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OFFICE MANAGER'S REPORT  
DECEMBER 29, 2014

NEW

- FINAL NOTICE TO CONNECT SEWER LATERAL notices were mailed to 67 customers on November 18, 2014. Laterals are to be connected or scheduled by a contractor within 30 days or citations may be assessed. Of those 67, 58 customers have laterals scheduled for installation, 28 are vacant with the water off, leaving 20 customers with active water service who never contacted the authority. The list of those who have not scheduled has been forwarded to the auditor for action to be determined by the board.
- Check out our Facebook page! Like our page and you will be able to get instant messages about service interruptions or important information.
- Meters were read for all customers in the service area. The next bill, which will be due January 27, 2015 will include water usage charges for monthly watermeter customers.
- 2013 Water Quality Reports were not mailed this year, leaving the Authority over \$2,300 in printing and postage costs. A link to the report was on the July bill.
- Anyone who would like a Water Quality Report by regular mail or email can contact the office and one will be provided. Copies will be available at the office as well.
- The 2013 Water Quality Report can be viewed by typing in the following link - <http://www.mand.net/web-content/uploads/2013/2013water-quality-report-2013.pdf>

BILLING INFO

- Monthly combined water/sewage bills are processed the first week of each month and are due the last Tuesday of the month.
- Quarterly water bills are processed the end of each quarter and mailed the first week of April (1Q), July (2Q), October (3Q), and January (4Q) with payment due the last Tuesday of the month they are mailed.
- Water/sewage customers will begin to be charged for sewage usage over 6,000 gallons beginning with the first meter reading after they have been connected for at least 90 days to the main sewer line.
- Deduction meters are available for purchase (\$185 per meter) by residents to keep track of water used for filling pools, watering gardens, etc. The water usage from the deduction meter will then be subtracted from the sewage gallons used before calculation of sewage usage. A copy of the deduction meter application and fee is available at the office and on our website. Temporary deduction meters are also available for use. Please call the office for details.
- The minimum water bill is \$18.00 per month and is included with each monthly sewage bill for all WQI sewage customers. This became effective July 1, 2012. Minimum sewage bill is \$55 (if connected) or \$41.00 (vacant house).
- The minimum charge is due regardless of whether you are physically connected to the main sewer line or have active water service.
- Landlords are responsible for any unpaid water or sewer accounts.
- Any usage over 6,000 gallons per quarter will be billed for both sewage and water in the months the meters are read, which are March, June, September, and December, and will show up in the bills due in April, July, October, and January. Those 4 bills will include the monthly minimum charges plus any excess usage. All other months will be

## INCIDENT REPORT FORM

INSURED: \_\_\_\_\_  
 DATE REPORTED: \_\_\_\_\_ TIME REPORTED: \_\_\_\_\_  
 EXACT LOCATION: \_\_\_\_\_  
 DATE OF INCIDENT: \_\_\_\_\_ TIME OF INCIDENT: \_\_\_\_\_ DAY OF WEEK: \_\_\_\_\_  
 INCIDENT REPORT COMPLETED BY: \_\_\_\_\_ INCIDENT REPORTED TO: \_\_\_\_\_  
 TIME INCIDENT LOCATION INSPECTED: \_\_\_\_\_ INSPECTED BY: \_\_\_\_\_

### PART 1: INJURED PERSON DETAILS

NAME: \_\_\_\_\_  
(Surname) (Given Name)  
 ADDRESS: \_\_\_\_\_  
 TELEPHONE NO: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_ (Mobile) \_\_\_\_\_  
 DATE OF BIRTH: \_\_\_\_\_ (approx or guess if unknown) MALE  FEMALE   
 WALKING STICK  GLASSES  CARRYING GOODS  INTOXICATED   
 OTHER IMPAIRMENTS

### PART 2: WITNESS \* DETAILS

\* Eyewitnesses witnessed the incident, circumstantial witnesses witnessed the events leading up to or following the incident. Additional witnesses' details should be provided on attachments.

