



3015 (02-09-04)

**ANNUAL REPORT**

OF

Name: MELROSE MUNICIPAL WATER UTILITY

Principal Office: 112 WASHINGTON ST  
MELROSE, WI 54642

For the Year Ended: DECEMBER 31, 2002

**WATER, ELECTRIC, OR JOINT UTILITY  
TO  
PUBLIC SERVICE COMMISSION OF WISCONSIN**P.O. Box 7854  
Madison, WI 53707-7854  
(608) 266-3766

*This form is required under Wis. Stat. § 196.07. Failure to file the form by the statutory filing date can result in the imposition of a penalty under Wis. Stat. § 196.66. The penalty which can be imposed by this section of the statutes is a forfeiture of not less than \$25 nor more than \$5,000 for each violation. Each day subsequent to the filing date constitutes a separate and distinct violation. The filed form is available to the public and personally identifiable information may be used for purposes other than those related to public utility regulation.*



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**IDENTIFICATION AND OWNERSHIP**

**Exact Utility Name:** MELROSE MUNICIPAL WATER UTILITY

**Utility Address:** 112 WASHINGTON ST  
MELROSE, WI 54642

**When was utility organized?** 1/1/1939

**Report any change in name:**

**Effective Date:**

**Utility Web Site:**

**Utility employee in charge of correspondence concerning this report:**

**Name:** JUDY ANDERSON

**Title:** VILLAGE CLERK

**Office Address:**

112 WASHINGTON ST  
P.O. BOX 117  
MELROSE, WI 54642

**Telephone:** (608) 488 - 3191

**Fax Number:** (608) 488 - 3191

**E-mail Address:**

**Individual or firm, if other than utility employee, preparing this report:**

**Name:** WILLIAM SHERRY

**Title:** CPA

**Office Address:** ENGELSON AND ASSOCIATES, LTD.

3317 MORMON COULEE ROAD  
P.O. BOX 452  
LA CROSSE, WI 54601

**Telephone:** (608) 788 - 2181

**Fax Number:** (608) 788 - 3162

**E-mail Address:** bill@eacpas.psemail.com

**President, chairman, or head of utility commission/board or committee:**

**Name:** LUANN HOUSE

**Title:** CHAIRPERSON

**Office Address:**

P.O. BOX 123  
MELROSE, WI 54642

**Telephone:** (608) 488 - 3191 EXT

**Fax Number:** (608) 488 - 3191

**E-mail Address:**

**Are records of utility audited by individuals or firms, other than utility employee?** YES

**IDENTIFICATION AND OWNERSHIP**

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**Individual or firm, if other than utility employee, auditing utility records:**

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**Name:** WILLIAM SHERRY

**Title:** CPA

**Office Address:** ENGELSON AND ASSOCIATES, LTD.

3317 MORMON COULEE ROAD

P.O. BOX 785

LA CROSSE, WI 54601

**Telephone:** (608) 788 - 2181

**Fax Number:** (608) 788 - 3162

**E-mail Address:** bill@eacpas.psemail.com

**Date of most recent audit report:** 2/26/2003

**Period covered by most recent audit:** 2002

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**Names and titles of utility management including manager or superintendent:**

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**Name:** MR RAMON KNUDTSON

**Title:** SUPERINTENDENT

**Office Address:**

112 WASHINGTON ST

P.O. BOX 117

MELROSE, WI 54642

**Telephone:** (608) 488 - 3191

**Fax Number:** (608) 488 - 3191

**E-mail Address:**

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**Name of utility commission/committee:** VILLAGE OF MELROSE WATER UTILITY COMMISSION

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**Names of members of utility commission/committee:**

TOM DOBBS

KATHLEEN DUNN

J. RANDY EBERT

LUANN HOUSE

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**Is sewer service rendered by the utility?** NO

**If "yes," has the municipality, by ordinance, combined the water and sewer service into a single public utility, as provided by Wis. Stat. § 66.0819 of the Wisconsin Statutes?**NO

**Date of Ordinance:**                     

**Are any of the utility administrative or operational functions under contract or agreement with an outside provider for the year covered by this annual report and/or current year (i.e., operation of water or sewer treatment plant)?** NO

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**Provide the following information regarding the provider(s) of contract services:**

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## IDENTIFICATION AND OWNERSHIP

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**Firm Name:**

**Contact Person:**

**Title:**

**Telephone:**

**Fax Number:**

**E-mail Address:**

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**Contract/Agreement beginning-ending dates:**

**Provide a brief description of the nature of Contract Operations being provided:**

**INCOME STATEMENT**

Particulars (a)	This Year (b)	Last Year (c)	
<b>UTILITY OPERATING INCOME</b>			
Operating Revenues (400)	82,875	82,859	1
<b>Operating Expenses:</b>			
Operation and Maintenance Expense (401)	50,112	43,404	2
Depreciation Expense (403)	16,962	16,786	3
Amortization Expense (404)	0	0	4
Taxes (408)	1,851	1,778	5
<b>Total Operating Expenses</b>	<b>68,925</b>	<b>61,968</b>	
<b>Net Operating Income</b>	<b>13,950</b>	<b>20,891</b>	
Income from Utility Plant Leased to Others (412-413)	0	0	6
<b>Utility Operating Income</b>	<b>13,950</b>	<b>20,891</b>	
<b>OTHER INCOME</b>			
Income from Merchandising, Jobbing and Contract Work (415-416)	0	0	7
Nonoperating Rental Income (418)	0	0	8
Interest and Dividend Income (419)	124	59	9
Miscellaneous Nonoperating Income (421)	0	0	10
<b>Total Other Income</b>	<b>124</b>	<b>59</b>	
<b>Total Income</b>	<b>14,074</b>	<b>20,950</b>	
<b>MISCELLANEOUS INCOME DEDUCTIONS</b>			
Miscellaneous Amortization (425)	0	0	11
Other Income Deductions (426)	0	0	12
<b>Total Miscellaneous Income Deductions</b>	<b>0</b>	<b>0</b>	
<b>Income Before Interest Charges</b>	<b>14,074</b>	<b>20,950</b>	
<b>INTEREST CHARGES</b>			
Interest on Long-Term Debt (427)	3,205	3,778	13
Amortization of Debt Discount and Expense (428)			14
Amortization of Premium on Debt--Cr. (429)			15
Interest on Debt to Municipality (430)	0	0	16
Other Interest Expense (431)	0	0	17
Interest Charged to Construction--Cr. (432)			18
<b>Total Interest Charges</b>	<b>3,205</b>	<b>3,778</b>	
<b>Net Income</b>	<b>10,869</b>	<b>17,172</b>	
<b>EARNED SURPLUS</b>			
Unappropriated Earned Surplus (Beginning of Year) (216)	252,568	235,396	19
Balance Transferred from Income (433)	10,869	17,172	20
Miscellaneous Credits to Surplus (434)	0	0	21
Miscellaneous Debits to Surplus--Debit (435)	0	0	22
Appropriations of Surplus--Debit (436)	0	0	23
Appropriations of Income to Municipal Funds--Debit (439)	0	0	24
<b>Total Unappropriated Earned Surplus End of Year (216)</b>	<b>263,437</b>	<b>252,568</b>	

### INCOME STATEMENT ACCOUNT DETAILS

1. Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.  
 2. Nonregulated sewer income should be reported as Miscellaneous Nonoperating Income, Account 421.

