

**ADAMS** CABLE SERVICE

19 North Main Street, Carbondale, PA 18407

570 - 282 - 6121  
1 - 888 - 222 - 0077  
Fax: 570 - 282 - 3787  
www.adamsçable.com

Town of Windsor  
124 Main St  
Windsor, NY 13865

COPY

Dear Town Secretary and Elected Officials,

I am writing to you today to bring to your attention an error we found while doing a self-audit of all our franchise agreements. When the new agreement was signed in 2022 by the Town of Windsor, the franchise fee was increased from 1% to 5%. Unfortunately, that increase was not applied to our billing system.

The attached spreadsheet shows a breakdown of the amount that should have been collected versus what we actually collected. The period represents April 2022 through September 2023. We have not yet calculated the franchise fees for the fourth quarter of 2023.

We sincerely regret this oversight and offer our most humble apologies for any inconvenience this may have caused. Please feel free to call me if you have any questions at 570-282-6121 Ext. 215.

Respectfully,



Wendy Hartman  
General Manager  
Adams Cable Service

# ADAMS CABLE SERVICE

## Town of Windsor Franchise Fee Audit (Agreement Signed 4/13/2022)

Date	Actual Fee	Amount Paid	Difference Owed
Apr-22	\$2,866.75	\$573.35	\$2,293.40
May-22	\$3,017.55	\$603.51	\$2,414.04
Jun-22	\$2,978.25	\$595.65	\$2,382.60
Jul-22	\$3,017.00	\$603.40	\$2,413.60
Aug-22	\$2,960.80	\$592.16	\$2,368.64
Sep-22	\$2,970.45	\$594.09	\$2,376.36
Oct-22	\$2,898.55	\$579.71	\$2,318.84
Nov-22	\$2,857.50	\$571.50	\$2,286.00
Dec-22	\$2,832.15	\$566.43	\$2,265.72
Jan-23	\$2,747.45	\$549.49	\$2,197.96
Feb-23	\$2,748.10	\$549.62	\$2,198.48
Mar-23	\$2,709.75	\$541.95	\$2,167.80
Apr-23	\$2,754.25	\$550.85	\$2,203.40
May-23	\$2,771.10	\$554.22	\$2,216.88
Jun-23	\$2,888.95	\$577.79	\$2,311.16
Jul-23	\$2,919.95	\$583.99	\$2,335.96
Aug-23	\$2,898.95	\$579.79	\$2,319.16
Sep-23	\$2,848.30	\$569.66	\$2,278.64
<b>Totals</b>	<b>\$51,685.80</b>	<b>\$10,337.16</b>	<b>\$41,348.64</b>