97	\$ 6,041.37	\$ 27,655.60	
204-44110	INVESTMENT INCOME	\$ 57,544.76	\$ 4,795.40	\$ 4,795.40	\$ 1,231.31	\$ 3,564.09	
204-44120	LEASE/RENTALS - CITY	\$ 7,344.00	\$ 612.00	\$ 612.00	\$ 1,200.00	\$ (588.00)	
204-44530	SALE OF EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	
204-44560	DAMAGES RECOVERED FROM INDIVIDUALS	\$ -	\$ -	\$ -	\$ -	\$ -	
204-44570	CONTRIBUTIONS AND GIFTS	\$ -	\$ -	\$ -	\$ 50.00	\$ (50.00)	
204-44990	OTHER REVENUE(REC OF BAD DEBT)	\$ -	\$ -	\$ -	\$ 794.38	\$ (794.38)	
204-49700	INSURANCE RECOVERY	\$ -	\$ -	\$ -	\$ -	\$ -	
204-47590	OTHER FED THRU STATE(GRANT - SEWER	\$ -	\$ -	\$ -	\$ -	\$ -	
204-47901	AMERICAN RESCUE PLAN	\$ -	\$ -	\$ -	\$ -	\$ -	
204-48990	OTHER INCOME(SAFETY Grant)	\$ 4,384.25	\$ -	\$ -	\$ -	\$ -	
Revenue Total	With Grants	\$ 4,525,656.82	\$ 376,772.71	\$ 376,772.71	\$ 341,925.06	\$ 34,847.65	-9.26%
Revenue Total	Without Grants	\$ 4,525,656.82	\$ 376,772.71	\$ 376,772.71	\$ 341,925.06	\$ 35,692.03	-9.26%
Expense Total		\$ 3,877,364.68	\$ 323,113.72	\$ 323,113.72	\$ 376,819.47	\$ (53,705.75)	
Total Public Utilities		\$ 648,292.14	\$ 53,658.99	\$ 53,658.99	\$ (34,894.41)	\$ 88,553.40	

**Hartsville Trousdale Water and Sewer
Balance Sheet**

Fiscal Year: 2023
Comparative Year: 2022
Include Thru: July

Account	2023 Beginning Balance	Previous Period Balance	2023 YTD 7/30/23	2022 YTD 07/31/22	Difference
204-11120-0000-000 CASH ON HAND	400.00	400.00	400.00	400.00	0.00
204-11130-0000-000 CASH WBT550167	220,283.60	220,283.60	129,610.20	58,372.81	71,237.39
204-11130-0000-001 CB CD MATURITY 12/18/2021 2.1877%	1,048,313.69	1,048,313.69	1,048,313.69	1,046,481.78	1,831.91
204-11130-0000-003 CB CD MATURITY 08/06/2023 2.75%	595,118.05	595,118.05	595,118.05	575,350.65	19,767.40
204-11130-0000-004 PAYROLL ACCOUNT	10,009.64	10,009.64	26,861.27	10,009.64	16,851.63
204-11130-0000-005 MONEY MARKET ACCOUNT	725,514.20	725,514.20	726,793.36	2,315,290.99	(1,588,497.63)
Total Cash	\$ 2,599,639.18	\$ 2,599,639.18	\$ 2,527,096.57	\$ 4,005,905.87	\$ (1,478,809.30)
204-11140-0000-000 ACCOUNTS RECEIVABLE	240,102.59	240,102.59	324,087.15	330,047.06	(5,959.91)
204-11170-0000-000 CASH EQUIVALENTS/VOUCHERS	6,714.80	6,714.80	5,912.70	250.00	5,662.70
204-11600-0000-000 PREPAID ITEMS	103,630.12	103,630.12	94,994.45	81,494.63	13,499.82
204-12250-0000-000 NET PENSION ASSET	228,555.00	228,555.00	228,555.00	32,639.00	195,916.00
Short Term Assets	\$ 579,002.51	\$ 579,002.51	\$ 653,549.30	\$ 444,430.69	\$ 209,118.61
204-13200-0000-000 LAND	410,043.39	410,043.39	410,043.39	410,043.39	0.00
204-13300-0000-000 BUILDINGS AND IMPROVEMENTS	26,000.00	26,000.00	26,000.00	26,000.00	0.00
204-13310-0000-000 ACCUMULATED DEPCIATION BUILDINGS	(19,524.97)	(19,524.97)	(19,524.97)	(20,600.00)	1,075.03
204-13400-0000-000 INFRASTURE	30,241,211.53	30,241,211.53	30,241,211.53	30,164,551.35	76,660.18
204-13410-0000-000 ACCUMULATED DEPRECIATION INFRASTRUCTURE	(11,407,624.90)	(11,407,624.90)	(11,407,624.90)	(12,031,712.74)	624,087.84
204-13700-0000-000 MACHINERY AND EQUIPMENT	1,699,877.84	1,699,877.84	1,768,817.84	1,335,524.78	433,293.06
204-13910-0000-000 ALLOWANCE FOR DEPRECIATION	(1,382,910.06)	(1,382,910.06)	(1,451,910.06)	(819,728.19)	(632,181.87)
Long Term Assets	\$ 19,567,072.83	\$ 19,567,072.83	\$ 19,567,012.83	\$ 19,064,078.59	\$ 502,934.24
204-13800-0000-000 CONSTRUCTION IN PROGRESS	0.00	0.00	0.00	0.00	0.00
204-13800-0000-002 CDBG 2019 FLEX NET SYSTEM	0.00	0.00	0.00	0.00	0.00
204-13800-0000-001 CIP HONEYSUCKLE AND 141 EXTENSION	0.00	0.00	0.00	0.00	0.00
204-13800-0000-003 POLE BARN	0.00	0.00	0.00	0.00	0.00
204-13800-0000-004 WATER TREATMENT PLANT PROJECT	0.00	0.00	0.00	0.00	0.00
204-13800-0000-005 FIRE HYDRANT PROJECT	316,363.63	316,363.63	316,363.63	316,363.63	0.00
204-13800-0000-006 SHOP BUILDING	1,466,623.14	1,466,623.14	1,466,623.14	895,550.11	571,073.03
204-13800-0000-007 PAINTING PIPE GALLERY AT WTP	0.00	0.00	0.00	0.00	0.00