#### ATTACH STATEMENTS FOR ADDITIONAL COMMENTS

NAME OF WITNESS TO ACCIDENT: \_\_\_\_\_  
(Surname) (Given Name)  
 ADDRESS OF WITNESS: \_\_\_\_\_  
 TELEPHONE NO: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_ (Mobile) \_\_\_\_\_  
 TYPE OF WITNESS: EYE WITNESS  CIRCUMSTANTIAL WITNESS   
 RELATIONSHIP TO INJURED PERSON: \_\_\_\_\_  
 (If more than one witness, please provide details) \_\_\_\_\_  
 IF ANOTHER PARTY RESPONSIBLE, PLEASE PROVIDE DETAILS: \_\_\_\_\_

### PART 3: PERSONAL INJURY DETAILS

#### PART OF BODY INJURED (Place tick in appropriate box)

Head & Neck	<input type="checkbox"/>	Hip	<input type="checkbox"/>	Hands/ Fingers	<input type="checkbox"/>
Eyes or Face	<input type="checkbox"/>	Shoulder	<input type="checkbox"/>	Leg/Knee	<input type="checkbox"/>
Back & Trunk	<input type="checkbox"/>	Arms / Wrists	<input type="checkbox"/>	Feet and toes	<input type="checkbox"/>

If Other, or multiple, please describe: \_\_\_\_\_

#### NATURE OF INJURY (Place tick in appropriate box)

# Sales Management Report

Company Name

Address

Period start: \_\_\_\_\_

Period End: \_\_\_\_\_

Material Issue date: \_\_\_\_\_

Particulars		For Week	For Month	Budget	Profit %
Sales	Domestic				
	Export				
Purchases	Raw Materials				
	Imported				
<b>Direct Expenses</b>					
Factory Overhead	Labor				
	Fuel/Power				
	Freight				
	Repair & Main.				
	Mfg. Exp.				
	Admin O.H				
Indirect expenses	Employee Cost				
	Rent				
	Electricity				
	Admin O.H				
	Rates/taxes				
	Postage/Tele				
	Interest				

Note:

## PRELIMINARY INVESTIGATION REPORT

Subject: CCRI Athletic Department  
October 4, 2002

### INTRODUCTION:

The JAMED Co. has been retained by Mr. Louis Pullano, the Director of Athletics for the Community College of Rhode Island, in order to review the daily operations of the Athletic Department. The scope of this preliminary investigation is to define both the current and future workflow needs of the Department. Upon completion of the preliminary investigation, JAMED Co. will provide the Athletic Department with a detailed analysis of all departmental activities and recommendations for future enhancements, both technical and administrative, for consideration.

### SYSTEMS REQUEST SUMMARY:

Currently, the Athletic Department tracks the following information: academic eligibility and statistical information representing both team and individual accomplishments. The Department has the ability to collect viable data. The underlying problem that was initially presented in the system request and later reinforced during a series of interviews (Appendix A) conducted by JAMED Co. is the lack of a collection system that is easy to use, efficient at tracking athletic information, and scalable for future web interaction.

### PRELIMINARY INVESTIGATION FINDINGS:

The following problems were found during the

Council, 8 December

Information Technology Report

Executive summary and recommendations

#### Introduction

This report provides the Council with an update into the work of the Information Technology Directorate in September to November. Areas from the report to highlight are as follows:

- Disaster recovery**  
 This departmental project is to assess the technical capabilities of a new site recovery service provided by Microsoft. The service has the potential to simplify the technical disaster recovery process for the HCPC core systems as well as reducing costs and improving the time to switch to the disaster recovery environment.  
  
 After a successful proof of concept, all of the disaster recovery services are now operating in the new environment. Following the resolution of the remaining small number of issues the legacy disaster recovery environment will be switched off. This project is estimated to reduce costs by approximately £100,000 pa.
- Service availability**  
**FTP Case management system:**  
 On Friday 23 and Monday 26 September there was an intermittent disruption in service where the application appeared to hang and required a re-start.  
  
 The outage was caused by an uploaded corrupt document that when accessed caused part of the system infrastructure to hang.
- Registration system:**  
 On Wednesday 21 September the registration system became inaccessible between 09:15 and 09:50.  
  
 The outage was caused by an administrative mistake that resulted in an 'address' conflict in the infrastructure following the creation of a new unrelated server.
- Education system and other supporting systems:**  
 On Thursday 30 September there was an outage to the Education system and a number of supporting systems between 11:00 and 11:15.