Description of Item (a)	Amount (b)	
<b>Revenues from Utility Plant Leased to Others (412):</b>		
NONE		1
<b>Total (Acct. 412):</b>	<b>0</b>	
<b>Expenses of Utility Plant Leased to Others (413):</b>		
NONE		2
<b>Total (Acct. 413):</b>	<b>0</b>	
<b>Nonoperating Rental Income (418):</b>		
NONE		3
<b>Total (Acct. 418):</b>	<b>0</b>	
<b>Interest and Dividend Income (419):</b>		
INTEREST INCOME	124	4
<b>Total (Acct. 419):</b>	<b>124</b>	
<b>Miscellaneous Nonoperating Income (421):</b>		
NONE		5
<b>Total (Acct. 421):</b>	<b>0</b>	
<b>Miscellaneous Amortization (425):</b>		
NONE		6
<b>Total (Acct. 425):</b>	<b>0</b>	
<b>Other Income Deductions (426):</b>		
NONE		7
<b>Total (Acct. 426):</b>	<b>0</b>	
<b>Miscellaneous Credits to Surplus (434):</b>		
NONE		8
<b>Total (Acct. 434):</b>	<b>0</b>	
<b>Miscellaneous Debits to Surplus (435):</b>		
NONE		9
<b>Total (Acct. 435)--Debit:</b>	<b>0</b>	
<b>Appropriations of Surplus (436):</b>		
Detail appropriations to (from) account 215		10
<b>Total (Acct. 436)--Debit:</b>	<b>0</b>	
<b>Appropriations of Income to Municipal Funds (439):</b>		
NONE		11
<b>Total (Acct. 439)--Debit:</b>	<b>0</b>	

**INCOME FROM MERCHANDISING, JOBBING & CONTRACT WORK (ACCTS. 415-416)**

Particulars (a)	Water (b)	Electric (c)	Sewer (d)	Gas (e)	Total (f)	
Revenues (account 415)					0	1
<b>Costs and Expenses of Merchandising, Jobbing and Contract Work (416):</b>						
Cost of merchandise sold					0	2
Payroll					0	3
Materials					0	4
Taxes					0	5
<b>Other (list by major classes):</b>						
NONE					0	6
<b>Total costs and expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net income (or loss)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

### REVENUES SUBJECT TO WISCONSIN REMAINDER ASSESSMENT

1. Report data necessary to calculate revenue subject to Wisconsin remainder assessment pursuant to Wis. Stat. § 196.85(2) and Wis. Admin. Code Ch. PSC 5.
2. If the sewer department is not regulated by the PSC, do not report sewer department data in column (d).

Description (a)	Water Utility (b)	Electric Utility (c)	Sewer Utility (Regulated Only) (d)	Gas Utility (e)	Total (f)	
Total operating revenues	82,875	0	0	0	<b>82,875</b>	<b>1</b>
Less: interdepartmental sales	0		0	0	<b>0</b>	<b>2</b>
Less: interdepartmental rents					<b>0</b>	<b>3</b>
Less: return on net investment in meters charged to regulated sewer department. (Do not report if nonregulated sewer.)	0				<b>0</b>	<b>4</b>
Less: uncollectibles directly expensed as reported in water acct. 904 (690 class D), sewer acct. 843, and electric acct. 904 (590 class D) -or- Net write-offs when Accumulated Provision for Uncollectible Accounts (acct. 144) is maintained					<b>0</b>	<b>5</b>
<b>Other Increases or (Decreases) to Operating Revenues - Specify:</b>						
NONE					<b>0</b>	<b>6</b>
<b>Revenues subject to Wisconsin Remainder Assessment</b>	<b>82,875</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>82,875</b>	

**BALANCE SHEET**

<b>Assets and Other Debits (a)</b>	<b>Balance End of Year (b)</b>	<b>Balance First of Year (c)</b>	
<b>UTILITY PLANT</b>			
Utility Plant (100)	775,047	766,160	<b>1</b>
Less: Accumulated Provision for Depreciation and Amortization of Utility Plant (110)	237,028	222,874	<b>2</b>
<b>Net Utility Plant</b>	<b>538,019</b>	<b>543,286</b>	
<b>OTHER PROPERTY AND INVESTMENTS</b>			
Nonutility Property (121)	0	0	<b>3</b>
Less: Accumulated Provision for Depreciation and Amortization of Nonutility Property (122)	0	0	<b>4</b>
<b>Net Nonutility Property</b>	<b>0</b>	<b>0</b>	
Investment in Municipality (123)	0	0	<b>5</b>
Other Investments (124)	0	0	<b>6</b>
Special Funds (125)	19,343	11,220	<b>7</b>
<b>Total Other Property and Investments</b>	<b>19,343</b>	<b>11,220</b>	
<b>CURRENT AND ACCRUED ASSETS</b>			
Cash and Working Funds (131)	18,882	20,215	<b>8</b>
Temporary Cash Investments (132)			<b>9</b>
Notes Receivable (141)	0	0	<b>10</b>
Customer Accounts Receivable (142)	12,843	12,452	<b>11</b>
Other Accounts Receivable (143)	0	0	<b>12</b>
Accumulated Provision for Uncollectible Accounts- -Cr. (144)	0	0	<b>13</b>
Receivables from Municipality (145)	650	669	<b>14</b>
Materials and Supplies (150)	0	0	<b>15</b>
Prepayments (165)	0	0	<b>16</b>
Other Current and Accrued Assets (170)			<b>17</b>
<b>Total Current and Accrued Assets</b>	<b>32,375</b>	<b>33,336</b>	
<b>DEFERRED DEBITS</b>			
Unamortized Debt Discount and Expense (181)	0	0	<b>18</b>
Extraordinary Property Losses (182)	0	0	<b>19</b>
Other Deferred Debits (183)	0	0	<b>20</b>
<b>Total Deferred Debits</b>	<b>0</b>	<b>0</b>	
<b>Total Assets and Other Debits</b>	<b>589,737</b>	<b>587,842</b>	

### BALANCE SHEET

Liabilities and Other Credits (a)	Balance End of Year (b)	Balance First of Year (c)	
<b>PROPRIETARY CAPITAL</b>			
Capital Paid in by Municipality (200)	24,192	24,192	21
Appropriated Earned Surplus (215)			22
Unappropriated Earned Surplus (216)	263,437	252,568	23
<b>Total Proprietary Capital</b>	<b>287,629</b>	<b>276,760</b>	
<b>LONG-TERM DEBT</b>			
Bonds (221)	0	0	24
Advances from Municipality (223)	0	0	25
Other long-Term Debt (224)	56,816	66,707	26
<b>Total Long-Term Debt</b>	<b>56,816</b>	<b>66,707</b>	
<b>CURRENT AND ACCRUED LIABILITIES</b>			
Notes Payable (231)	0	0	27
Accounts Payable (232)	2,471	283	28
Payables to Municipality (233)	22,719	23,886	29
Customer Deposits (235)			30
Taxes Accrued (236)	0	0	31
Interest Accrued (237)	136	240	32
Other Current and Accrued Liabilities (238)			33
<b>Total Current and Accrued Liabilities</b>	<b>25,326</b>	<b>24,409</b>	
<b>DEFERRED CREDITS</b>			
Unamortized Premium on Debt (251)	0	0	34
Customer Advances for Construction (252)			35
Other Deferred Credits (253)	0	0	36
<b>Total Deferred Credits</b>	<b>0</b>	<b>0</b>	
<b>OPERATING RESERVES</b>			
Miscellaneous Operating Reserves (265)			37
<b>Total Operating Reserves</b>	<b>0</b>	<b>0</b>	
<b>CONTRIBUTIONS IN AID OF CONSTRUCTION</b>			
Contributions in Aid of Construction (271)	219,966	219,966	38
<b>Total Liabilities and Other Credits</b>	<b>589,737</b>	<b>587,842</b>	

### NET UTILITY PLANT

Report utility plant accounts and related accumulated provisions for depreciation and amortization after allocation of common plant accounts and related provisions for depreciation and amortization to utility departments as of December 31.

