



TOWN OF RAYMOND

Adopted by: Administration

Motion Number: N/A

Authority to Administer: CFO

Policy Number: OP - 2017-03

Policy Name

Documentation of Revenue Cycle

Policy Statement and Procedures

Utility Billing

Meter readings are taken by public works employees on a scheduled basis by assigned routes. Each route is done according to available time and schedule at least once per month. Once readings are taken the meter reading gun is given to the administrative assistant. The administrative assistant downloads meter readings to the accounting system and prints the route reports. Base utility and usage amounts are billed each month and are adjusted for usage amounts when the meter readings are downloaded. The administrative assistant reviews the billings for reasonability and generates billings from the system. A utility billings report is printed each month and the billings are printed and sent to the users at the same time by the administrative assistant.

Tax Revenue Billings

Benchmark Assessments provides a tax assessment each year according to market values of property in the area. The Director of Corporate Services reviews this assessment and downloads the assessment summary into the computer system. The mill rate is established by Council based on Budget requirements and requisitions from other Requisitioning Authorities. The Director of Corporate Services inputs the mill rate into the system. The computer system generates tax notices according to the information and the Director then prints and sends out the Tax and Assessment Notice. This process happens in April or May of each year.

Other Billings

Amounts are invoiced to customers for other services provided when the service has been performed. Invoice information is prepared by the billing department. This information is given to the Director of Corporate Services for completion and invoicing.