204-13800-0000-008 TANK PROJECT	88,532.50	88,532.50	88,532.50	79,247.50	9,285.00
204-13800-0000-009 BRIDLE PATH LOOP	19,400.00	19,400.00	19,400.00	19,400.00	0.00
204-13800-0000-010 GRAVEL HILL COMMUNICATION TOWER	4,325.00	4,325.00	4,325.00	4,325.00	0.00
204-13800-0000-011 85141-2202-14	1,105,000.00	1,105,000.00	1,105,000.00	0.00	1,105,000.00
Construction in Progress	\$ 3,000,244.27	\$ 3,000,244.27	\$ 3,000,244.27	\$ 1,314,886.24	\$ 1,685,358.03
204-15400-0000-000 PENSION CHANGES IN EXPERIENCE	43,165.00	43,165.00	43,165.00	(6,257.00)	49,422.00
204-15401-0000-000 PENSION CHANGES IN ASSUMPTION	147,475.00	147,475.00	147,475.00	23,461.00	124,014.00
204-15402-0000-000 PENSION CHANGES IN INVESTMENT EARNINGS	0.00	0.00	0.00	33,135.00	(33,135.00)
204-15404-0000-000 PENSION CHANGES AFTER MEASUREMENT DATE	82,350.00	82,350.00	82,350.00	76,976.00	5,374.00
Changes in Pension	\$ 272,990.00	\$ 272,990.00	\$ 272,990.00	\$ 127,315.00	\$ 145,675.00
Total Assets	\$ 26,018,948.79	\$ 26,018,948.79	\$ 26,020,892.97	\$ 24,956,616.39	\$ 1,064,276.58
204-21100-0000-000 ACCOUNTS PAYABLE	(98,651.53)	(98,651.53)	(130,254.13)	(146,279.85)	16,025.72
204-21200-0000-000 ACCRUED WAGES	0.03	0.03	(22,293.36)	0.03	(22,293.39)
204-21310-0000-000 INCOME TAX WITHHELD	0.00	0.00	2,007.50	0.00	2,007.50
204-21320-0000-000 SOCIAL SECURITY TAX FICA	(1,775.14)	(1,775.14)	729.66	0.00	729.66
204-21325-0000-000 EMPLOYEE MEDICARE DEDUCTION	1,775.14	1,775.14	2,360.96	0.00	2,360.96
204-21330-0000-000 RETIREMENT CONTRIBUTIONS	(75.03)	(75.03)	1,884.35	0.00	1,884.35
204-21342-0000-000 HEALTH INSURANCE	(2,898.08)	(2,898.08)	(1,100.16)	(301.19)	(798.97)
204-21343-0000-000 AMERICAN GENERAL	(35.94)	(35.94)	(177.78)	(24.01)	(153.77)
204-21344-0000-000 DENTAL INSURANCE	(98.87)	(98.87)	(24.75)	274.08	(298.83)
204-21345-0000-000 AFLAC	(190.46)	(190.46)	(175.62)	(175.14)	(0.48)
204-21346-0000-000 OTHER PR DED/LIFE OF ALABAMA	0.00	0.00	(66.36)	0.00	(66.36)
204-21347-0000-000 AMERICAN FIEDLITY	543.66	543.66	647.47	294.61	352.86
204-21348-0000-000 VISION	417.23	417.23	432.73	(27.87)	460.60
204-21395-0000-000 ACCRUED LEAVE CURRENT	(29,817.93)	(29,817.93)	(29,817.93)	(29,817.93)	0.00
204-21500-0000-000 DUE TO SOLID WASTE	(12,243.94)	(12,243.94)	(13,296.73)	(9,392.86)	(3,903.87)
204-21530-0000-000 DUE TO STATE SALES TAX	(17,610.33)	(17,610.33)	(16,818.30)	(17,105.20)	286.90
204-21900-0000-001 LEAK PROTECTION	4,735.20	4,735.20	4,654.99	1,070.24	3,584.75
204-21900-0000-002 LINE PROTECTION	295.29	295.29	295.29	125.29	170.00
204-21900-0000-003 LEAK PROTECTION SEWER	(2,865.72)	(2,865.72)	(2,865.72)	(3,117.39)	251.67
204-21900-0000-004 LINE PROTECTION SEWER	19.50	19.50	19.50	0.00	19.50
Short Term Liabilities	\$ (158,476.92)	\$ (158,476.92)	\$ (203,858.39)	\$ (204,477.19)	\$ 618.80
204-21951-0000-000 CUSTOMER DEPOSIT	(4,000.00)	(4,000.00)	(4,000.00)	(4,000.00)	0.00
204-27200-0000-002 REVENUE BONDS PAYABLE RD 48085-24	(3,184,124.85)	(3,184,124.85)	(3,178,393.57)	(3,246,596.45)	68,202.88
204-27200-0000-003 REVENUE BONDS PAYABLE RD 48085-1000	(1,681,749.36)	(1,681,749.36)	(1,679,037.76)	(1,711,250.26)	32,212.50
204-29980-0000-000 PENSION CHANGES IN EXPERIENCE	(44,701.00)	(44,701.00)	(44,701.00)	(88,112.00)	23,411.00
204-29982-0000-000 CHANGES IN INVESTMENT EARNINGS	(279,755.00)	(279,755.00)	(279,755.00)	(19,392.00)	(260,363.00)
Long Term Liabilities	\$ (5,194,330.21)	\$ (5,194,330.21)	\$ (5,185,887.33)	\$ (5,049,350.71)	\$ (136,536.62)
Total Liabilities	\$ (5,352,807.13)	\$ (5,352,807.13)	\$ (5,389,745.72)	\$ (5,253,827.90)	\$ (135,917.82)
Total Assets & Liabilities	\$ 20,666,141.66	\$ 20,666,141.66	\$ 20,631,147.25	\$ 19,702,788.49	\$ 928,358.76
204-39900-0000-000 FUND BALANCE	(20,666,141.66)	(19,784,194.44)	(20,666,141.66)	(19,686,574.44)	(979,567.22)
Profit/Loss	\$ -	\$ 881,947.22	\$ (34,994.41)	\$ 16,214.05	\$ (51,208.46)