Particulars (a)	Water (b)	Sewer (c)	Gas (d)	Electric (e)	
<b>Plant Accounts:</b>					
Utility Plant in Service (100)	775,047	0	0	0	1
Utility Plant Purchased or Sold (391)					2
Utility Plant in Process of Reclassification (392)					3
Utility Plant Leased to Others (393)					4
Property Held for Future Use (394)					5
Construction Work in Progress (395)					6
Utility Plant Acquisition Adjustments (396)					7
Other Utility Plant Adjustments (397)					8
<b>Total Utility Plant</b>	775,047	0	0	0	
<b>Accumulated Provision for Depreciation and Amortization:</b>					
Accumulated Provision for Depreciation of Utility Plant in Service (110)	237,028	0	0	0	9
<b>Total Accumulated Provision</b>	237,028	0	0	0	
<b>Net Utility Plant</b>	538,019	0	0	0	

## ACCUMULATED PROVISION FOR DEPRECIATION AND AMORTIZATION OF UTILITY PLANT (ACCT. 110)

Depreciation Accruals (Credits) during the year:

1. Report the amounts charged in the operating sections to Depreciation Expense (403).
2. If sewer operations are nonregulated, do not report sewer depreciation on this schedule.
3. Report the Depreciation Expense on Meters charged to sewer operations as an addition in the Water column.  
If the sewer is also a regulated utility by the PSC, report an equal amount as a reduction in the Sewer column.
4. Report all other accruals charged to other accounts, such as to clearing accounts.

Particulars (a)	Water (b)	(c)	(d)	(e)	Total (f)	
<b>Balance first of year</b>	222,874				<b>222,874</b>	<b>1</b>
<b>Credits During Year</b>						<b>2</b>
<b>Accruals:</b>						<b>3</b>
Charged depreciation expense (403)	16,962				<b>16,962</b>	<b>4</b>
Depreciation expense on meters						<b>5</b>
charged to sewer (see Note 3)	302				<b>302</b>	<b>6</b>
Accruals charged other						<b>7</b>
accounts (specify):						<b>8</b>
					<b>0</b>	<b>9</b>
Salvage					<b>0</b>	<b>10</b>
Other credits (specify):						<b>11</b>
					<b>0</b>	<b>12</b>
<b>Total credits</b>	<b>17,264</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,264</b>	<b>13</b>
<b>Debits during year</b>						<b>14</b>
Book cost of plant retired	3,110				<b>3,110</b>	<b>15</b>
Cost of removal					<b>0</b>	<b>16</b>
Other debits (specify):						<b>17</b>
					<b>0</b>	<b>18</b>
<b>Total debits</b>	<b>3,110</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,110</b>	<b>19</b>
<b>Balance End of Year</b>	<b>237,028</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>237,028</b>	<b>20</b>
<b>Composite Depreciation Rate?</b>	Yes					<b>21</b>
If yes, what is the rate?	2.26%					<b>22</b>

**NET NONUTILITY PROPERTY (ACCTS. 121 & 122)**

1. Report separately each item of property with a book cost of \$5,000 or more included in account 121.
2. Other items may be grouped by classes of property.
3. Describe in detail any investment in sewer department carried in this account.

Description (a)	Balance First of Year (b)	Additions During Year (c)	Deductions During Year (d)	Balance End of Year (e)	
Nonregulated sewer plant	0			0	1
<b>Other (specify):</b>	0			0	2
<b>Total Nonutility Property (121)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Less accum. prov. depr. & amort. (122)	0			0	3
<b>Net Nonutility Property</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**ACCUMULATED PROVISION FOR UNCOLLECTIBLE ACCOUNTS-CR. (ACCT. 144)**

Particulars (a)	Amount (b)
Balance first of year	0 1
<b>Additions:</b>	
Provision for uncollectibles during year	2
Collection of accounts previously written off: Utility Customers	3
Collection of accounts previously written off: Others	4
<b>Total Additions</b>	<u>0</u>
<b>Deductions:</b>	
Accounts written off during the year: Utility Customers	5
Accounts written off during the year: Others	6
<b>Total accounts written off</b>	<u>0</u>
<b>Balance end of year</b>	<u><u>0</u></u>

### MATERIALS AND SUPPLIES

Account (a)	Generation (b)	Transmission (c)	Distribution (d)	Other (e)	Total End of Year (f)	Amount Prior Year (g)
<b>Electric Utility</b>						
Fuel for generation					0	0 1
Other					0	0 2
<b>Total Electric Utility</b>					<b>0</b>	<b>0</b>

Account	Total End of Year	Amount Prior Year
Electric utility total	0	0 1
Water utility		0 2
Sewer utility		0 3
Gas utility		0 4
Merchandise		0 5
Other materials & supplies		0 6
<b>Total Materials and Supplies</b>	<b>0</b>	<b>0</b>

**UNAMORTIZED DEBT DISCOUNT & EXPENSE & PREMIUM ON DEBT  
(ACCTS. 181 AND 251)**

Report net discount and expense or premium separately for each security issue.

Debt Issue to Which Related (a)	Written Off During Year		Balance End of Year (d)	
	Amount (b)	Account Charged or Credited (c)		
<b>Unamortized debt discount &amp; expense (181)</b>				1
<b>Total</b>			<u>0</u>	
<b>Unamortized premium on debt (251)</b>				2
<b>Total</b>			<u>0</u>	

**CAPITAL PAID IN BY MUNICIPALITY (ACCT. 200)**

Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D, sewer and privates) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.

Particulars (a)	Amount (b)	
Balance first of year	24,192	1
<b>Changes during year (explain):</b>		
NONE		2
<b>Balance end of year</b>	<u><u>24,192</u></u>	

**BONDS (ACCT. 221)**

- 1. Report hereunder information required for each separate issue of bonds.
- 2. If there is more than one interest rate for an aggregate obligation issue, average the interest rates and report one rate.
- 3. Proceeds advanced by the municipality from sale of general obligation bonds, if repayable by utility, should be included in account 223.

<b>Description of Issue (a)</b>	<b>Date of Issue (b)</b>	<b>Final Maturity Date (c)</b>	<b>Interest Rate (d)</b>	<b>Principal Amount End of Year (e)</b>
-------------------------------------	------------------------------	------------------------------------	------------------------------	---

NONE

**NOTES PAYABLE & MISCELLANEOUS LONG-TERM DEBT**

1. Report each class of debt included in Accounts 223, 224 and 231.
2. Proceeds of general obligation issues, if subject to repayment by the utility, should be included in Account 223.
3. If there is more than one interest rate for an aggregate obligation issue, average the interest rates and report one rate.

Account and Description of Obligation (a and b)	Date of Issue (c)	Final Maturity Date (d)	Interest Rate (e)	Principal Amount End of Year (f)	
<b>Other Long-Term Debt (224)</b>					
BLACK RIVER COUNTRY BANK	08/21/1997	12/06/2008	5.25%	56,816	1
<b>Total for Account 224</b>				<b>56,816</b>	

**TAXES ACCRUED (ACCT. 236)**

Particulars (a)	Amount (b)	
Balance first of year	0	1
<b>Accruals:</b>		
Charged water department expense	1,851	2
Charged electric department expense		3
Charged sewer department expense		4
<b>Other (explain):</b>		
NONE		5
<b>Total Accruals and other credits</b>	<u>1,851</u>	
<b>Taxes paid during year:</b>		
County, state and local taxes		6
Social Security taxes	1,710	7
PSC Remainder Assessment	141	8
<b>Other (explain):</b>		
NONE		9
<b>Total payments and other debits</b>	<u>1,851</u>	
<b>Balance end of year</b>	<u><u>0</u></u>	

