

Misread Meter

1. If a customer has a reading that is less than the last billed reading it will need to be re-read. Current reading 715900, last reading 724500
2. Take the current reading (715900) and subtract the reading that is less than the current reading (709700) $715900 - 709700 = 6200$ gallons.
3. Divide the gallons (6200) by 2 6200 divided by $2 = 3100$ gallons Half of the amount is for this bill and the other half for next months bill
4. Add the gallons to the previous reading to get the re-read $3100 + 709700 = 712800$
5. Look in the rate book and get the amount for 3100 gallons Take the water amount for what they were charged and subtract what they should be charged to get the water amount $119.27 - 35.25 = 84.02$
6. Take the amount they were charged for the tax and subtract what they should have been charged to get the tax amount $3.58 - 1.06 = 2.52$
7. Put the amount that you are taking off on your adjustment sheet -84.20 water and -2.52 tax. Total them together -86.54 . Subtract this from what they were charged to get the amount that they owe $122.85 - 86.54 = 36.31$. This should equal the amount for the gallons that you are billing them for (3100 gallons)