



3015 (02-09-04)

**ANNUAL REPORT**

OF

Name: HAWKINS MUNICIPAL WATER AND SEWER UTILITY

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Principal Office: 509 MAIN STREET  
P.O. BOX 108  
HAWKINS, WI 54530

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For the Year Ended: DECEMBER 31, 2002

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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:** HAWKINS MUNICIPAL WATER AND SEWER UTILITY

**Utility Address:** 509 MAIN STREET  
P.O. BOX 108  
HAWKINS, WI 54530

**When was utility organized?** 1/1/1941

**Report any change in name:**

**Effective Date:**

**Utility Web Site:**

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

**Name:** MS JANICE KRINGS  
**Title:** CLERK-TREASURER

**Office Address:**

509 MAIN STREET  
P.O. BOX 108  
HAWKINS, WI 54530

**Telephone:** (715) 585 - 6322

**Fax Number:** (715) 585 - 2373

**E-mail Address:**

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

**Name:**

**Title:**

**Office Address:** VIRCHOW, KRAUSE & CO., LLP  
2411 N. HILLCREST PARKWAY  
P.O. BOX 1148  
EAU CLAIRE, WI 54702-1148

**Telephone:** (715) 833 - 1717

**Fax Number:** (715) 836 - 7877

**E-mail Address:**

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

**Name:** PHILIPP ORME

**Title:** VILLAGE BOARD PRESIDENT

**Office Address:**

509 MAIN STREET  
P.O. BOX 108  
HAWKINS, WI 54530

**Telephone:** (715) 585 - 6322

**Fax Number:** (715) 585 - 2373

**E-mail Address:**

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

**IDENTIFICATION AND OWNERSHIP**

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

**Name:**

**Title:**

**Office Address:** VIRCHOW, KRAUSE & CO., LLP  
2411 N. HILLCREST PARKWAY  
P.O. BOX 1148  
EAU CLAIRE, WI 54702-1148

**Telephone:** (715) 833 - 1717

**Fax Number:** (715) 836 - 7877

**E-mail Address:**

**Date of most recent audit report:** 1/29/2002

**Period covered by most recent audit:** 1/1/01 TO 12/31/01

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

**Name:** MR CARL HARTMAN

**Title:** SUPERINTENDENT

**Office Address:**

509 MAIN STREET  
P.O. BOX 108  
HAWKINS, WI 54530

**Telephone:** (715) 585 - 6322

**Fax Number:** (715) 585 - 2373

**E-mail Address:**

**Name:** MS JANICE KRINGS

**Title:** CLERK-TREASURER

**Office Address:**

509 MAIN STREET  
P.O. BOX 108  
HAWKINS, WI 54530

**Telephone:** (715) 585 - 6322

**Fax Number:** (715) 585 - 2373

**E-mail Address:**

**Name of utility commission/committee:** VILLAGE BOARD

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

- MR CLIFF BAKER, TRUSTEE
- MR PHILIPP ORME, PRESIDENT
- MR JAMES UHREN, TRUSTEE
- MR ROBERT UHREN, TRUSTEE

**Is sewer service rendered by the utility?** YES

**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?** YES

**Date of Ordinance:** 7/1/1958

**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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## IDENTIFICATION AND OWNERSHIP

