

POLK-BURNETT ELECTRIC COOPERATIVE

Policy No.: **M-8**

Subject: **Billing**

Objective: A member will be billed for the electric service from the date service becomes available by the Cooperative.

- Policy:
1. ***Billing Periods*** – A bill statement will be generated each month for the service provided since the last bill. A member’s first and last bill will be determined on the date the service was connected or disconnected.
 2. ***Billing*** - Meter readings are received daily by an AMI (automated meter infrastructure system, and billing statements will be based on the readings received. The dates of service the member will be billed for depend on the billing cycle the member is on.

Bills may be estimated in certain circumstances if there is not a valid meter reading available.
 3. ***Minimum Charges*** - Every account shall be subject to the daily availability charge as stated in the applicable rate schedule . For idle services, see *Policy M-34 – Non-Metered (Idle) Services*.
 4. ***Billing Changes*** – If it is discovered that a member has been billed incorrectly, the billing adjustment will apply to the month in which the error occurred and an adjustment may be made to previous bills, as outlined in *Policy M-9 - Billing Adjustments*.

Edward O. Gullickson, President
March 27, 2023