Year: 2023
 Period: July
 Period Begin: 7/1/2023
 Period End: 7/31/2023
 Budget Amounts: Original

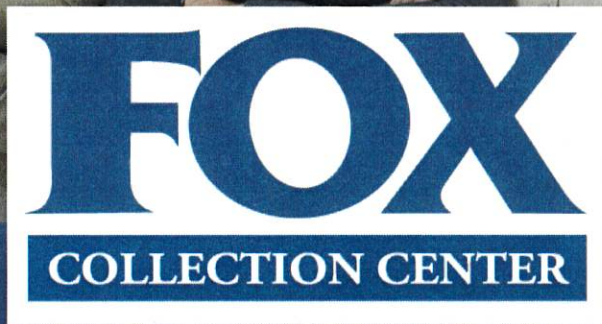
Hartsville Trousdale Water and Sewer

Income Statement

Account	July Actual Balance	2023 YTD Actual Balance	YTD Budget Total	YTD Budget Remaining
INCOME				
204-43190-0000-001 OTHER GENERAL SERVICES CONNECTION FEE	\$ (1,275.00)	\$ (1,275.00)	\$ (21,480.00)	\$ (20,205.00)
204-43190-0000-002 OTHER GENERAL SERVICES SEWER SALES	\$ (86,201.95)	\$ (86,201.95)	\$ (1,042,243.63)	\$ (956,041.68)
204-43190-0000-003 OTHER GENERAL SERVICES CONNECTION FEES	\$ (1,425.00)	\$ (1,425.00)	\$ (32,220.00)	\$ (30,795.00)
Sewer/ connections	\$ (88,901.95)	\$ (88,901.95)	\$ (1,095,943.63)	\$ (1,007,041.68)
204-43191-0000-001 WATER SALES CITY	\$ (89,119.78)	\$ (89,119.78)	\$ (1,041,360.18)	\$ (952,240.40)
204-43191-0000-003 WATER SALES RURAL	\$ (132,666.27)	\$ (132,666.27)	\$ (1,562,040.28)	\$ (1,429,374.01)
Water Sales	\$ (221,786.05)	\$ (221,786.05)	\$ (2,603,400.46)	\$ (2,381,614.41)
204-43193-0000-001 TAP SALES CITY	\$ (10,178.00)	\$ (10,178.00)	\$ (110,034.92)	\$ (99,856.92)
204-43193-0000-002 TAP SALES SEWER	\$ -	\$ -	\$ (77,588.76)	\$ (77,588.76)
204-43193-0000-003 TAP SALES RURAL	\$ (11,742.00)	\$ (11,742.00)	\$ (165,052.38)	\$ (153,310.38)
Tap Sales	\$ (21,920.00)	\$ (21,920.00)	\$ (352,676.06)	\$ (330,756.06)
204-43194-0000-001 SERVICE CHARGES CITY	\$ (4,211.57)	\$ (4,211.57)	\$ (60,654.55)	\$ (56,442.98)
204-43194-0000-002 SERVICE CHARGES SEWER	\$ (719.29)	\$ (719.29)	\$ (250,705.47)	\$ (249,986.18)
204-43194-0000-003 SERVICE CHARGES RURAL	\$ (1,110.51)	\$ (1,110.51)	\$ (93,003.64)	\$ (91,893.13)
Service Charges	\$ (6,041.37)	\$ (6,041.37)	\$ (404,363.66)	\$ (398,322.29)
204-44110-0000-001 INVESTMENT INCOME CITY	\$ (1,231.31)	\$ (1,231.31)	\$ (57,544.76)	\$ (56,313.45)
Investment Income	\$ (1,231.31)	\$ (1,231.31)	\$ (57,544.76)	\$ (56,313.45)
204-44120-0000-001 LEASE/RENTALS CITY	\$ (1,200.00)	\$ (1,200.00)	\$ (7,344.00)	\$ (6,144.00)
Lease Rentals	\$ (1,200.00)	\$ (1,200.00)	\$ (7,344.00)	\$ (6,144.00)
204-44530-0000-001 SALE OF EQUIPMENT	\$ -	\$ -	\$ -	\$ -
Sale of Equipment	\$ -	\$ -	\$ -	\$ -
204-44560-0000-003 DAMAGES RECOVERED FROM INDIVIDUALS	\$ -	\$ -	\$ -	\$ -
204-44570-0000-001 CONTRIBUTIONS AND GIFTS	\$ 50.00	\$ 50.00	\$ -	\$ (50.00)
204-44570-0000-003 CONTRIBUTIONS AND GIFTS	\$ -	\$ -	\$ -	\$ -
204-44990-0000-001 OTHER REVENUE(BAD DEBT RECOVERY)	\$ (794.38)	\$ (794.38)	\$ -	\$ 794.38
204-47590-0000-001 OTHER FEDERAL THRU STATE	\$ -	\$ -	\$ -	\$ -
204-47901-0000-001 AMERICAN RESCUE PLAN FUNDING	\$ -	\$ -	\$ -	\$ -
204-48990-0000-001 OTHER INCOME/ SAFETY GRANT	\$ -	\$ -	\$ (4,384.25)	\$ (4,384.25)
Grants/Contributions	\$ (744.38)	\$ (744.38)	\$ (4,384.25)	\$ (3,639.87)
Total Revenue	\$ (341,825.06)	\$ (341,825.06)	\$ (4,525,656.82)	\$ (4,183,831.76)
EXPENSES				
204-55900-0105-001 EMPLOYEE WAGES- SUPERVISOR	\$ 3,760.32	\$ 3,760.32	\$ 29,676.59	\$ 25,916.27
204-55900-0105-002 EMPLOYEE WAGES SUPERVISOR SEWER	\$ 2,045.36	\$ 2,045.36	\$ 29,676.59	\$ 27,631.23
204-55900-0105-003 EMPLOYEE WAGES SUPERVISOR RURAL	\$ 2,727.12	\$ 2,727.12	\$ 29,676.59	\$ 26,949.47
Supervisor	\$ 8,532.80	\$ 8,532.80	\$ 89,029.77	\$ 80,496.97
204-55900-0162-001 EMPLOYEE WAGES CLERICAL CITY	\$ 6,602.98	\$ 6,602.98	\$ 67,398.95	\$ 60,795.97
204-55900-0162-002 EMPLOYEE WAGES CLERICAL SEWER	\$ 7,142.12	\$ 7,142.12	\$ 71,892.21	\$ 64,750.09
204-55900-0162-003 EMPLOYEE WAGES CLERICAL RURAL	\$ 7,394.89	\$ 7,394.89	\$ 85,372.00	\$ 77,977.11
Clerical	\$ 21,139.99	\$ 21,139.99	\$ 224,663.16	\$ 203,523.17
204-55900-0187-001 EMPLOYEE WAGES OVERTIME CITY	\$ 5,117.93	\$ 5,117.93	\$ 43,379.13	\$ 38,261.20
204-55900-0187-003 EMPLOYEE WAGES OVERTIME RURAL	\$ 6,309.13	\$ 6,309.13	\$ 65,068.69	\$ 58,759.56
204-55900-0187-002 EMPLOYEE WAGES OVERTIME SEWER	\$ 238.55	\$ 238.55	\$ 7,539.15	\$ 7,300.60
Employee Wages	\$ 11,665.61	\$ 11,665.61	\$ 115,986.97	\$ 104,321.36
204-55900-0188-003 EMPLOYEE WAGES BONUS RURAL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
204-55900-0188-001 EMPLOYEE WAGES BONUS CITY	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
204-55900-0188-002 EMPLOYEE WAGES BONUS SEWER	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Employee Bonus	\$ -	\$ -	\$ -	\$ -
204-55900-0189-001 EMPLOYEE WAGES OTHER SALARY CITY	\$ 20,719.87	\$ 20,719.87	\$ 259,972.06	\$ 239,252.19
204-55900-0189-002 EMPLOYEE WAGES OTHER SALARY SEWER	\$ 17,167.20	\$ 17,167.20	\$ 185,474.89	\$ 168,307.69
204-55900-0189-003 EMPLOYEE WAGES OTHER SALARY RURAL	\$ 29,651.29	\$ 29,651.29	\$ 322,565.04	\$ 292,913.75
Employee Wages	\$ 67,538.36	\$ 67,538.36	\$ 768,011.99	\$ 700,473.63
204-55900-0191-001 BOARD MEMBERS SALARY	\$ 200.00	\$ 200.00	\$ 4,800.00	\$ 4,600.00
Board Members	\$ 200.00	\$ 200.00	\$ 4,800.00	\$ 4,600.00
204-55900-0196-001 IN SERVICE TRAINING CITY	\$ 0.00	\$ 0.00	\$ 2,500.00	\$ 2,500.00
204-55900-0196-002 IN-SERVICE TRAINING	\$ 0.00	\$ 0.00	\$ 2,500.00	\$ 2,500.00
204-55900-0196-003 IN SERVICE TRAINING RURAL	\$ 0.00	\$ 0.00	\$ 2,500.00	\$ 2,500.00
In service Training	\$ -	\$ -	\$ 7,500.00	\$ 7,500.00
204-55900-0201-001 EMPLOYEE BENEFIT SOCIAL SECURITY CITY	\$ 2,360.42	\$ 2,360.42	\$ 29,288.54	\$ 26,928.12
204-55900-0201-002 EMPLOYEE BENEFIT SOCIAL SECURITY SEWER	\$ 1,078.50	\$ 1,078.50	\$ 29,288.54	\$ 28,210.04
204-55900-0201-003 EMPLOYEE BENEFIT SOCIAL SECURITY RURAL	\$ 2,568.64	\$ 2,568.64	\$ 29,288.54	\$ 26,719.90
Social security	\$ 6,007.56	\$ 6,007.56	\$ 87,865.62	\$ 81,858.06

