

**BOND MADISON WATER COMPANY
POLICY-PROCEDURE
Members Payment Round Up Program**

PURPOSE: This payment round up program is established for the members of Bond Madison Water Company (BMWC), on a volunteer basis, to help finance and support worthwhile charitable projects that benefit the members.

BMWC members, who choose to participate, agree to have their monthly water bills 'rounded up' to the next dollar. In addition, funds can also be accepted from outside individuals or organizations. Based on approval and worthiness of the projects, the accumulated funds will be disbursed to not-for-profit organizations or charitable causes that meet the guidelines set forth herein for the betterment of the members served by BMWC and the communities within BMWC's general service territory.

PROCEDURE:

- **Establish Fund:** The Water Company clerk will set up a separate account for the payment round up program and the operator-manager will oversee the disbursements. The names of the BMWC members volunteering to participate in the program will be kept on file by BMWC.
- **Member Notification and Participation:** Members will be notified on the monthly bill, separate mailings, or other means deemed appropriate by the Board of Directors about the voluntary program. The member's signature will not be required to participate.
- **Public Relations:** A comprehensive public relations campaign, including but not limited to informative brochures, press releases, and letters to community organizations and civic groups to promote interest and inform the public of the program shall be conducted periodically. Updates will also be provided to the media reminding the communities of the goodwill provided by BMWC members. (It may take some time for the fund to become large enough for widespread distribution)
- **Member Communications:** The BMWC members will be informed of the upcoming program via the BMWC Website and social media prior to the official announcement at the 2019 Annual Meeting of the Members. After the Annual Meeting the media will be informed. Furthermore, periodic updates will be provided to the members on the status of the funds, the disbursements, and the impact the program has had in the community.
- **All employees coming in contact with new BMWC members** will inform them of the program and encourage participation.
- **The program committee:** The BMWC Board of Directors shall appoint a Committee of not less than three. The Committee will review applications, establish worthiness and cause, and make such recommendations to the board of directors.

GUIDELINES AND PROVISIONS:

- Payment round up program funds shall be disbursed in the general service area of the Water Company solely for charitable, educational, health, or safety purposes or other causes deemed a necessity.
- All not-for-profit and charitable organizations in the Water Company's general service territory are encouraged to apply for funds. Applications can be obtained at the BMWC office located in Pocahontas or online at www.bondmadison.com.
- Organizations applying for funds must be not-for-profit and/or exempt from Federal and State Income Taxation. Such forms must accompany the application along with other financial records so requested.
- Applications will first be reviewed by the company clerk and/or operator-manager to ensure all required documents are in order and to establish the worthiness of the project(s).
- The committee shall meet in January and July to evaluate applications and available funding before submitting their recommendations to the BMWC Board of Directors for final approval.
- Applications may be carried over to a later meeting depending on fund availability and other factors.
- No funds shall be used to support a candidate for political office or for any political purpose.
- No more than \$250.00 will be awarded per application, nor more than seventeen percent (17%) of the previous years' total funding shall be given annually to any group, organization, charity, or like organization unless approved by the Bond Madison Board of Directors.
- The funds will be dispersed as equitably as practical throughout BMWC service territory.

Revised: January 9, 2024