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

**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)	35,875	35,749	1
<b>Operating Expenses:</b>			
Operation and Maintenance Expense (401)	33,936	15,788	2
Depreciation Expense (403)	8,782	8,616	3
Amortization Expense (404)	0	0	4
Taxes (408)	8,936	9,081	5
<b>Total Operating Expenses</b>	<b>51,654</b>	<b>33,485</b>	
<b>Net Operating Income</b>	<b>(15,779)</b>	<b>2,264</b>	
Income from Utility Plant Leased to Others (412-413)	0	0	6
<b>Utility Operating Income</b>	<b>(15,779)</b>	<b>2,264</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)	1,519	3,191	9
Miscellaneous Nonoperating Income (421)	9,113	6,602	10
<b>Total Other Income</b>	<b>10,632</b>	<b>9,793</b>	
<b>Total Income</b>	<b>(5,147)</b>	<b>12,057</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>(5,147)</b>	<b>12,057</b>	
<b>INTEREST CHARGES</b>			
Interest on Long-Term Debt (427)	3,787	4,545	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>3,787</b>	<b>4,545</b>	
<b>Net Income</b>	<b>(8,934)</b>	<b>7,512</b>	
<b>EARNED SURPLUS</b>			
Unappropriated Earned Surplus (Beginning of Year) (216)	353,446	345,934	19
Balance Transferred from Income (433)	(8,934)	7,512	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>344,512</b>	<b>353,446</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	1,519	4
<b>Total (Acct. 419):</b>	<b>1,519</b>	
<b>Miscellaneous Nonoperating Income (421):</b>		
SEWER INCOME (LOSS)	9,113	5
<b>Total (Acct. 421):</b>	<b>9,113</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>					0	6
<b>Total costs and expenses</b>	0	0	0	0	0	
<b>Net income (or loss)</b>	0	0	0	0	0	

### 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	35,875	0	0	0	35,875	1
Less: interdepartmental sales	0		0	0	0	2
Less: interdepartmental rents					0	3
Less: return on net investment in meters charged to regulated sewer department. (Do not report if nonregulated sewer.)	0				0	4
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					0	5
<b>Other Increases or (Decreases) to Operating Revenues - Specify:</b>						
.					0	6
<b>Revenues subject to Wisconsin Remainder Assessment</b>	<b>35,875</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35,875</b>	

### BALANCE SHEET

Assets and Other Debits (a)	Balance End of Year (b)	Balance First of Year (c)	
<b>UTILITY PLANT</b>			
Utility Plant (100)	489,913	469,613	1
Less: Accumulated Provision for Depreciation and Amortization of Utility Plant (110)	130,919	121,752	2
<b>Net Utility Plant</b>	<b>358,994</b>	<b>347,861</b>	
<b>OTHER PROPERTY AND INVESTMENTS</b>			
Nonutility Property (121)	1,288,353	1,276,224	3
Less: Accumulated Provision for Depreciation and Amortization of Nonutility Property (122)	455,448	422,065	4
<b>Net Nonutility Property</b>	<b>832,905</b>	<b>854,159</b>	
Investment in Municipality (123)	0	0	5
Other Investments (124)	0	0	6
Special Funds (125)	83,650	82,218	7
<b>Total Other Property and Investments</b>	<b>916,555</b>	<b>936,377</b>	
<b>CURRENT AND ACCRUED ASSETS</b>			
Cash and Working Funds (131)	31,093	40,639	8
Temporary Cash Investments (132)			9
Notes Receivable (141)	0	0	10
Customer Accounts Receivable (142)	5,839	5,621	11
Other Accounts Receivable (143)	14,102	12,774	12
Accumulated Provision for Uncollectible Accounts- -Cr. (144)	0	0	13
Receivables from Municipality (145)	0	0	14
Materials and Supplies (150)	1,201	1,221	15
Prepayments (165)	0	0	16
Other Current and Accrued Assets (170)	0	2,152	17
<b>Total Current and Accrued Assets</b>	<b>52,235</b>	<b>62,407</b>	
<b>DEFERRED DEBITS</b>			
Unamortized Debt Discount and Expense (181)	0	0	18
Extraordinary Property Losses (182)	0	0	19
Other Deferred Debits (183)	0	0	20
<b>Total Deferred Debits</b>	<b>0</b>	<b>0</b>	
<b>Total Assets and Other Debits</b>	<b>1,327,784</b>	<b>1,346,645</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)	275,495	275,495	21
Appropriated Earned Surplus (215)			22
Unappropriated Earned Surplus (216)	344,512	353,446	23
<b>Total Proprietary Capital</b>	<b>620,007</b>	<b>628,941</b>	
<b>LONG-TERM DEBT</b>			
Bonds (221)	0	0	24
Advances from Municipality (223)	0	0	25
Other long-Term Debt (224)	61,727	75,121	26
<b>Total Long-Term Debt</b>	<b>61,727</b>	<b>75,121</b>	
<b>CURRENT AND ACCRUED LIABILITIES</b>			
Notes Payable (231)	0	0	27
Accounts Payable (232)	1,218	2,969	28
Payables to Municipality (233)	25,097	5,660	29
Customer Deposits (235)			30
Taxes Accrued (236)	0	0	31
Interest Accrued (237)	2,450	2,982	32
Other Current and Accrued Liabilities (238)			33
<b>Total Current and Accrued Liabilities</b>	<b>28,765</b>	<b>11,611</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)	617,285	630,972	38
<b>Total Liabilities and Other Credits</b>	<b>1,327,784</b>	<b>1,346,645</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)	489,913	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>	489,913	0	0	0	
<b>Accumulated Provision for Depreciation and Amortization:</b>					
Accumulated Provision for Depreciation of Utility Plant in Service (110)	130,919	0	0	0	9
<b>Total Accumulated Provision</b>	130,919	0	0	0	
<b>Net Utility Plant</b>	358,994	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>	121,752				121,752	1
<b>Credits During Year</b>						2
<b>Accruals:</b>						3
Charged depreciation expense (403)	8,782				8,782	4
Depreciation expense on meters						5
charged to sewer (see Note 3)	435				435	6
Accruals charged other						7
accounts (specify):						8
					0	9
Salvage					0	10
Other credits (specify):						11
					0	12
<b>Total credits</b>	<b>9,217</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,217</b>	<b>13</b>
<b>Debits during year</b>						14
Book cost of plant retired	50				50	15
Cost of removal					0	16
Other debits (specify):						17
					0	18
<b>Total debits</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>19</b>
<b>Balance End of Year</b>	<b>130,919</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>130,919</b>	<b>20</b>
<b>Composite Depreciation Rate?</b>	No					21
If yes, what is the rate?						22