### INTEREST ACCRUED (ACCT. 237)

1. Report below interest accrued on each utility obligation.  
 2. Report Customer Deposits under Account 231.

Description of Issue (a)	Interest Accrued Balance First of Year (b)	Interest Accrued During Year (c)	Interest Paid During Year (d)	Interest Accrued Balance End of Year (e)	
<b>Bonds (221)</b>					
NONE	0			0	1
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Advances from Municipality (223)</b>					
NONE	0			0	2
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Other long-Term Debt (224)</b>					
BLACK RIVER COUNTRY BANK	240	3,205	3,309	136	3
<b>Subtotal</b>	<b>240</b>	<b>3,205</b>	<b>3,309</b>	<b>136</b>	
<b>Notes Payable (231)</b>					
NONE	0			0	4
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total</b>	<b>240</b>	<b>3,205</b>	<b>3,309</b>	<b>136</b>	

**CONTRIBUTIONS IN AID OF CONSTRUCTION (ACCOUNT 271)**

Particulars (a)	Water (b)	Electric		Sewer (e)	Gas (f)	Total (g)	
		Distribution (c)	Other (d)				
Balance First of Year	219,966	0	0	0	0	<b>219,966</b>	1
<b>Add credits during year:</b>							
For Services						0	2
For Mains						0	3
<b>Other (specify):</b>						0	4
<b>Deduct charges (specify):</b>						0	5
<b>Balance End of Year</b>	<b>219,966</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>219,966</b>	
Amount of federal and state grants in aid received for utility construction included in End of Year totals						0	6

### BALANCE SHEET END-OF-YEAR ACCOUNT BALANCES

Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.

Particulars (a)		Balance End of Year (b)
<b>Investment in Municipality (123):</b>		
NONE		1
<b>Total (Acct. 123):</b>	<b>0</b>	
<b>Other Investments (124):</b>		
NONE		2
<b>Total (Acct. 124):</b>	<b>0</b>	
<b>Special Funds (125):</b>		
SPECIAL ACCOUNTS	19,343	3
<b>Total (Acct. 125):</b>	<b>19,343</b>	
<b>Notes Receivable (141):</b>		
NONE		4
<b>Total (Acct. 141):</b>	<b>0</b>	
<b>Customer Accounts Receivable (142):</b>		
Water	12,843	5
Electric		6
Sewer (Regulated)		7
<b>Other (specify):</b>		
NONE		8
<b>Total (Acct. 142):</b>	<b>12,843</b>	
<b>Other Accounts Receivable (143):</b>		
Sewer (Non-regulated)		9
Merchandising, jobbing and contract work		10
<b>Other (specify):</b>		
NONE		11
<b>Total (Acct. 143):</b>	<b>0</b>	
<b>Receivables from Municipality (145):</b>		
DUE FROM MUNICIPALITY	650	12
<b>Total (Acct. 145):</b>	<b>650</b>	
<b>Prepayments (165):</b>		
NONE		13
<b>Total (Acct. 165):</b>	<b>0</b>	
<b>Extraordinary Property Losses (182):</b>		
NONE		14
<b>Total (Acct. 182):</b>	<b>0</b>	
<b>Other Deferred Debits (183):</b>		
NONE		15
<b>Total (Acct. 183):</b>	<b>0</b>	

### BALANCE SHEET END-OF-YEAR ACCOUNT BALANCES

Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.

<b>Particulars (a)</b>	<b>Balance End of Year (b)</b>	
<b>Payables to Municipality (233):</b>		
DUE TO GENERAL FUND - INSURANCE, WAGES, ETC.	22,719	16
<b>Total (Acct. 233):</b>	<b>22,719</b>	
<b>Other Deferred Credits (253):</b>		
NONE		17
<b>Total (Acct. 253):</b>		<b>0</b>

### RETURN ON RATE BASE COMPUTATION

1. The data used in calculating rate base are averages.
2. Calculate those averages by summing the first-of-year and the end-of-year figures for each account and then dividing the sum by two.
3. Note: Do not include property held for future use or construction work in progress with utility plant in service. These are not rate base components.

Average Rate Base (a)	Water (b)	Electric (c)	Sewer (d)	Gas (e)	Total (f)	
<b>Add Average:</b>						
Utility Plant in Service	770,603	0	0	0	770,603	1
Materials and Supplies	0	0	0	0	0	2
<b>Other (specify):</b>						
NONE					0	3
<b>Less Average:</b>						
Reserve for Depreciation	229,951	0	0	0	229,951	4
Customer Advances for Construction					0	5
Contributions in Aid of Construction	219,966	0	0	0	219,966	6
<b>Other (specify):</b>						
NONE					0	7
<b>Average Net Rate Base</b>	<b>320,686</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>320,686</b>	
Net Operating Income	13,950	0	0	0	13,950	8
<b>Net Operating Income as a percent of Average Net Rate Base</b>						
	4.35%	N/A	N/A	N/A	4.35%	

## RETURN ON PROPRIETARY CAPITAL COMPUTATION

1. The data used in calculating proprietary capital are averages.
2. Calculate those averages by summing the first-of-year and end-of-year figures for each account and then dividing by two.

Description (a)	Amount (b)	
<b>Average Proprietary Capital</b>		
Capital Paid in by Municipality	24,192	1
Appropriated Earned Surplus	0	2
Unappropriated Earned Surplus	258,002	3
<b>Other (Specify):</b>		
NONE		4
<b>Total Average Proprietary Capital</b>	<b>282,194</b>	
<b>Net Income</b>		
Net Income	10,869	5
<b>Percent Return on Proprietary Capital</b>	<b>3.85%</b>	

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## IMPORTANT CHANGES DURING THE YEAR

Report changes of any of the following types:

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**1. Acquisitions.**

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**2. Leaseholder changes.**

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**3. Extensions of service.**

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**4. Estimated changes in revenues due to rate changes.**

WATER RATES WERE INCREASED 3% - EFFECTIVE FOR THE 4TH QUARTER OF 2002.

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**5. Obligations incurred or assumed, excluding commercial paper.**

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**6. Formal proceedings with the Public Service Commission.**

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**7. Any additional matters.**

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## FINANCIAL SECTION FOOTNOTES

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### Signature Page (Page ii)

ENGELSON AND ASSOCIATES, LTD.  
CERTIFIED PUBLIC ACCOUNTANTS  
3317 Mormon Coulee Road  
P.O. Box 785  
La Crosse, WI 54602-0785  
Phone 608-788-2181

To the Village Board  
Village of Melrose  
Melrose, Wisconsin

We have compiled the accompanying balance sheets of Melrose Municipal Water Utility as of December 31, 2002 and 2001 and the related statements of income and earned surplus and supplementary information for the years then ended included in the accompanying prescribed form, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

Our compilation was limited in presenting in the form prescribed by the Public Service Commission of Wisconsin, information that is the representation of management. We have not audited or reviewed the accompanying financial statements and supplementary information referred to above, and accordingly, do not express an opinion or any other form of assurance on them.

These financial statements and supplementary information are presented in accordance with the Public Service Commission of Wisconsin which differ from generally accepted accounting principles. Accordingly, these financial statements and supplementary information are not designed for those who are not informed about such differences.

Engleson & Associates, Ltd.  
La Crosse, Wisconsin  
March 18, 2003

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### FINANCIAL SECTION FOOTNOTES

#### Identification and Ownership - Contacts (Page iv)

8/25/ email response:

I am responding to your 2002 analytical review letter for the Melrose Municipal Water Utility.

Page W-5, General Operating Expenses - in total - did increase over 30% and \$2,000 from the prior year. Reasons for the increase:

- 1) \$1,364 was paid to the sewer utility for backflushing. (this was recorded in account 689)
- 2) An update to the utility billing system was installed. The cost was \$1,749. (This was recorded in account 681)

Normally, we would have included these explanations in the footnotes to the report, but the increases in each individual account were less than \$2,000. In the future, we will compare these expenses in total as well.