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It is a good thing that Jotform offers this character profile form for writers and that it is considered the best among many renowned writers. Report Forms Preview With this cash up sheet template, you can easily prepare daily/nightly cash up reports for your company. Web development report includes personal information, started date, target date, and progress of work. IT Forms Preview Track employee progress with an Employee End of Day Report Form. Start building your form today by starting off with our daily management report. However, it should be noted that this is just a short character profile form that enables you to capture just the most relevant information about the characters. You can easily collect total daily sales for each branch, category, View goals, tasks, complaints, and questions online. The form contains predetermined items which is easy to modify and replace to your preference. Report Forms Preview Are you a supervisor that wants to track how employees spend their time and behave while working outside? Use this daily report form in your office. Having a proper inventory of your ingredients helps maintain a buffer on the movement of your items, replenished in due time and thus reduces the risk that might affect the productivity or your business. Motor vehicle accident form templates are important because they're convenient and have preset questions ready to go. You can enter the client's name and the date, also you can choose the modality from a dropdown list. You can use this as an end of shift report template that you can review and share with other operations managers on duty. Business Forms Preview This character profile form is adequate for capturing the information about your characters. Employee time sheet form contains employee's information and total hours when the employee worked each day. Business Forms Preview Used this Allegation Form to get to know about the issue or complaints about your company and get better at customer relationships easily. Report Forms Preview Perform weekly police vehicle inspections for your precinct with this free online Vehicle Inspection Form. In this case, the report all the fundamental information about the missing person and other matters that may help the authorities locate that person. Second, we have the Security Incident Report. You're on the right page. They are important documentation tools used by the police force for speedy resolution of cases. If so, with this form, you can also prepare a service report includes this information and many more. You can use this useful and simple form and customize the form for your own needs. Use this website development progress report sample to test work progress reports easily from your web developers. This motor vehicle accident form sample is a great start for organizations that need a high quality form fast. Services Forms Preview A standard IT Service Form, useful for businesses that deal with everyday IT related tasks which can be used as an IT service ticket template that allows file attachment and provides an area for further information. Business Forms Preview A medical report form is a document used by medical professionals for documenting a patient's medical treatment. Abstract Forms Preview Report expenses for employees at your company. Great for IT departments. Easy to customize and fill out on any device. Audit Preview Collect issue reports from company members with a free online Issue Tracking Form. When you employ this motor vehicle accident form template, you'll be able to gather all of the information that you need. View responses on any device. Report Forms Preview A Departmental Report Form template useful for preparing daily reports regarding the department, internal issues and payroll through areas to fill/select/upload necessary information and documents with the manager contact information. Business Forms Preview In order for your kitchen or restaurant management to be effective, you need to have a proper tracking of food inventory. 800+ Templates, 120+ Integrations Searching for downloadable police report templates? Tracking Forms Preview This shift report template is meant to be used by managers and supervisors in the airline industry. Or had been any incidents? Moreover, you can identify the income and expense totals and present them to your manager. Business Forms Preview Are you searching around the web for complaint form template html codes in order to create an