**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	1,275,722	12,129		1,287,851	1
<b>Other (specify):</b>					
LAND FOR RETIRED PUMPHOUSE	502			502	2
<b>Total Nonutility Property (121)</b>	<b>1,276,224</b>	<b>12,129</b>	<b>0</b>	<b>1,288,353</b>	
Less accum. prov. depr. & amort. (122)	422,065	33,383		455,448	3
<b>Net Nonutility Property</b>	<b>854,159</b>	<b>(21,254)</b>	<b>0</b>	<b>832,905</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	996	481 2
Sewer utility	205	740 3
Gas utility		0 4
Merchandise		0 5
Other materials & supplies		0 6
<b>Total Materials and Supplies</b>	<b>1,201</b>	<b>1,221</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>				
NONE				1
<b>Total</b>			<u>0</u>	
<b>Unamortized premium on debt (251)</b>				
NONE				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.

<b>Particulars (a)</b>	<b>Amount (b)</b>	
Balance first of year	275,495	1
<b>Changes during year (explain):</b>		<b>2</b>
<b>Balance end of year</b>	<u><u>275,495</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.

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<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>
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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>					
General Obligation Notes	04/23/1997	03/15/2006	5.75%	61,727	1
<b>Total for Account 224</b>				<b>61,727</b>	