Account		July Actual Balance	2023 YTD Actual Balance	YTD Budget Total	YTD Budget Remaining
204-55900-0204-001	EMPLOYEE BENEFIT STATE RETIREMENT CITY	\$1,832.76	1,832.76	\$19,268.77	\$17,436.01
204-55900-0204-002	EMPLOYEE BENEFIT STATE RETIREMENT SEWER	\$723.56	723.56	\$19,268.77	\$18,545.21
204-55900-0204-003	EMPLOYEE BENEFIT STATE RETIREMENT RURAL	\$2,749.12	2,749.12	\$19,268.79	\$16,519.67
Retirement		\$ 5,305.44	\$ 5,305.44	\$ 57,806.33	\$ 52,500.89
204-55900-0207-001	EMPLOYEE BENEFIT MEDICAL CITY	\$3,502.00	3,502.00	\$49,392.00	\$45,890.00
204-55900-0207-002	EMPLOYEE BENEFIT MEDICAL SEWER	\$2,417.00	2,417.00	\$49,392.00	\$46,975.00
204-55900-0207-003	EMPLOYEE BENEFIT MEDICAL RURAL	\$5,253.00	5,253.00	\$49,392.00	\$44,139.00
Medical Insurance		\$ 11,172.00	\$ 11,172.00	\$ 148,176.00	\$ 137,004.00
204-55900-0301-001	ACCOUNTING SERVICES	\$ -	-	\$ 4,171.75	\$ 4,171.75
Accounting		\$ -	\$ -	\$ 4,171.75	\$ 4,171.75
204-55900-0307-001	COMMUNICATION CITY	\$497.10	497.10	\$10,885.30	\$10,388.20
204-55900-0307-002	COMMUNICATION SEWER	\$80.85	80.85	\$10,885.30	\$10,804.45
204-55900-0307-003	COMMUNICATION RURAL	\$815.58	815.58	\$10,885.30	\$10,069.72
Communication		\$ 1,393.53	\$ 1,393.53	\$ 32,655.90	\$ 31,262.37
204-55900-0317-001	DATA PROCESSING CITY	\$216.67	216.67	\$29,272.41	\$29,055.74
204-55900-0317-002	DATA PROCESSING SEWER	\$216.67	216.67	\$29,272.41	\$29,055.74
204-55900-0317-003	DATA PROCESSING RURAL	\$216.66	216.66	\$29,272.41	\$29,055.75
Data Processing		\$ 650.00	\$ 650.00	\$ 87,817.23	\$ 87,167.23
204-55900-0320-001	DUES AND MEMBERSHIPS CITY	\$0.00	0.00	\$1,566.67	\$1,566.67
204-55900-0320-002	DUES AND MEMBERSHIPS SEWER	\$0.00	0.00	\$1,566.67	\$1,566.67
204-55900-0320-003	DUES AND MEMBERSHIPS RURAL	\$0.00	0.00	\$1,566.67	\$1,566.67
Dues and Memberships		\$ -	\$ -	\$ 4,690.01	\$ 4,690.01
204-55900-0321-001	ENGINEERING SERVICES	\$12,320.74	12,320.74	\$3,333.33	(\$8,987.41)
204-55900-0321-002	ENGINEERING SERVICES	\$11,133.34	11,133.34	\$3,333.33	(\$7,800.01)
204-55900-0321-003	ENGINEERING SERVICES	\$11,133.32	11,133.32	\$3,333.33	(\$7,799.99)
Engineering Services		\$ 34,587.40	\$ 34,587.40	\$ 9,999.99	\$ (24,587.41)
204-55900-0332-001	LEGAL NOTICES, RECORDINGS CITY	\$120.00	120.00	\$2,849.35	\$2,729.35
204-55900-0332-002	LEGAL NOTICES, RECORDINGS SEWER	\$120.00	120.00	\$2,849.35	\$2,729.35
204-55900-0332-003	LEGAL NOTICES, RECORDINGS RURAL	\$120.00	120.00	\$2,849.35	\$2,729.35
Legal Notices		\$ 360.00	\$ 360.00	\$ 8,548.05	\$ 8,188.05
204-55900-0335-001	MAINTENANCE REPAIRS BUILDING CITY	\$0.00	0.00	\$833.33	\$833.33
204-55900-0335-002	MAINTENANCE REPAIR BLD SEWER	\$0.00	0.00	\$833.33	\$833.33
204-55900-0335-003	MAINTENANCE REPAIR BUILDING RURL	\$0.00	0.00	\$833.33	\$833.33
Maintenance Buildings		\$ -	\$ -	\$ 2,499.99	\$ 2,499.99
204-55900-0336-001	MAINTENANCE REPAIR EQUIPMENT CITY	\$5,905.14	5,905.14	\$58,333.33	\$52,428.19
204-55900-0336-002	MAINTENANCE REPAIR EQUIPMENT SEWER	\$0.00	0.00	\$58,333.33	\$58,333.33
204-55900-0336-003	MAINTENANCE REPAIR EQUIPMENT RURAL	\$8,857.70	8,857.70	\$58,333.33	\$49,475.63
Maintenance equipment		\$ 14,762.84	\$ 14,762.84	\$ 174,999.99	\$ 160,237.15
204-55900-0337-001	MAINTENANCE/ REPAIR OFFICE EQUIPMENT	\$0.00	0.00	\$3,072.88	\$3,072.88
204-55900-0337-002	MAINTENACNE/REPAIRS OFFICE EQUIPMENT	\$0.00	0.00	\$3,072.88	\$3,072.88
204-55900-0337-003	MAINTENACNE/REPAIRS OFFICE EQUIPMENT	\$0.00	0.00	\$3,072.88	\$3,072.88
Maintenance Office Equipment		\$ -	\$ -	\$ 9,218.64	\$ 9,218.64
204-55900-0338-001	MAINTENANCE REPAIR VEHICLES CITY	\$327.02	327.02	\$4,107.84	\$3,780.82
204-55900-0338-002	MAINTENANCE REPAIR VEHICLES SEWER	\$0.00	0.00	\$4,107.84	\$4,107.84
204-55900-0338-003	MAINTENANCE REPAIR VEHICLES RURAL	\$490.51	490.51	\$4,107.84	\$3,617.33
Maintenance Vehicles		\$ 817.53	\$ 817.53	\$ 12,323.52	\$ 11,505.99
204-55900-0348-001	POSTAL CHARGES CITY	\$0.00	0.00	\$374.39	\$374.39
204-55900-0348-002	POSTAL CHARGES SEWER	\$0.00	0.00	\$374.39	\$374.39
204-55900-0348-003	POSTAL CHARGES RURAL	\$0.00	0.00	\$374.39	\$374.39
Postal Charges		\$ -	\$ -	\$ 1,123.17	\$ 1,123.17
204-55900-0355-001	TRAVEL	\$0.00	0.00	\$298.50	\$298.50
204-55900-0355-002	TRAVEL	\$168.00	168.00	\$298.50	\$130.50
204-55900-0355-003	TRAVEL	\$0.00	0.00	\$298.50	\$298.50
Travel		\$ 168.00	\$ 168.00	\$ 895.50	\$ 727.50
204-55900-0359-002	DISPOSAL FEES	\$858.40	858.40	\$9,637.87	\$8,779.47
Disposal Fees		\$ 858.40	\$ 858.40	\$ 9,637.87	\$ 8,779.47
204-55900-0361-001	PERMITS CITY	\$0.00	0.00	\$1,955.36	\$1,955.36
204-55900-0361-002	PERMITS SEWER	\$0.00	0.00	\$1,955.36	\$1,955.36
204-55900-0361-003	PERMITS RURAL	\$0.00	0.00	\$1,955.36	\$1,955.36
Permits		\$ -	\$ -	\$ 5,866.08	\$ 5,866.08
204-55900-0399-001	OTHER CONTRACTED SERVICES CITY	\$979.34	979.34	\$11,899.30	\$10,919.96
204-55900-0399-002	OTHER CONTRACTED SERVICES SEWER	\$119.68	119.68	\$11,899.30	\$11,779.62
204-55900-0399-003	OTHER CONTRACTED SERVICES RURAL	\$2,177.01	2,177.01	\$11,899.30	\$9,722.29
Other Contracted services		\$ 3,276.03	\$ 3,276.03	\$ 35,697.90	\$ 32,421.87
204-55900-0415-001	ELECTRICITY CITY	\$4,445.92	4,445.92	\$108,307.66	\$103,861.74
204-55900-0415-002	ELECTRICITY SEWER	\$11,291.36	11,291.36	\$108,307.66	\$97,016.30
204-55900-0415-003	ELECTRICITY RURAL	\$8,108.58	8,108.58	\$108,307.66	\$100,199.08
Electricity		\$ 23,845.86	\$ 23,845.86	\$ 324,922.98	\$ 301,077.12