online for that is simple, effective and easy to fill out. This daily field report template will help you check whether an employee has attended the on-site client. They provide policemen with relevant details of an incidence or a crime. Select a report form example from our collection or get started on a fresh form. As the name connotes, the report must be able to make the searching and investigation process of the police more speedy and efficient. Use this splendid field report template to let employees provide the scope of the work and to ask for customers comment regarding the service rendered. Sync with 100+ apps. What is more amazing is that the templates we offer are editable and easy to use. Fill out and manage responses on any device.Business Forms Preview IT Service Request Form allows your customers to report an issue and make a request regarding a repair through providing their contact information, category of the problem, any further explanation and comments.Business Forms Preview Here is a school counseling notes template that a counselor can use to keep track of the counseling sessions. Try one of our free online report form templates today! Preview The Police Incident Report Form allows citizens to report a non-urgent incident or matter providing the information of date, time, location and any further details of the issue.Report Forms Preview Do you want to follow the progress of your web developers? Customize and embed for free!.Business Forms Preview This motor vehicle accident form is useful for individuals who need to complete a full report about their car accident. Jotform's online report forms are fully customizable and completely free to use. This food inventory form template is a simple inventory form which you can use for submitting reports. If you are looking for ideas to write a police report, you can take care of the following points while creating one:State the incident clearly.Who are the people involved in the incident?Make sure you mention the date and the exact time the incident took place.Are there any injuries/damage to people/things in the incident?What remedial action(s) you would like to request to the police?You can check out Editable Police Report Templates for ideas to create a Police Report.Missing Person Police Report Templatealex.state.al.usDetailsFile FormatSize: 28 kBDownloadWe all know that police reports are one of the critical and crucial forms of government documentation. They are generally reported by the person(s) involved in the event. With the Jotform builder, your report templates have access to widgets, apps, and themes to encourage engagement and improve the amount of information collected. The shift report example is focused on employees working on the baggage carousel in an airport. Have an easier way to keep track of your counseling sessions by using this school counseling case notes template today!Report Forms Preview The School Incident Report Form allows immediate reporting of an incident occurred, providing student, staff, date/time, location, responder information. Business Forms Preview Use this CRM Support Ticket Form as a tool to interact with your customers and collect reports based on their experience, allow them to select a type of ticket, select their browser, OS information and upload screenshots.Business Forms It's perfect for businesses and large corporations who prefer a digital method or manual backup. To save you more time and effort, you can start scrolling down our available Report Templates and use it for your convenience.Security Incident Report Templateseattle.govDetailsFile FormatSize: 35 kBDownloadPolice Investigation Report Templatealcestis.orgDetailsFile FormatSize: 412 kBDownloadA Variety of Police Report TemplatesThere are a variety of police report formats to choose from. Let's go over some of this templates such as the Missing Person Police Report and the Security Incident Report.First, we have the missing person police report. The daily management report form will be used to manage the daily tasks, canalize your employees to tasks and detect the performances of employees. You may also see report samples. In this daily report form template, you can ask the employee to upload a photo of the task or job assigned. Count all the cash&tips and enter it into the form, it will automatically calculate the totals for you. Was one of your staff sick today? If this form template meets your expectation, then just use this complaint form template and even manage it as you wish.Report Forms Preview Do you want to follow your employees weekly worked hours? Whether you are running a company, restaurant or a cafe, feel free to customize this cash up sheet template.Business Forms Preview If you searay daily performance and management report form, you don't need to search more. Easy-to-customize online form. They must be treated with utmost diligence and care.Here are some of the common uses of police reports based we found:Police reports are used by prosecutors to determine if there is probable cause or if there is sufficient reason for a case to be filed.It is used for documentation purposes.It is as basis for further investigationBut one has to take note that each country has their own rules of procedure regarding police reports. Authorities defined incident report as a formal, written descriptions of an unusual, intentional or unintentional occurrences which may brought about adverse effects in a organization, community, locality or etc. It also detects the motivation behind mentioned incident and its consequenceEducation Forms Preview This daily sales report form template might be so useful for your business and daily sales reporting. Enter costs, upload receipts, and more. After all, you don't really need all the details in many circumstances. This complaint form template includes details of the complaint and the complainant. This timesheet report template is a great example of how you can use a form as a Time Sheet for reporting your hours on the job. Here are some of our available formats:Each of this templates are designated for a particular purpose. What is important in drafting them is that the proper documentation of the details, which qualify the event for discussion and investigation.These are just some of our templates that you can use for your report.Police Accident Report Templateaic.qld.gov.auDetailsFile FormatSize: 297 kBDownloadPolice Crime Report Templatespringfield-ma.govDetailsFile FormatSize: 634 kBDownloadPolice Arrest Report Templatevillagebhi.netDetailsFile FormatSize: 320 kBDownloadPolice Department Annual Report Templatereno.gov/DetailsFile FormatSize: 3 MBDownloadPolice Report Request Templateoceancitymd.govDetailsFile FormatSize: 88 kBDownloadPurposes of Police ReportsIndeed police reports are crucial and significant as an Investigation Report Template. You must take into account what your laws say and then choose from the template, whichever is legal and applicable. The report is quite detailed and will allow the manager to include incidents, delays, tardiness, safety and lost items. So, unlike before when you have to use papers for doing this, you can now use this form to capture that information. It also serves as a feedback mechanism that will help improve how our policemen deal with crimes.The reports are considered as the building blocks for a successful investigation. 5+ FREE & Premium Case Report Templates - Download Now Adobe PDF, Microsoft Word (DOC), Microsoft Excel (XLS), Adobe Photoshop (PSD), Google Docs, Apple (MAC) Pages, Google Sheets (SPREADSHEETS), Apple Numbers, Microsoft Publisher, Adobe Illustrator (AI) 326+ Sample Report Templates326+ Report Templates in WordBlank Police Report Templatemtc.eduDetailsFile FormatSize: 69 KBDownloadPolice Report Template for Theftdialspolice.netDetailsFile FormatSize: 32 kBDownloadEditable Police Report TemplatesPolice reports are documents provided to the police at the time of an event like an accident(s), or crime(s). Well, you can find all that qualities in this complaint form template. This has a lot of advantages because you do not have to deal with papers anymore. You can get all the information you need with our report form templates. Then you can enter the additional information about the counseling session, including the themes discussed, treatments, interventions techniques, summary and responses to the intervention. Whether it's a complaint, incident or bug, giving one a proper way to report is pretty important. We have a list of police report templates for you to use.

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