Page W-8, row 31, column C reports a cost of \$11,243 for one hydrant added on Page W-18, column C. The one hydrant added had a cost of \$4,718. Other costs that increased account 348 were as follows:

- 1) A hydrant was moved - \$1,153
- 2) Replaced valves on three other hydrants \$6,525

If you have any other questions please feel free to contact me. Thank you.

Toni Oian  
Engelson & Associates, Ltd.  
(608) 788-2181  
toni@eacpas.psemail.com

August 20, 2003

Ms. Judy Anderson, Village Clerk  
Melrose Municipal Water Utility  
P.O. Box 117  
Melrose, WI 54642-0117

Re: 2002 Analytical Review DWCCA-3540-ELE

Dear Ms. Anderson:

The Public Service Commission (Commission) staff has completed its analytical review of your utility's 2002 annual report. The primary purpose of the analytical review is to detect possible reporting or accounting related errors and also to identify significant fluctuations from prior years' data that are not sufficiently explained in the annual report. The analytical review did identify the following issues:

- 1. On Page W-5, General Operating Expenses increased over \$2,000 and 30 percent from the prior year without explanation. Please furnish a brief

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## FINANCIAL SECTION FOOTNOTES

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explanation.

2. Page W-8, row 31, column C, reports cost of \$11,243 for one hydrant added on page W-18, column C. Please explain the reason for the unusually high cost for one hydrant.

Responding to the questions posed from the analytical review does not preclude you from possibly receiving other inquiries from our office regarding your annual report in the future: for instance, during a rate case, construction authorization, or other Commission reviews.

We appreciate your cooperation in providing the above information. If you have any questions, please feel free to contact me at (608) 266-3768. Please respond within 30 days of this letter. We prefer that you respond by e-mail if it is convenient for you to do so. My e-mail address is elaine.engelke@psc.state.wi.us. If we have no questions regarding your response, you can consider the review closed.

Sincerely,

Elaine Engelke  
Financial Specialist  
Division of Water, Compliance, and Consumer Affairs

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Melrose.doc

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**WATER OPERATING REVENUES & EXPENSES**

Particulars (a)	Amounts (b)	
<b>Operating Revenues</b>		
<b>Sales of Water</b>		
Sales of Water (460-467)	81,936	1
<b>Total Sales of Water</b>	<b>81,936</b>	
<b>Other Operating Revenues</b>		
Forfeited Discounts (470)	460	2
Other Water Revenues (474)	479	3
Amortization of Construction Grants (475)	0	4
<b>Total Other Operating Revenues</b>	<b>939</b>	
<b>Total Operating Revenues</b>	<b>82,875</b>	
<b>Operation and Maintenance Expenses</b>		
Plant Operation and Maintenance Expenses (600-660)	33,375	5
General Operating Expenses (680-690)	16,737	6
<b>Total Operation and Maintenance Expenses</b>	<b>50,112</b>	
<b>Other Operating Expenses</b>		
Depreciation Expense (403)	16,962	7
Amortization Expense (404)		8
Taxes (408)	1,851	9
<b>Total Other Operating Expenses</b>	<b>18,813</b>	
<b>Total Operating Expenses</b>	<b>68,925</b>	
<b>NET OPERATING INCOME</b>	<b>13,950</b>	

## WATER OPERATING REVENUES - SALES OF WATER

1. Where customer meters record cubic feet, multiply by 7.48 to obtain number of gallons.
2. Report estimated gallons for unmetered sales.
3. Sales to multiple dwelling buildings through a single meter serving 3 or more family units should be classified commercial.
4. Account 460, Unmetered Sales to General Customers - Gallons of Water Sold should not include in any way quantity of water, i.e. metered, or measured by tank or pool volume. The quantity should be estimated based on size of pipe, flow, foot of frontage, etc. Bulk water sales should be Account 460 if the quantity is estimated and should be Account 461 if metered or measured by volume. Water related to construction should be a measured sale of water (either Account 461 or Account 464).
5. Other accounts: see application Help files for details.

Particulars (a)	Average No. Customers (b)	Thousands of Gallons of Water Sold (c)	Amounts (d)	
<b>Operating Revenues</b>				
<b>Sales of Water</b>				
Unmetered Sales to General Customers (460)				
Residential				1
Commercial	1	139	713	2
Industrial				3
<b>Total Unmetered Sales to General Customers (460)</b>	<b>1</b>	<b>139</b>	<b>713</b>	
Metered Sales to General Customers (461)				
Residential	198	9,851	43,164	4
Commercial	30	1,089	5,680	5
Industrial				6
<b>Total Metered Sales to General Customers (461)</b>	<b>228</b>	<b>10,940</b>	<b>48,844</b>	
Private Fire Protection Service (462)				7
Public Fire Protection Service (463)	1		29,765	8
Other Sales to Public Authorities (464)	8	618	2,614	9
Sales to Irrigation Customers (465)				10
Sales for Resale (466)		0	0	11
Interdepartmental Sales (467)				12
<b>Total Sales of Water</b>	<b>238</b>	<b>11,697</b>	<b>81,936</b>	

**SALES FOR RESALE (ACCT. 466)**

Use a separate line for each delivery point.

<b>Customer Name (a)</b>	<b>Point of Delivery (b)</b>	<b>Thousands of Gallons Sold (c)</b>	<b>Revenues (d)</b>
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NONE

### OTHER OPERATING REVENUES (WATER)

1. Report revenues relating to each account and fully describe each item using other than the account title.
2. Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D and privates) and all other lesser amounts grouped as Miscellaneous.
3. For a combined utility which also provides sewer service that is based upon water readings, report the return on net investment in meters charged to sewer department in Other Water Revenues (474).

Particulars (a)	Amount (b)	
<b>Public Fire Protection Service (463):</b>		
Amount billed (usually per rate schedule F-1 or Fd-1)	29,765	1
Wholesale fire protection billed		2
Amount billed for fighting fires outside utility's service areas (usually per rate schedule F-2 or BW-1)		3
<b>Other (specify):</b>		
NONE		4
<b>Total Public Fire Protection Service (463)</b>	<b>29,765</b>	
<b>Forfeited Discounts (470):</b>		
Customer late payment charges	460	5
<b>Other (specify):</b>		
NONE		6
<b>Total Forfeited Discounts (470)</b>	<b>460</b>	
<b>Other Water Revenues (474):</b>		
Return on net investment in meters charged to sewer department	348	7
<b>Other (specify):</b>		
NEW HOOKUPS	50	8
METER RECONNECT CHARGES	81	9
<b>Total Other Water Revenues (474)</b>	<b>479</b>	
<b>Amortization of Construction Grants (475):</b>		
NONE		10
<b>Total Amortization of Construction Grants (475)</b>	<b>0</b>	

## WATER OPERATION & MAINTENANCE EXPENSES

Each expense account that has an increase or a decrease when compared to the previous year of greater than 30 percent, but not less than \$2,000, shall be fully explained in the schedule footnotes.

Particulars (a)	Amount (b)	
<b>PLANT OPERATION AND MAINTENANCE EXPENSES</b>		
Salaries and Wages (600)	19,000	1
Purchased Water (610)		2
Fuel or Power Purchased for Pumping (620)	4,965	3
Chemicals (630)	4,472	4
Supplies and Expenses (640)	1,346	5
Repairs of Water Plant (650)	3,592	6
Transportation Expenses (660)		7
<b>Total Plant Operation and Maintenance Expenses</b>	<b>33,375</b>	
 <b>GENERAL OPERATING EXPENSES</b>		
Administrative and General Salaries (680)	3,360	8
Office Supplies and Expenses (681)	1,876	9
Outside Services Employed (682)	2,150	10
Insurance Expense (684)	2,200	11
Employees Pensions and Benefits (686)	4,890	12
Regulatory Commission Expenses (688)		13
Miscellaneous General Expenses (689)	2,261	14
Uncollectible Accounts (690)		15
<b>Total General Operating Expenses</b>	<b>16,737</b>	
 <b>Total Operation and Maintenance Expenses</b>	 <b>50,112</b>	

**TAXES (ACCT. 408 - WATER)**

When allocation of taxes is made between departments, explain method used.