Account		July Actual Balance	2023 YTD Actual Balance	YTD Budget Total	YTD Budget Remaining
204-55900-0425-001	GASOLINE CITY	\$2,784.78	2,784.78	\$16,957.93	\$14,173.15
204-55900-0425-002	GASOLINE SEWER	\$984.66	984.66	\$16,957.93	\$15,973.27
204-55900-0425-003	GASOLINE RURAL	\$4,177.15	4,177.15	\$16,957.93	\$12,780.78
Gasoline		\$ 7,946.59	\$ 7,946.59	\$ 50,873.79	\$ 42,927.20
204-55900-0434-001	NATURAL GAS CITY	\$20.67	20.67	\$2,182.06	\$2,161.39
204-55900-0434-002	NATURAL GAS SEWER	\$0.00	0.00	\$2,182.06	\$2,182.06
204-55900-0434-003	NATURAL GAS RURAL	\$31.00	31.00	\$2,182.06	\$2,151.06
Natural Gas		\$ 51.67	\$ 51.67	\$ 6,546.18	\$ 6,494.51
204-55900-0435-001	OFFICE SUPPLIES CITY	\$45.78	45.78	\$1,087.74	\$1,041.96
204-55900-0435-002	OFFIC SUPPLIES SEWER	\$0.00	0.00	\$1,087.74	\$1,087.74
204-55900-0435-003	OFFICE SUPPLIES RURAL	\$68.67	68.67	\$1,087.74	\$1,019.07
Office Supplies		\$ 114.45	\$ 114.45	\$ 3,263.22	\$ 3,148.77
204-55900-0450-001	TIRES AND TUBES CITY	\$0.00	0.00	\$2,503.46	\$2,503.46
204-55900-0450-002	TIRES AND TUBES SEWER	\$0.00	0.00	\$2,503.46	\$2,503.46
204-55900-0450-003	TIRES AND TUBES RURAL	\$0.00	0.00	\$2,503.46	\$2,503.46
Tires and Tubes		\$ -	\$ -	\$ 7,510.38	\$ 7,510.38
204-55900-0463-001	TESTING (WATER SAMPLES, ETC) CITY	\$1,081.41	1,081.41	\$17,903.67	\$16,822.26
204-55900-0463-002	TESTING (WATER SAMPLES, ETC) SEWER	\$750.00	750.00	\$17,903.67	\$17,153.67
204-55900-0463-003	TESTING (WATER SAMPLES, ETC) RURAL	\$1,622.09	1,622.09	\$17,903.67	\$16,281.58
Testing		\$ 3,453.50	\$ 3,453.50	\$ 53,711.01	\$ 50,257.51
204-55900-0468-001	CHEMICALS CITY	\$4,439.85	4,439.85	\$62,497.87	\$58,058.02
204-55900-0468-002	CHEMICALS SEWER	\$0.00	0.00	\$62,497.87	\$62,497.87
204-55900-0468-003	CHEMICALS RURAL	\$8,009.75	8,009.75	\$62,497.87	\$54,488.12
Chemicals		\$ 12,449.60	\$ 12,449.60	\$ 187,493.61	\$ 175,044.01
204-55900-0499-001	OTHER SUPPLIES AND MATERIALS CITY	\$20,965.54	20,965.54	\$141,666.67	\$120,701.13
204-55900-0499-002	OTHER SUPPLIES AND MATERIALS SEWER	\$391.52	391.52	\$141,666.67	\$141,275.15
204-55900-0499-003	OTHER SUPPLIES AND MATERIALS RURAL	\$31,763.55	31,763.55	\$141,666.67	\$109,903.12
Other Supplies		\$ 53,120.61	\$ 53,120.61	\$ 425,000.01	\$ 371,879.40
204-55900-0506-001	LIABILITY INSURANCE CITY	\$2,878.56	2,878.56	\$30,641.02	\$27,762.46
204-55900-0506-002	LIABILITY INSURANCE SEWER	\$2,878.56	2,878.56	\$30,641.02	\$27,762.46
204-55900-0506-003	LIABILITY INSURANCE RURAL	\$2,878.55	2,878.55	\$30,641.02	\$27,762.47
Liability Ins		\$ 8,635.67	\$ 8,635.67	\$ 91,923.06	\$ 83,287.39
204-55900-0514-001	DEPRECIATION CITY	\$23,000.00	23,000.00	\$303,434.85	\$280,434.85
204-55900-0514-002	DEPRECIATION SEWER	\$23,000.00	23,000.00	\$303,434.85	\$280,434.85
204-55900-0514-003	DEPRECIATION RURAL	\$23,000.00	23,000.00	\$303,434.85	\$280,434.85
204-55900-0520-001	LOSS ON DISPOSAL OF PROPERTY	\$ -	\$ -	\$ -	\$ -
Depreciation		\$ 69,000.00	\$ 69,000.00	\$ 910,304.55	\$ 841,304.55
204-55900-0599-001	OTHER CHARGES CITY	\$582.90	582.90	\$28,667.67	\$28,084.77
204-55900-0599-002	OTHER CHARGES SEWER	\$293.92	293.92	\$28,667.67	\$28,373.75
204-55900-0599-003	OTHER CHARGES RURAL	\$760.09	760.09	\$28,667.67	\$27,907.58
Other Charges		\$ 1,636.91	\$ 1,636.91	\$ 86,003.01	\$ 84,366.10
204-55900-0603-001	INTEREST ON LOAN	\$0.00	0.00	\$33,537.54	\$33,537.54
204-55900-0603-002	INTEREST ON LOAN SEWER	\$8,129.12	8,129.12	\$33,537.54	\$25,408.42
204-55900-0603-003	INTEREST ON LOAN	\$0.00	0.00	\$33,537.54	\$33,537.54
Int on Loans		\$ 8,129.12	\$ 8,129.12	\$ 100,612.62	\$ 92,483.50
204-55900-0719-001	OFFICE EQUIPMENT	\$0.00	0.00	\$2,666.67	\$2,666.67
204-55900-0719-002	OFFICE EQUIPMENT	\$0.00	0.00	\$2,666.67	\$2,666.67
204-55900-0719-003	OFFICE EQUIPMENT	\$0.00	0.00	\$2,666.67	\$2,666.67
Office Equipment		\$0.00	0.00	\$8,000.01	\$8,000.01
204-58831-0188-001	AMERICAN RESCUE PLAN EXPENDITURES LABOR	\$ -	\$ -	\$ -	\$ -
204-58831-0201-001	AMERICAN RESCUE PLAN EXPENDITURES SS,TAX	\$ -	\$ -	\$ -	\$ -
204-58831-0212-001	AMERICAN RESCUE PLAN EXPENDITURES MEDIC	\$ -	\$ -	\$ -	\$ -
AMERICAN RESCUE PLAN		\$ -	\$ -	\$ -	\$ -
Total Expenses		\$ 376,819.47	\$ 376,819.47	\$ 4,160,149.86	\$ 3,783,330.39
Net Profit/Loss		\$ 34,994.41	\$ 34,994.41	\$ (365,506.96)	\$ (400,501.37)



Your Partner in Receivable Solutions

Our Company

History

FOX Collection Center was founded in 1950 in Nashville, Tennessee. The guiding philosophy then was to provide clients with a professional debt recovery service that would also maintain goodwill.

Since 1950, we have grown in size and experience. Today we provide many more services in more locations while honoring our commitment to provide our clients with the levels of service, respect and results upon which our

company was founded. FOX's strategic growth has given us the ability to provide our clients with above average collection recoveries.

When our clients tell us that our business relationship is like an extension of their own office, we hear more than just a great compliment to our team. We know that our commitment to treat every customer with the most respectful and courteous service in the industry is working!

Innovative, Effective AR Strategies & Solutions

No matter what the size of your AR, FOX Collection Center will strive to resolve all of your AR challenges. We will work with you to customize a plan in order to achieve the optimum results.

"We guarantee to work your accounts persistently and effectively to recover your money, or we don't make a dime!"

Reggie Morris, CEO & Owner, FOX Collection Center

FOX Clients consist of:

- Physicians
- Hospitals
- Emergency Medicine
- Ambulance
- Surgery Centers
- Dentists
- Corporate Central Billing Offices
- Commercial
- Property Management
- Municipalities
- Utilities
- Financial Services
- Communications Industry
- Education

FOX Collection Center will increase your cash flow and reduce your overhead.

- Full-service receivables management company
- Personal service - we do not outsource collections
- Dedicated customer service representatives
- Rates customized to your needs
- Rapid response - we reply to all inquiries within 24 hours
- Monthly reports and updates
- Secure electronic placements and payment reporting
- Certified collection instructor on staff
- Pre-litigation services for non-performing accounts
- Electronic placement of accounts



It's not just about collecting debt, it's collecting it in a manner that best represents our clients while achieving superior results.