**TAXES ACCRUED (ACCT. 236)**

Particulars (a)	Amount (b)	
Balance first of year	0	1
<b>Accruals:</b>		
Charged water department expense	8,811	2
Charged electric department expense		3
Charged sewer department expense	125	4
<b>Other (explain):</b>		
NONE		5
<b>Total Accruals and other credits</b>	<u>8,936</u>	
<b>Taxes paid during year:</b>		
County, state and local taxes	8,597	6
Social Security taxes	396	7
PSC Remainder Assessment		8
<b>Other (explain):</b>		
SEE FOOTNOTE	(57)	9
<b>Total payments and other debits</b>	<u>8,936</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>					
ACTIVITY OVER ONE YEAR	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>					
GENERAL OBLIGATION NOTES	2,982	3,787	4,319	2,450	3
<b>Subtotal</b>	<b>2,982</b>	<b>3,787</b>	<b>4,319</b>	<b>2,450</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>2,982</b>	<b>3,787</b>	<b>4,319</b>	<b>2,450</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	164,699	0	0	466,273	0	<b>630,972</b>	1
<b>Add credits during year:</b>							
For Services	440					<b>440</b>	2
For Mains						<b>0</b>	3
<b>Other (specify):</b>							
NONE						<b>0</b>	4
<b>Deduct charges (specify):</b>							
AMORTIZATION OF GRANT				14,127		<b>14,127</b>	5
<b>Balance End of Year</b>	<b>165,139</b>	<b>0</b>	<b>0</b>	<b>452,146</b>	<b>0</b>	<b>617,285</b>	
Amount of federal and state grants in aid received for utility construction included in End of Year totals						<b>0</b>	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>		
REPLACEMENT ACCOUNT	83,650	3
<b>Total (Acct. 125):</b>	<b>83,650</b>	
<b>Notes Receivable (141):</b>		
NONE		4
<b>Total (Acct. 141):</b>	<b>0</b>	
<b>Customer Accounts Receivable (142):</b>		
Water	5,839	5
Electric		6
Sewer (Regulated)		7
<b>Other (specify):</b>		
NONE		8
<b>Total (Acct. 142):</b>	<b>5,839</b>	
<b>Other Accounts Receivable (143):</b>		
Sewer (Non-regulated)	14,102	9
Merchandising, jobbing and contract work		10
<b>Other (specify):</b>		
NONE		11
<b>Total (Acct. 143):</b>	<b>14,102</b>	
<b>Receivables from Municipality (145):</b>		
NONE		12
<b>Total (Acct. 145):</b>	<b>0</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 MUNICIPALITY	25,097	16
<b>Total (Acct. 233):</b>	<b>25,097</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	479,763	0	0	0	479,763	1	
Materials and Supplies	738	0	0	0	738	2	
<b>Other (specify):</b>						<b>0</b>	<b>3</b>
<b>Less Average:</b>							
Reserve for Depreciation	126,335	0	0	0	126,335	4	
Customer Advances for Construction					0	5	
Contributions in Aid of Construction	164,919	0	0	0	164,919	6	
<b>Other (specify):</b>						<b>0</b>	<b>7</b>
<b>Average Net Rate Base</b>	<b>189,247</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>189,247</b>		
Net Operating Income	(15,779)	0	0	0	(15,779)	8	
<b>Net Operating Income as a percent of Average Net Rate Base</b>	<b>-8.34%</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>-8.34%</b>		

## 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	275,495	1
Appropriated Earned Surplus	0	2
Unappropriated Earned Surplus	348,979	3
<b>Other (Specify):</b>		4
<b>Total Average Proprietary Capital</b>	<b>624,474</b>	
<b>Net Income</b>		
Net Income	(8,934)	5
<b>Percent Return on Proprietary Capital</b>	<b>-1.43%</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.**

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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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**Taxes Accrued (Acct. 236) (Page F-15)**

Per Invoice Number: RA03-I-00314, from the PSC to the Hawkins Municipal Water and Sewer Utility, the remainder assessment was (\$56.55). The WEGARS program will not allow a negative number on the PSC remainder assessment line, so it was included on the Other line.

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**Balance Sheet End-of-Year Account Balances (Page F-18)**

Due to Municipality is made up of wages and benefits, insurance, water and sewer project costs, and the property tax equivalent less the public fire protection charge. The utility pays the municipality for these items after the end of the year.