Description of Tax (a)	Method Used to Allocate Between Departments (b)	Amount (c)	
Property Tax Equivalent		0	1
Less: Local and School Tax Equivalent on Meters Charged to Sewer Department			2
<b>Net property tax equivalent</b>		<b>0</b>	
Social Security		1,710	3
PSC Remainder Assessment		141	4
Other (specify): NONE			5
<b>Total tax expense</b>		<b>1,851</b>	

### PROPERTY TAX EQUIVALENT (WATER)

1. No property tax equivalent shall be determined for sewer utilities or town sanitary district water utilities.
2. Tax rates are those issued in November (usually) of the year being reported and are available from the municipal treasurer. Report the tax rates in mills to six (6) decimal places.
3. The assessment ratio is available from the municipal treasurer. Report the ratio as a decimal to six (6) places.
4. The utility plant balance first of year should include the gross book values of plant in service, property held for future use and construction work in progress.
5. An "other tax rate" is included in the "Net Local and School Tax Rate Calculation" to the extent that it is local. An example is a local library tax. Fully explain the rate in the Property Tax Equivalent schedule footnotes.
6. The Property Tax Equivalent to be reported for the year is determined pursuant to Wis. Stat § 66.0811(2). Report the higher of the current year calculation or the tax equivalent reported in the 1994 PSC annual report, unless, the municipality has authorized a lower amount, then that amount is reported as the property tax equivalent.
7. If the municipality has authorized a lower amount, the authorization description and date of the authorization must be reported in the Property Tax Equivalent schedule footnotes.

Particulars (a)	Units (b)	Total (c)	County A (d)	County B (e)	County C (f)	County D (g)	
County name			Jackson				1
<b>SUMMARY OF TAX RATES</b>							<b>2</b>
State tax rate	mills		0.248610				3
County tax rate	mills		9.965480				4
Local tax rate	mills		5.305690				5
School tax rate	mills		11.438100				6
Voc. school tax rate	mills		3.003630				7
Other tax rate - Local	mills		0.000000				8
Other tax rate - Non-Local	mills		0.000000				9
<b>Total tax rate</b>	mills		<b>29.961510</b>				<b>10</b>
Less: state credit	mills		1.783160				11
<b>Net tax rate</b>	mills		<b>28.178350</b>				<b>12</b>
<b>PROPERTY TAX EQUIVALENT CALCULATION</b>							<b>13</b>
<b>Local Tax Rate</b>	mills		<b>5.305690</b>				<b>14</b>
<b>Combined School Tax Rate</b>	mills		<b>14.441730</b>				<b>15</b>
<b>Other Tax Rate - Local</b>	mills		<b>0.000000</b>				<b>16</b>
<b>Total Local &amp; School Tax</b>	mills		<b>19.747420</b>				<b>17</b>
<b>Total Tax Rate</b>	mills		<b>29.961510</b>				<b>18</b>
<b>Ratio of Local and School Tax to Total</b>	dec.		<b>0.659093</b>				<b>19</b>
<b>Total tax net of state credit</b>	mills		<b>28.178350</b>				<b>20</b>
<b>Net Local and School Tax Rate</b>	mills		<b>18.572152</b>				<b>21</b>
Utility Plant, Jan. 1	\$	<b>766,160</b>	766,160				22
Materials & Supplies	\$	<b>0</b>	0				23
<b>Subtotal</b>	\$	<b>766,160</b>	<b>766,160</b>				<b>24</b>
Less: Plant Outside Limits	\$	<b>0</b>	0				25
<b>Taxable Assets</b>	\$	<b>766,160</b>	<b>766,160</b>				<b>26</b>
Assessment Ratio	dec.		0.804400				27
<b>Assessed Value</b>	\$	<b>616,299</b>	<b>616,299</b>				<b>28</b>
<b>Net Local &amp; School Rate</b>	mills		<b>18.572152</b>				<b>29</b>
<b>Tax Equiv. Computed for Current Year</b>	\$	<b>11,446</b>	<b>11,446</b>				<b>30</b>
Tax Equivalent per 1994 PSC Report	\$	8,558					31
Any lower tax equivalent as authorized by municipality (see note 6)	\$	0					32 33
<b>Tax equiv. for current year (see note 6)</b>	\$	<b>0</b>					<b>34</b>

### WATER UTILITY PLANT IN SERVICE

1. All adjustments, corrections and reclassifications should be reported in Column (f), Adjustments.
2. Explain fully as a schedule footnote the nature of all entries reported in Column (f), Adjustments.
3. Explain as a schedule footnote the dollar additions and retirements reported in Columns (c) and (e) for each account over \$10,000 not supported by statistical schedules.
4. Use only the account titles listed. If the utility has subaccounts other than account 372.1, combine them into one total and detail by subaccount as a schedule footnote.

Accounts (a)	Balance First of Year (b)	Additions During Year (c)	
<b>INTANGIBLE PLANT</b>			
Organization (301)	0		1
Franchises and Consents (302)	0		2
Miscellaneous Intangible Plant (303)	0		3
<b>Total Intangible Plant</b>	<b>0</b>	<b>0</b>	
<b>SOURCE OF SUPPLY PLANT</b>			
Land and Land Rights (310)	6,650		4
Structures and Improvements (311)	0		5
Collecting and Impounding Reservoirs (312)	0		6
Lake, River and Other Intakes (313)	0		7
Wells and Springs (314)	39,405		8
Infiltration Galleries and Tunnels (315)	0		9
Supply Mains (316)	13,733		10
Other Water Source Plant (317)	0		11
<b>Total Source of Supply Plant</b>	<b>59,788</b>	<b>0</b>	
<b>PUMPING PLANT</b>			
Land and Land Rights (320)	0		12
Structures and Improvements (321)	73,252		13
Boiler Plant Equipment (322)	0		14
Other Power Production Equipment (323)	0		15
Steam Pumping Equipment (324)	0		16
Electric Pumping Equipment (325)	81,530		17
Diesel Pumping Equipment (326)	0		18
Hydraulic Pumping Equipment (327)	0		19
Other Pumping Equipment (328)	0		20
<b>Total Pumping Plant</b>	<b>154,782</b>	<b>0</b>	
<b>WATER TREATMENT PLANT</b>			
Land and Land Rights (330)	0		21
Structures and Improvements (331)	0		22
Water Treatment Equipment (332)	7,599		23
<b>Total Water Treatment Plant</b>	<b>7,599</b>	<b>0</b>	
<b>TRANSMISSION AND DISTRIBUTION PLANT</b>			
Land and Land Rights (340)	50		24
Structures and Improvements (341)	0		25

**WATER UTILITY PLANT IN SERVICE (cont.)**

Accounts (d)	Retirements During Year (e)	Adjustments Increase or (Decrease) (f)	Balance End of Year (g)	
<b>INTANGIBLE PLANT</b>				
Organization (301)			0	1
Franchises and Consents (302)			0	2
Miscellaneous Intangible Plant (303)			0	3
<b>Total Intangible Plant</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>SOURCE OF SUPPLY PLANT</b>				
Land and Land Rights (310)			6,650	4
Structures and Improvements (311)			0	5
Collecting and Impounding Reservoirs (312)			0	6
Lake, River and Other Intakes (313)			0	7
Wells and Springs (314)			39,405	8
Infiltration Galleries and Tunnels (315)			0	9
Supply Mains (316)			13,733	10
Other Water Source Plant (317)			0	11
<b>Total Source of Supply Plant</b>	<b>0</b>	<b>0</b>	<b>59,788</b>	
<b>PUMPING PLANT</b>				
Land and Land Rights (320)			0	12
Structures and Improvements (321)			73,252	13
Boiler Plant Equipment (322)			0	14
Other Power Production Equipment (323)			0	15
Steam Pumping Equipment (324)			0	16
Electric Pumping Equipment (325)			81,530	17
Diesel Pumping Equipment (326)			0	18
Hydraulic Pumping Equipment (327)			0	19
Other Pumping Equipment (328)			0	20
<b>Total Pumping Plant</b>	<b>0</b>	<b>0</b>	<b>154,782</b>	
<b>WATER TREATMENT PLANT</b>				
Land and Land Rights (330)			0	21
Structures and Improvements (331)			0	22
Water Treatment Equipment (332)			7,599	23
<b>Total Water Treatment Plant</b>	<b>0</b>	<b>0</b>	<b>7,599</b>	
<b>TRANSMISSION AND DISTRIBUTION PLANT</b>				
Land and Land Rights (340)			50	24
Structures and Improvements (341)			0	25