Frank B. Fox

FOX treats every customer with the upmost respect while successfully collecting overdue balances. We highly endorse Fox as one of our preferred partners.

Executive Director, Cumberland Pediatric Foundation

FOX exceeded our expectations in personalizing a collections program...producing a substantial return.

Credit Manager, Woman's Clinic, P.A.

FOX..definitely the best in collection and customer service.

Patient Financial Counselor, Monroe County Medical Center

Reputation & Results

FOX Collection Center:

Your Partner in Receivable Solutions

- Bad Debt Recovery
- Early Out Collections
- Extended Business Office
- Pre-Litigation Services
- Credit Bureau Reporting
- Easy and Secure Online Debt Payment

We understand we're representing your office and reputation while collecting receivables. FOX Collection Center dedicates itself to:

- In compliance with all federal, state and local laws
- Operating at all times with integrity, honesty and professionalism
- Providing the finest collection service
- Representing our clients well
- Valuing each employee
- Promoting the highest returns of collections for our clients



Quality Customer Service, Professional, Detail Oriented, Thorough, Excellent Communication—these are just a few words that come to mind when asked about Fox Collections.

They have proven time and again why they are the best at what they do and they take pride in exceeding your expectations. They have the unique ability to professionally handle and care for your business needs while helping you grow in ways that you may not have thought possible. Their staff are professional, available, and their customer service is incomparable.

AR Manager of Regional Hospital

Services & Solutions

Unique & Flexible Strategies

Whatever your role, CFO, Business Office Manager or Collections Manager, you face critical account receivables issues. Since 1950, FOX Collection Center has been partnering with clients to evaluate their AR protocol and offer the best full-service, custom solutions to maximize recovery and meet their financial goals.

Bad Debt Collection

FOX is a full-service collection agency providing professional service from the initial contact letter and call to the final resolution.

- **Unprecedented Recovery Rate** - Well above the national average
- **High Staff Retention Rate** - Our collectors average 11 years experience and have a solid understanding of medical claims terminology and other industry-specific details
- **On-Staff Trainers** - Regularly teach and certify our collectors
- **Scoring** - Evaluates and prioritizes your collections to provide a higher return

Credit Bureau Reporting & Skip-Tracing

FOX utilizes the three major credit bureaus for reporting. Experian, TransUnion and Equifax.

- **Reporting** to Experian, TransUnion and Equifax - affects credit rating
- **Skip-Tracing** - FOX utilizes LexisNexis, Property Assessor, Google and other web based search engines and social media to locate and verify consumer information.

Pre-Litigation Services

As necessary, and with client approval, FOX will enforce collection through the legal process, including:

- **Garnishments**
- **Judgments**
- **Levies**

Reports

Customized reporting - the content you want, when you want it and how you want it.

FOX provides the following standardized monthly reports:

- **Acknowledgment Report**—This report acknowledges all accounts placed.
- **Trust Remittance**—This report indicates monies collected by name, debtor, account number, commission rate, amount paid and amount due.
- **5 Year Actuary Report & 5 Year Activity Analysis**—This statistical report will provide a complete performance analysis and review of month-to-month placements and collection activity.
- **Customizable Reports**—May be available based on your unique requirements.

Rates

Our rates are contingency-based and evaluated on volume, age, and average balance. Rate is a part of the equation, but recoveries do far more to affect your net returns. Our rates have always been competitive and fair, but we do not attribute our success to just low rates. Please contact us for a personalized rate quote at sales@foxcollection.com



QwikClient

FOX Collection Center offers our clients an online portal, QwikClient to give you total and immediate access to:

- **Secure account submission**
 - Manual entry
 - File uploads (pdf. Txt. Csv. Rtf.)
- **Ability to post and report payments**
- **View accounts**
- **View trust statements**
- **View acknowledgement reports**
- **View activity reports**
- **View analysis and collection % reports**
- **Direct communication to update accounts**



Quality Assurance

Respect

When you trust us with your accounts, we never forget that you are also trusting us with your customers. The obligation to treat these most valuable assets of yours in a professional and ethical manner is one we never forget. Our savvy recovery specialists are specifically trained to get results without alienating or distressing the customers that keep you in business. That's why treating every customer with unvarying respect is our first order of business at FOX.

Technology

FOX employs the latest technologies available for secure and strategic collections – protecting you and your client while increasing efficiency and recovery.

- 24/7 dynamic security system
- Hardware encrypted tunnel
- Voice Over IP
- Interactive voice response (IVR)
- Call recording and monitoring
- Unattended voice messaging
- Automated voice messaging
- Secure website

- Secured account placement system
- Redundant off-site backup
- Scoring of accounts to ensure efficient collection.

Compliance

FOX understands that “cash flow” is an important element of your business; so also is your reputation in the community. The depth and integrity of our experience helps design for you a collection strategy that maintains goodwill while obtaining a positive resolution to your accounts.

- FDCPA Approved letters
- FDCPA/HIPAA compliant
- Quality assurance audits
- Licensed and bonded
- Red Flags Policy – identity theft protection program
- ACA certified collectors



Affiliations and Organizations

Proud Member and Active Participant in:

- ACA International (American Collectors Association)
- TCA (Tennessee Collectors Associations)
- Better Business Bureau (A+ Rating)
- HFMA (Health Care Management Association) State TN Member
- MGMA (Medical Group Management Association)
- MGMA Tri-State MGMA Member (FL, SC, NC, GA)
- MGMA State of Tennessee Member
- MGMA Tennessee Local Chapters Member- Nashville, Upper Cumberland, Jackson Area
- MGMA State of Alabama Member
- MGMA of Greenville, SC Chapter Member
- MGMA Birmingham and Huntsville local Chapter Member
- Member of multiple Local Chambers of Commerce



Choosing FOX Collection Center as a primary collection agency is one of the best decisions that we have made in the patient financial service department. FOX has out collected the competitor by almost \$200,000 in 2020. Great job and thank you so much!

*Director, Patient Financial Services
Cookeville Regional Medical Center*

We consider FOX Collection Center to be a valued partner in our revenue cycle management process.

Billing Coordinator, Orthopedic Group

I have worked with FOX Collection for many years. They are efficient and effective, and I highly recommend them.

Business Office Manager, Mid State ENT

We'd Like to Earn Your Loyalty...

By providing you the most courteous, compliant and personalized service in the industry.

To find out more about the difference we can make for you, contact us and one of our staff members will assist you.

- Email: sales@foxcollection.com
- Phone: (615) 859-2891
(800) 422-2793



P.O. Box 528, 454 Moss Trail, Goodlettsville, TN 37072
Phone: (615) 859-2891 or (800) 422-2793
www.foxcollection.com



PremierCollect® is an intensive collection program to recover past-due accounts from customers who have not responded to your request for payment.

This highly-ethical service involves the use of trained/certified collection professionals, effective letters and *credit reporting to national bureaus.