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**Signature Page (Page ii)**

ACCOUNTANTS' COMPILATION REPORT

To the Village Board  
Village of Hawkins  
Hawkins, Wisconsin

We have compiled, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants, the balance sheets of the Hawkins Municipal Water and Sewer Utility, an enterprise fund of the Village of Hawkins, as of December 31, 2002 and 2001, and the related statements on income and retained earnings for the years then ended and the supplemental schedules as of and for the year ended December 31, 2002 in the accompanying prescribed form.

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

The financial statements and related supplemental schedules are presented in accordance with the requirements of the Public Service Commission of Wisconsin, which differ from accounting principles generally accepted in the United States of America. Accordingly, these financial statements and schedules are not designed for those who are not informed about such differences.

VIRCHOW, KRAUSE & COMPANY, LLP

Eau Claire, Wisconsin  
February 28, 2003

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**FINANCIAL SECTION FOOTNOTES**

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

response received 10/22/03 email:  
2002 Analytical Review DWCCA-2490-ELE

Janice Krings from the Hawkins Municipal Water and Sewer Utility has asked me to respond to your question on your analytical review of the 2002 annual report.

The footnote to Page W-16 was in error. Two customers paid for the cost of materials for new services. The utility paid for the cost of three services installed but not in service as of 12/31/03.

Please let me know if you need any additional information.

Margaret Melrose

Margaret E. Melrose  
Virchow, Krause & Company, LLP  
PO Box 1148  
Eau Claire, WI 54702-1148  
(715) 833-1717 FAX (715) 836-7877  
mmelrose@virchowkrause.com

10/10/03: Janice left a voice mail. Is trying to figure this out herself because the accounting firm charges \$. I told her it could wait and be included with next year's audit papers for VK to address at that time.

October 6, 2003

Ms. Janice Krings, Clerk-Treasurer  
Hawkins Municipal Water and Sewer Utility  
P.O. Box 108  
Hawkins, WI 54530-0108

2002 Analytical Review DWCCA-2490-ELE

Dear Ms. Krings:

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 issue:

A footnote to Page W-16, Water Services, indicates that the five services added were paid for by customers at actual cost. However, only \$440 is reported in Account 271, Page F-17, while \$2,550 is reported in Account 345, Services, Page W-8. Please provide an explanation to reconcile this

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**FINANCIAL SECTION FOOTNOTES**

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difference.

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

ELE: :w:\compl\Analytical Reviews\2002 analytical review letters\2490  
Hawkins.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)	34,963	1
<b>Total Sales of Water</b>	<b>34,963</b>	
<b>Other Operating Revenues</b>		
Forfeited Discounts (470)	0	2
Other Water Revenues (474)	912	3
Amortization of Construction Grants (475)	0	4
<b>Total Other Operating Revenues</b>	<b>912</b>	
<b>Total Operating Revenues</b>	<b>35,875</b>	
<b>Operation and Maintenance Expenses</b>		
Plant Operation and Maintenance Expenses (600-660)	24,814	5
General Operating Expenses (680-690)	9,122	6
<b>Total Operation and Maintenance Expenses</b>	<b>33,936</b>	
<b>Other Operating Expenses</b>		
Depreciation Expense (403)	8,782	7
Amortization Expense (404)		8
Taxes (408)	8,936	9
<b>Total Other Operating Expenses</b>	<b>17,718</b>	
<b>Total Operating Expenses</b>	<b>51,654</b>	
<b>NET OPERATING INCOME</b>	<b>(15,779)</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				2
Industrial				3
<b>Total Unmetered Sales to General Customers (460)</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Metered Sales to General Customers (461)				
Residential	164	5,524	15,603	4
Commercial	17	1,463	1,763	5
Industrial	1	3,525	4,137	6
<b>Total Metered Sales to General Customers (461)</b>	<b>182</b>	<b>10,512</b>	<b>21,503</b>	
Private Fire Protection Service (462)				7
Public Fire Protection Service (463)	1		11,852	8
Other Sales to Public Authorities (464)	6	453	1,608	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>189</b>	<b>10,965</b>	<b>34,963</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>
------------------------------	----------------------------------	--	-------------------------