### WATER UTILITY PLANT IN SERVICE

1. All adjustments, corrections and reclassifications should be reported in Column (f), Adjustments.
2. Explain fully as a schedule footnote the nature of all entries reported in Column (f), Adjustments.
3. Explain as a schedule footnote the dollar additions and retirements reported in Columns (c) and (e) for each account over \$10,000 not supported by statistical schedules.
4. Use only the account titles listed. If the utility has subaccounts other than account 372.1, combine them into one total and detail by subaccount as a schedule footnote.

Accounts (a)	Balance First of Year (b)	Additions During Year (c)	
<b>TRANSMISSION AND DISTRIBUTION PLANT</b>			
Distribution Reservoirs and Standpipes (342)	8,250		26
Transmission and Distribution Mains (343)	444,992		27
Fire Mains (344)	0		28
Services (345)	41,603		29
Meters (346)	15,015	439	30
Hydrants (348)	26,179	11,243	31
Other Transmission and Distribution Plant (349)	0		32
<b>Total Transmission and Distribution Plant</b>	<b>536,089</b>	<b>11,682</b>	
<b>GENERAL PLANT</b>			
Land and Land Rights (370)	0		33
Structures and Improvements (371)	0		34
Office Furniture and Equipment (372)	0		35
Computer Equipment (372.1)	0		36
Transportation Equipment (373)	6,000		37
Other General Equipment (379)	279		38
Other Tangible Property (390)	1,623	315	39
<b>Total General Plant</b>	<b>7,902</b>	<b>315</b>	
<b>Total utility plant in service directly assignable</b>	<b>766,160</b>	<b>11,997</b>	
Common Utility Plant Allocated to Water Department	0		40
<b>Total utility plant in service</b>	<b>766,160</b>	<b>11,997</b>	

**WATER UTILITY PLANT IN SERVICE (cont.)**

Accounts (d)	Retirements During Year (e)	Adjustments Increase or (Decrease) (f)	Balance End of Year (g)
<b>TRANSMISSION AND DISTRIBUTION PLANT</b>			
Distribution Reservoirs and Standpipes (342)			8,250 26
Transmission and Distribution Mains (343)			444,992 27
Fire Mains (344)			0 28
Services (345)			41,603 29
Meters (346)	300		15,154 30
Hydrants (348)	2,810		34,612 31
Other Transmission and Distribution Plant (349)			0 32
<b>Total Transmission and Distribution Plant</b>	<b>3,110</b>	<b>0</b>	<b>544,661</b>
<b>GENERAL PLANT</b>			
Land and Land Rights (370)			0 33
Structures and Improvements (371)			0 34
Office Furniture and Equipment (372)			0 35
Computer Equipment (372.1)			0 36
Transportation Equipment (373)			6,000 37
Other General Equipment (379)			279 38
Other Tangible Property (390)			1,938 39
<b>Total General Plant</b>	<b>0</b>	<b>0</b>	<b>8,217</b>
<b>Total utility plant in service directly assignable</b>	<b>3,110</b>	<b>0</b>	<b>775,047</b>
Common Utility Plant Allocated to Water Department			0 40
<b>Total utility plant in service</b>	<b>3,110</b>	<b>0</b>	<b>775,047</b>

## SOURCE OF SUPPLY, PUMPING AND PURCHASED WATER STATISTICS

Expanded definitions of the three types of accounted-for water reported on this schedule are included in the schedule Help and in the Reference Manual Schedule Reference Sheet.

<b>Sources of Water Supply</b>					
<b>Month</b>	<b>Purchased Water</b>	<b>Surface Water</b>	<b>Ground Water</b>	<b>Total Gallons</b>	
<b>(a)</b>	<b>Gallons</b>	<b>Gallons</b>	<b>Gallons</b>	<b>All Methods</b>	
	<b>(000's)</b>	<b>(000's)</b>	<b>(000's)</b>	<b>(000's)</b>	
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>	<b>(e)</b>	
January			1,112	1,112	1
February			985	985	2
March			1,167	1,167	3
April			1,234	1,234	4
May			1,400	1,400	5
June			1,243	1,243	6
July			1,458	1,458	7
August			1,367	1,367	8
September			1,152	1,152	9
October			1,568	1,568	10
November			1,130	1,130	11
December			982	982	12
<b>Total annual pumpage</b>	<b>0</b>	<b>0</b>	<b>14,798</b>	<b>14,798</b>	
Less: Water sold				11,697	13
Volume pumped but not sold				3,101	14
Volume sold as a percent of volume pumped				79%	15
Volume used for water production, water quality and system maintenance				445	16
Volume related to equipment/system malfunction					17
Non-utility volume NOT included in water sales					18
Total volume not sold but accounted for				445	19
Volume pumped but unaccounted for				2,656	20
Percent of water lost				18%	21
If more than 25%, indicate causes and state what action has been taken to reduce water loss:					22
Maximum gallons pumped by all methods in any one day during reporting year (000 gal.)				189	23
Date of maximum: 8/12/2002					24
Cause of maximum:					25
WELL #3 DID NOT SHUT OFF					
Minimum gallons pumped by all methods in any one day during reporting year (000 gal.)				19	26
Date of minimum: 9/15/2002					27
Total KWH used for pumping for the year				71,760	28
If water is purchased: Vendor Name:					29
Point of Delivery:					30

**SOURCES OF WATER SUPPLY - GROUND WATERS**

<b>Location (a)</b>	<b>Identification Number (b)</b>	<b>Depth in feet (c)</b>	<b>Well Diameter in inches (d)</b>	<b>Yield Per Day in gallons (e)</b>	<b>Currently In Service? (f)</b>	
ACTIVE UNIT	#1	184	8	5,000	Yes	<b>1</b>
ACTIVE UNIT	#3	84	10	5,000	Yes	<b>2</b>

## SOURCES OF WATER SUPPLY - SURFACE WATERS

Location (a)	Intakes			
	Identification Number (b)	Distance From Shore in feet (c)	Depth Below Surface in feet (d)	Diameter in inches (e)
NONE				

### PUMPING & POWER EQUIPMENT

1. Use a separate column for each pump.
2. Indicate purpose of pump by: P for primary (from source to reservoir, treatment or distribution system), B for booster (from reservoir or treatment to distribution system, or within distribution system), or S for standby pumping equipment.
3. Indicate destination (of water pumped) by: R for reservoir, T for treatment or D for distribution system.