**Credit reporting option available for select business types*

OUR MISSION:

To be the best, most trusted provider of receivables management services to original creditors



Use PremierCollect to:

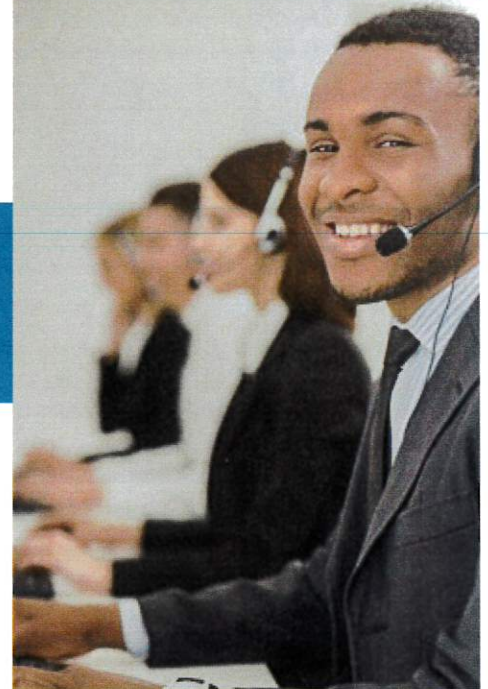
- Recover your past-due customer accounts
- Reduce your administrative costs
- Increase your cash flow
- Deal with problem accounts ethically and economically
- Encourage your customers to make payments



With PremierCollect, you:

- Receive professional, intensive collection services at reasonable rates
- Keep paperwork to a minimum by submitting accounts on line
- Are fully protected by a Hold Harmless agreement, should legal consequences occur as a result of IC System's collection activities

IMPROVING FINANCIAL OUTCOMES



OPTIONAL SERVICES

- Credit reporting to national bureaus
- Attorney Referral so that payment-demand contacts are made by an independent attorney
- Litigation Referral if you decide to take a customer to court
- Credit Monitoring to notify us of a change in the consumer's credit status that may signal an ability to pay

Premier Collect® Agreement

Client # _____

1. **I.C. System, Inc. (IC) will work to recover amounts due to HARTSVILLE/TROUSDALE WATER & SEWER DISTRICT (Client).** Client gives IC full and exclusive authority to collect amounts due to it. This includes the authority to accept and negotiate any payments IC receives on accounts placed by Client. Client shall refer all consumer communications to IC during the term of this Agreement. IC shall undertake all collection efforts through proper and lawful means, in compliance with applicable laws and regulations.
2. **Service provided by IC.** Clients may place up to **UNLIMITED** accounts for collection *on or before TWO* years from the date of this Agreement. Fees due to IC from Client include the non-refundable service fee of **\$500** plus applicable state tax of **\$0** for a total fee of **\$500** plus the highest applicable fee on all amounts realized after placement, including:

THIRTY percent (30%) of all amounts realized, this includes the return of merchandise, product or equipment on each Consumer or Commercial account; OR

THIRTY percent (30%) of all amounts realized for each account that:

- ✓ is placed more than one year after the Date Debt Incurred or the Date of Last Payment/Charge;
- ✓ is placed without a Date Debt Incurred or a Date of Last Payment/Charge;
- ✓ was previously placed with an agency or attorney;
- ✓ has mail returned with no forwarding address;
- ✓ resulted from a bad check being given to Client by the consumer; or
- ✓ each Commercial account (those owed for business purposes) less than \$100.00.

IC will hold Client's share of amounts collected in trust until it pays net amounts due to Client. IC will bill Client if there is a balance due. All payments are due to I.C. within 30 days receipt of Client's monthly billing statement. Past due amounts are subject to a late payment fee equal to 5% of the payment amount then due for each month outstanding until paid, beginning with the due date of the late payment. **Note:** There is a \$5.50 Statement Fee for each mailed statement. The fee can be avoided by completing an ACH Remittance Authorization form; remittances will then be transferred into Client's bank account and Client will be e-mailed when its statement is available for viewing through IC's Online Tools. **Note:** The age of any account is the difference between the dates of last service rendered, or payment on the account, and the date first submitted to IC. If notice of dispute as to the fees due and owing by Client to IC is not received, in writing, by IC within sixty (60) days after the date IC provides the monthly billing statement to Company, Company shall be deemed to have approved and accepted such reported dollars collected and fees as due and owing and shall have waived any right to object to the amounts due to IC.

3. **Withdrawals.** Upon the withdrawal of an account by Client, the regular fee will apply to any amounts paid as of the date of withdrawal or promised as of that date. If Client requests an account withdrawal within 9 months of placement, or if Client does not respond to a disputed account within the requisite time under applicable law, Client will be billed 15% of the account balance. IC reserves the right to remove and withdraw any account from collections at its discretion without penalty to Client.
4. **Indemnification.** IC and Client shall each protect, indemnify and hold harmless the other party, its officers and employees from all claims, suits, actions, attorney's fees, costs, expenses, damages, judgments or decrees arising from any breach of the indemnifying party of its obligations under this Agreement.
5. **Client is responsible for providing accurate and up-to-date account information:** Client agrees to provide accurate information on each account and promptly report any payments it receives on accounts placed with IC. Client agrees it will not place accounts for collection if the consumer has filed bankruptcy. Client agrees it will place **only** accounts over \$50 that are validly due and owing.
6. **Compliance Audit Reports and Record Retention.** IC is required to conduct random client-account audits to comply with the Federal Trade Commission's Identity Theft Red Flags Rule. While Client accounts are placed with IC, Client may receive Compliance Audit Reports from IC that require it to review account information,



Premier Collect® Agreement

Client #

indicate any/all changes (to consumer names, balances, etc.), and verify compliance with the audit request.
Client agrees to promptly report updates or changes to account information on all accounts placed with IC.

7. **Data Security.** ICS will maintain all applicable PCI DSS requirements to the extent IC possesses or otherwise stores, processes, or transmits cardholder data on behalf of Client, or to the extent that IC could impact the security of Client's cardholder data environment.

8. SPECIAL SERVICE NOTES

Unless declined, Client will receive the following services (subject to availability and current pricing):

Credit Listing:

Accept Decline

IC will report information on Client accounts to credit reporting agencies. Client's name will appear on those reports. In Massachusetts, Client authorizes IC to report account information as its agent. Credit listing is included with Client's service at no additional charge. Client must provide IC the date the debt was incurred or the date of last payment/charge in order for the debt to be eligible for credit reporting. As of September 2017, consumer accounts submitted without the consumer's full name, consumer's address, and either the consumer's date of birth or social security number will not be eligible for credit reporting.

Note: The account information will be maintained by IC including credit reporting for up to seven years from the date of delinquency. It is important that Client accurately report payments made to Client or any errors on the account during the time it is maintained by IC. The credit bureaus prohibit certain types of debts from reporting. Consult your salesperson for further information.

Non-Litigation Attorney Referral:

Accept Decline

Accounts may be forwarded to independent attorneys for non-suit collection activity at the conclusion of our usual collection efforts. This referral will be for further collection efforts not including litigation. The attorneys providing these services are independent from IC. The attorneys will be serving as the Client's attorneys and will not file suit, accept any compromise settlement or incur any expenses chargeable to Client without its approval. Client authorizes IC to act as its agent for purposes of referring the accounts, reporting the progress and handling amounts realized. IC and the attorneys retained will each be entitled to a fee for the services they each provide. The Client's total fee for accounts collected in Non-Litigation Attorney Referral will be 40% of the amount collected or 50% of the amount collected if the account meets that fee criteria per section 2.

Litigation Referral:

Accept Decline

IC will refer accounts to independent attorneys **for litigation only** when IC requests and receives authorization from Client on an **account-by-account basis**. The attorneys will be serving as Client's attorneys and will not accept any compromise settlement or incur any expenses chargeable to Client without its approval. If Client authorizes litigation referral, Client also authorizes IC to act as its agent for purposes of referring the accounts, reporting the progress and handling amounts realized. Both the attorney and IC will be entitled to a fee for the services they each provide. The fees and arrangements for payment of costs and filing fees will be specified in the request for authorization IC sends to you. Client may decline Litigation Referral by not returning the request for authorization for a particular account.

Credit Monitoring

Accept Decline

IC will list accounts \$100 or more for credit monitoring during which time they will be monitored for changes in the consumer's credit profile. These changes may indicate an ability to pay and include, but are not limited to, the opening of a new trade line, indication of a loan being paid, or similar noteworthy credit event. Accounts will not be continuously monitored until after they have processed through intensive collections phase and attorney referral, if selected. An account will be monitored for (i) up to four years or (ii) until it reaches the applicable statute of limitations, statute of repose, or any other time limit, whether statutory, contractual, common law or otherwise concerning the account – whichever is sooner. Once accounts enter credit monitoring phase until the time that they are recalled from IC, the Client agrees to a fee of 50% of any amount collected.



