

EXHIBIT B

Assessment, Remittance and Reporting Procedure **As adopted by the Florida Concrete Masonry Education Council, Inc. (“Council”)**

Approved by the Council: February 3, 2016

Assessment

The assessment is a self-imposed voluntary assessment by a producer on a concrete masonry unit, as defined by the Council. It applies from the date of Agreement by a producer for one year. At the end of a year, the Agreement will be automatically renewed unless cancelled by written notice within 30 days of the anniversary date of the Agreement. It is payable to the Council on a quarterly basis within 30 days of the close of a quarter at the rate of \$0.01 per concrete masonry unit, as applied to the total number of units manufactured and sold to customers. The total assessment/contribution made by a producer, written by check to the Council quarterly, is not subject to further sales tax.

Payment Due Dates

The assessment payments are due quarterly and payable by the last day of the month following the end of the quarter. Accordingly, the due dates are as follows:

- Q1 – January 1 to March 31 – Due by April 30
- Q2 – April 1 to June 30 – Due by July 31
- Q3 – July 1 to September 30 – Due by October 31
- Q4 – October 1 to December 31 – Due by January 31

Remittance Process

1. The Council’s Administrative Entity will provide a notice by e-mail to each participating company on the first day of the reporting/payment month that payment is due.
2. If a participating company requires an invoice in order to process its contribution/payment, the participating company shall provide a notice by e-mail to the Council’s Administrative Entity of its desire for an invoice, whom the invoice should be sent, and the amount of payment due. It is therefore incumbent on a participating company to make its own calculation of the amount due based on its number of units manufactured and sold during the applicable quarter. The Council’s Administrative Entity will promptly prepare and send an invoice to a requesting company by e-mail to the appropriate person identified by the company. Individual company contributions are not audited by the Council. This procedure requiring a participating company to undertake its own calculation is for a company’s own protection. It ensures that the information or calculation remains proprietary. Such proprietary information is a “trade secret” pursuant to section 815.045, Florida Statutes. Trade secrets are exempt from the public records law, Chapter 119, Florida Statutes.

3. If a participating company does not require an invoice, it can simply make its payment via check. The amount of contribution and any calculation constitutes a trade secret.

As an added precaution, because contributions made are not audited by the Council, all checks made out to the Council in the information space on the check should also be marked “confidential.”

4. Checks by those participating producers are to be made out to the Florida Concrete Masonry Education Council, Inc. (FCMEC) and mailed to:

Florida Concrete Masonry Education Council, Inc.
P.O. Box 12018
Gainesville, FL 32604

This post office box is accessible only by the Council’s Administrative Entity.

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