Particulars (a)	Unit A (b)	Unit B (c)	Unit C (d)
Identification	#1	#3	1
Location	WELL 1	WELL 3	2
Purpose	B	P	3
Destination	D	D	4
Pump Manufacturer	WATKINS	LAYNE	5
Year Installed	1938	1983	6
Type	VERTICAL TURBINE	VERTICAL TURBINE	7
Actual Capacity (gpm)	80	100	8
Pump Motor or Standby Engine Mfr	NSP	NSP	10
Year Installed	1938	1983	11
Type	ELECTRIC	ELECTRIC	12
Horsepower	15	18	13

Particulars (a)	Unit D (b)	Unit E (c)	Unit F (d)
Identification			14
Location			15
Purpose			16
Destination			17
Pump Manufacturer			18
Year Installed			19
Type			20
Actual Capacity (gpm)			21
Pump Motor or Standby Engine Mfr			22
Year Installed			23
Type			24
Horsepower			25
			26

## RESERVOIRS, STANDPIPES & WATER TREATMENT

1. Identify as R (reservoir), S (standpipe) & ET (elevated tank).
2. Use a separate column for each using additional copies if necessary.
3. Enter elevation difference between highest water level in S or ET, (or R only on an elevated site) and the water main where the connection to the storage begins branching into the distribution system.

Particulars (a)	Unit A (b)	Unit B (c)	Unit C (d)
Identification number or name	HORTON		1
<b>RESERVOIRS, STANDPIPES OR ELEVATED TANKS</b>			<b>2</b>
Type: R (reservoir), S (standpipe) or ET (elevated tank)			3
	ET		4
Year constructed	1938		5
Primary material (earthen, steel, concrete, other)	STEEL		6
Elevation difference in feet (See Headnote 3.)	84		7
Total capacity in gallons (actual)	50,000		8
<b>WATER TREATMENT PLANT</b>			<b>9</b>
Disinfection, type of equipment (gas, liquid, powder, other)	LIQUID		10
Points of application (wellhouse, central facilities, booster station, other)	WELLHOUSE		11
Filters, type (gravity, pressure, other, none)	PRESSURE		12
Rated capacity of filter plant (m.g.d.) (note: 1,200,000 gal/day = 1.2 m.g.d.)	0.1440		13
Is a corrosion control chemical used (yes, no)?	Y		14
Is water fluoridated (yes, no)?	N		15

### WATER MAINS

1. Report mains separately by pipe material, function, diameter and either within or outside the municipal boundaries.
2. Identify pipe material as: L (Lead), M (Metal for all other metal excluding lead), A (Asbestos-cement), or P (Plastic for plastic and all other non-metal excluding asbestos-cement).
3. Identify function as: T (Transmission), D (Distribution) or S (Supply).
4. Explain all reported adjustments as a schedule footnote.
5. For main additions reported in column (e), as a schedule footnote:
  - a. Explain how the additions were financed.
  - b. If assessed against property owners, explain the basis of the assessments.
  - c. If the assessments are deferred, explain.

Number of Feet								
Pipe Material (a)	Main Function (b)	Diameter in Inches (c)	First of Year (d)	Added During Year (e)	Retired During Year (f)	Adjustments Increase or (Decrease) (g)	End of Year (h)	
M	D	2.000	311	0	0	0	311	1
M	D	3.000	14	0	0	0	14	2
M	D	6.000	13,727	0	0	0	13,727	3
M	D	8.000	2,458	0	0	0	2,458	4
<b>Total Within Municipality</b>			<b>16,510</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,510</b>	
<b>Total Utility</b>			<b>16,510</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,510</b>	

### WATER SERVICES

1. Explain all reported adjustments as a schedule footnote.
2. Report in column (h) the number of utility-owned services included in columns (c) through (g) which are temporarily shut off at the curb box or otherwise not in use at end of year.
3. For services added during the year in column (d), as a schedule footnote:
  - a. Explain how the additions were financed.
  - b. If assessed against property owners, explain the basis of the assessments.
  - c. If installed by a property owner or developer, explain the basis of recording the cost of the additions, the total amount and the number of services recorded under this method.
  - d. If any were financed by application of Cz-1, provide the total amount recorded and the number of services recorded under this method.
4. Report services separately by pipe material and diameter.
5. Identify pipe material as: L (Lead), M (Metal for all other metal excluding lead), A (Asbestos-cement) or P (Plastic for plastic and all other non-metal excluding asbestos-cement).

Pipe Material (a)	Diameter in Inches (b)	First of Year (c)	Added During Year (d)	Removed or Permanently Disconnected During Year (e)	Adjustments Increase or (Decrease) (f)	End of Year (g)	Utility Owned Services Not In Use at End of Year (h)	
M	0.625	227	0	0	0	227		1
M	1.000	8	0	0	0	8		2
M	1.500	4	0	0	0	4		3
M	2.000	1	0	0	0	1		4
<b>Total Utility</b>		<b>240</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>240</b>	<b>0</b>	

### METERS

1. Include in Columns (b), (c), (d), (e) and (f) meters in stock as well as those in service.
2. Report in Column (c) all meters purchased during the year and in Column (d) all meters junked, sold or otherwise permanently retired during the year.
3. Use Column (e) to show correction to previously reported meter count because of inventory or property record corrections.
4. Totals by size in Column (f) should equal same size totals in Column (o).
5. Explain all reported adjustments as a schedule footnote.

#### Number of Utility-Owned Meters

Size of Meter (a)	First of Year (b)	Added During Year (c)	Retired During Year (d)	Adjustments Increase or (Decrease) (e)	End of Year (f)	Tested During Year (g)	
0.625	246	6	6	0	246	22	1
1.000	9	0	0	0	9	2	2
1.500	6	0	0	0	6	0	3
2.000	2	0	0	0	2	0	4
<b>Total:</b>	<b>263</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>263</b>	<b>24</b>	

#### Classification of All Meters at End of Year by Customers

Size of Meter (h)	Residential (i)	Commercial (j)	Industrial (k)	Public Authority (l)	Wholesale, Inter-Department or Utility Use (m)	In Stock and Deduct Meters (n)	Total (o)	
0.625	197	28	0	3		18	246	1
1.000	3	2	0	2	0	2	9	2
1.500	2	1	0	2	0	1	6	3
2.000	0	0	0	1	0	1	2	4
<b>Total:</b>	<b>202</b>	<b>31</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>22</b>	<b>263</b>	

### HYDRANTS AND DISTRIBUTION SYSTEM VALVES

1. Distinguish between fire and flushing hydrants by lead size.
  - a. Fire hydrants normally have a lead size of 6 inches or greater.
  - b. Record as a flushing hydrant where the lead size is less than 6 inches or if pressure is inadequate to provide fire flow.
2. Explain all reported adjustments in the schedule footnotes.
3. Report fire hydrants as within or outside the municipal boundaries.

Hydrant Type (a)	Number In Service First of Year (b)	Added During Year (c)	Removed During Year (d)	Adjustments Increase or (Decrease) (e)	Number In Service End of Year (f)	
<b>Fire Hydrants</b>						
Outside of Municipality	0				0	1
Within Municipality	39	1	1		39	2
<b>Total Fire Hydrants</b>	<b>39</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>39</b>	
<b>Flushing Hydrants</b>						
	0				0	3
<b>Total Flushing Hydrants</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**NR811.08(5) recommends that a schedule shall be adopted and followed for operating each system valve and hydrant at least once each two years. Please provide the number operated during the year**

Number of hydrants operated during year: 39  
 Number of distribution system valves end of year: 62  
 Number of distribution valves operated during year: 57

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## WATER OPERATING SECTION FOOTNOTES

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### Taxes (Acct. 408 - Water) (Page W-06)

THERE IS NOT A VALUE REPORTED FOR LOCAL AND SCHOOL TAX EQUIVALENT ON METERS CHARGED TO THE SEWER DEPARTMENT BECAUSE THE PROPERTY TAX EQUIVALENT IS ZERO.

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### Property Tax Equivalent (Water) (Page W-07)

ON APRIL 1, 1998, THE VILLAGE BOARD OF THE VILLAGE OF MELROSE PASSED AN ORDINANCE TO SET THE WATER TAX EQUIVALENT AT ZERO BEGINNING WITH THE YEAR 1998.

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