444 Hwy 96 East
 St. Paul, MN 55127
 800/685-0595
www.icsystem.com

Premier Collect® Agreement

Client # _____

Client warrants it has signed agreements from every consumer adding the following charges to the principal amount of the debt:

- COLLECTION FEES? Yes or No *If yes, please attach a blank copy of that agreement.*

SETTLEMENT AUTHORITY:

Decline

Settlement negotiations occur only *after* IC has first attempted to collect the FULL balance and *then* attempted to schedule a series of partial payments to collect the full balance. **I.C. System recommends its clients authorize 60-75% of the balance due for full settlement.** Client hereby authorizes IC to accept settlements of not less than:

45% 50% 55% 60% 65% 70% 75% 80% 85% (initials) _____

- The percent authorized above is the LOWEST for which IC can settle an account and may not necessarily be IC's first offer. For example, if Client authorizes 60%, accounts may still be resolved at 75%/85%/etc.
- Commissions will only be charged as a percentage of amounts actually collected.
- If Client declines to authorize Settlement Authority, IC will not accept less than total amount of debt.

Client Access to Data – It is important that Client notify IC immediately of any personnel changes, including terminations, involving access rights to I.C. applications.

CLIENT AGREE TO THE TERMS ON ALL PAGES OF THIS AGREEMENT:

Business Name: _____

Business Street Address: _____

City, State, Zip: _____

Phone: _____ Fax*: _____ Email*: _____

*providing information authorizes I.C. to fax/e-mail business information.

Please print:

Name & Title: _____

Signature: _____ Date: _____

CREDIT CARD:

VISA MasterCard American Express

Number: _____ Exp: ____ / ____ Code: _____

Authorized Card Signature _____

Print Name of Cardholder _____

BILLING ADDRESS ON CREDIT CARD Check here if same as Business Address above.

Street: _____ City: _____

State: _____ Zip: _____ Initials _____

ACH REMITTANCE AUTHORIZATION FORM



FOR OFFICE USE ONLY
Contract #

Client #

Please complete this form and return to: aoberdick@icsystem.com

PAYEE

Payee Name:

Address:

YOUR FINANCIAL INSTITUTION

Bank Name:

Address:

Bank Phone Number:

PAYEE ID NUMBER

Federal Tax Identification No.

Contact Information:

Name:

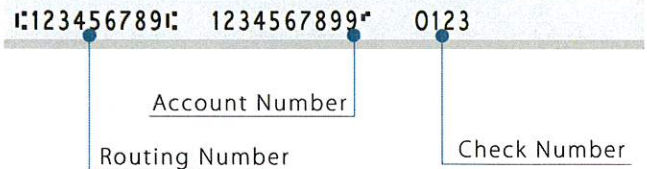
Voice Phone No.:

Fax No.:

E-mail Address:

DIRECT DEPOSIT BANK INFORMATION

Enter the information that appears on your check in the spaces below this example. U.S. checks only.



Your Bank Information:

Account Number

Routing Number of Your Financial Institution

I authorize IC System to credit my account with the depository named above. If IC System erroneously deposits funds into my account, I authorize IC System to initiate the necessary correcting entries, not to exceed the total of the original amount credited.

This authorization will remain in effect until IC System has received written notification from an authorized company representative that it is to be terminated in such time and manner for IC System to act on it.

I acknowledge that I am authorized to provide the information requested on this form

Signature: _____ Date: _____

Printed Name: _____ Title: _____

LETTER OF AGREEMENT

BETWEEN

THE UNIVERSITY OF TENNESSEE MUNICIPAL TECHNICAL ADVISORY SERVICE

AND

THE _____ OF _____

THIS AGREEMENT is between the _____ Tennessee (hereinafter referred to as "the City"), and the University of Tennessee Municipal Technical Advisory Service (hereinafter referred to as "MTAS").

WHEREAS, the City has determined it to be in the public interest to have the City's municipal water and/or wastewater rate schedule(s) reviewed, with the goal of establishing rates which will comply with State revenue requirements; and

WHEREAS, MTAS has offered to complete such a review for a reasonable fee.

NOW, THEREFORE, in consideration of these facts, the parties hereto agree as follows:

1. **MTAS to conduct review of the municipal water/wastewater rates.** MTAS's work under this contract is advisory in nature. Any recommendations MTAS makes under this contract are non-binding and the city is free to accept or reject them.

MTAS shall conduct a detailed review consisting of the following documents and services:

- a) A narrative and summary of the review with recommendations for setting fair and equitable rates for customers of the City's municipal water (wastewater) system;
- b) Spreadsheets showing the past two to three municipal audits, current year-to-date

revenues and expenditures, and a three-to-four year projection of all water (wastewater) revenues assuming no adjustment of the City's water (wastewater) rate schedule;

c) Spreadsheets with all of the elements of paragraph I.(b), but with rate adjustments designed to produce a positive change in the net assets of the utility within two to three years;

d) Cash flow depictions reflecting the results of both spreadsheets;

e) If the City provides MTAS with summarized customer data, MTAS shall also produce a customer analysis contrasting each customer class by volumes used and revenue generated;

f) Recommended structural changes to existing rate schedules;

g) A schedule of recommended rates; and

h) Graphical and/or PowerPoint presentation of findings at a meeting of the governing body.

2. **City to provide necessary information prior to initiation of the review.** The City shall provide MTAS with requested financial and operational information prior to the initiation of the review.

3. **Follow-up after completion of the review.**

a) Twelve (12) months after the City has adopted recommendations of the review, MTAS shall provide a brief follow-up on the status review to assure that its recommendations are achieving the desired revenue results.

b) At the city's request, MTAS will communicate its work to the Water/Wastewater Finance Board's (WWFB) Technical Secretary and/or accompany the governing body representatives to hearings of the Water/Wastewater Finance Board.

4. **Fees.** MTAS's fee for providing the requested utility review to the City shall be sixty dollars (\$60.00) per consulting hour except that in no event shall the total cost of the review exceed the sum of five thousand dollars (\$5,000.00).

5. **Payment.** The City shall remit the full costs of MTAS's review within thirty (30) days of the presentation of an itemized billing from MTAS. If this Agreement is acceptable, please have an authorized representative sign and date below and return to UT MTAS, C/O Sherri Brown 1610 University Avenue, Room 119G, Knoxville, TN 37921.

IN WITNESS of their acceptance of the terms of this Agreement, the parties have had this Agreement executed by their duly authorized representatives.

For The University of Tennessee:

Rumira Xhaferaj
Chief Business Officer
Institute for Public Service

Date _____

For the _____ of _____

Date _____ Signature _____

Name _____

Title _____



Hartsville-Trousdale County Utility Items Needed to Begin a Water & Sewer Rate Study

1. Audits for the previous 3 years. Also, if available, please provide copies of the detailed financial statements from the accounting system that agrees to the audit reports.
2. Current year's financial reports which would include the revenues and expenses, debt payments, cash account balances, etc. If available, please provide a full fiscal year forecast for the current year.
3. Current year's budget.
4. Capital projects schedule for the next 5 years, which includes project title with estimated cost, year of completion, useful life, and funding sources (i.e. loans, grants, city funds, etc.).
5. Debt schedule reflecting principal and interest payments of current debt for each fund. Please reflect each fund separately for any jointly issued debt.
6. Debt schedule reflecting any anticipated new debt for the next 5 years, including terms, interest rates, etc.
7. Copies of ordinances establishing current service fees and rates. Also include the amount of current expense for each fee charged.
8. Copies of any special contracts, such as to buy/sell services to/from others.
9. Any major anticipated increases or decreases in revenues or expenses for the next 5 years. (For example, hiring additional new staff positions or a major customer leaving or coming to the system).
10. A summarized twelve month billing history for each rate classification showing total customers, usage, and revenues.
11. Number of new customers and usage for the next 5 years, as a result of any new or planned developments and/or improvements.
12. Any special circumstances affecting the utility's financial operations, such as a request for a financial plan from the Water/Wastewater Financing Board, etc.

There may be other information required as the study develops.