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)	11,852	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>11,852</b>	
<b>Forfeited Discounts (470):</b>		
Customer late payment charges		5
<b>Other (specify):</b> NONE		6
<b>Total Forfeited Discounts (470)</b>	<b>0</b>	
<b>Other Water Revenues (474):</b>		
Return on net investment in meters charged to sewer department	542	7
<b>Other (specify):</b> HOOK UP FEES	370	8
<b>Total Other Water Revenues (474)</b>	<b>912</b>	
<b>Amortization of Construction Grants (475):</b>		
NONE		9
<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)	4,777	1
Purchased Water (610)		2
Fuel or Power Purchased for Pumping (620)	3,153	3
Chemicals (630)		4
Supplies and Expenses (640)	40	5
Repairs of Water Plant (650)	16,809	6
Transportation Expenses (660)	35	7
<b>Total Plant Operation and Maintenance Expenses</b>	<b>24,814</b>	
 <b>GENERAL OPERATING EXPENSES</b>		
Administrative and General Salaries (680)	400	8
Office Supplies and Expenses (681)	1,052	9
Outside Services Employed (682)	4,163	10
Insurance Expense (684)	1,584	11
Employees Pensions and Benefits (686)	1,477	12
Regulatory Commission Expenses (688)		13
Miscellaneous General Expenses (689)	446	14
Uncollectible Accounts (690)		15
<b>Total General Operating Expenses</b>	<b>9,122</b>	
 <b>Total Operation and Maintenance Expenses</b>	<b>33,936</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		8,722	1
Less: Local and School Tax Equivalent on Meters Charged to Sewer Department		125	2
<b>Net property tax equivalent</b>		<b>8,597</b>	
Social Security		396	3
PSC Remainder Assessment			4
Other (specify): SEE FOOTNOTE		(57)	5
<b>Total tax expense</b>		<b>8,936</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			Rusk				1
<b>SUMMARY OF TAX RATES</b>							<b>2</b>
State tax rate	mills		0.203287				3
County tax rate	mills		4.612482				4
Local tax rate	mills		1.647779				5
School tax rate	mills		13.228007				6
Voc. school tax rate	mills		1.246576				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>20.938131</b>				<b>10</b>
Less: state credit	mills		1.843836				11
<b>Net tax rate</b>	mills		<b>19.094295</b>				<b>12</b>
<b>PROPERTY TAX EQUIVALENT CALCULATION</b>							<b>13</b>
<b>Local Tax Rate</b>	mills		<b>1.647779</b>				<b>14</b>
<b>Combined School Tax Rate</b>	mills		<b>14.474583</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>16.122362</b>				<b>17</b>
<b>Total Tax Rate</b>	mills		<b>20.938131</b>				<b>18</b>
<b>Ratio of Local and School Tax to Total</b>	dec.		<b>0.770000</b>				<b>19</b>
<b>Total tax net of state credit</b>	mills		<b>19.094295</b>				<b>20</b>
<b>Net Local and School Tax Rate</b>	mills		<b>14.702608</b>				<b>21</b>
Utility Plant, Jan. 1	\$	469,613	469,613				22
Materials & Supplies	\$	481	481				23
<b>Subtotal</b>	\$	<b>470,094</b>	<b>470,094</b>				<b>24</b>
Less: Plant Outside Limits	\$	0	0				25
<b>Taxable Assets</b>	\$	<b>470,094</b>	<b>470,094</b>				<b>26</b>
Assessment Ratio	dec.		0.983846				27
<b>Assessed Value</b>	\$	<b>462,500</b>	<b>462,500</b>				<b>28</b>
<b>Net Local &amp; School Rate</b>	mills		<b>14.702608</b>				<b>29</b>
<b>Tax Equiv. Computed for Current Year</b>	\$	<b>6,800</b>	<b>6,800</b>				<b>30</b>
Tax Equivalent per 1994 PSC Report	\$	8,722					31
Any lower tax equivalent as authorized by municipality (see note 6)	\$						32 33
<b>Tax equiv. for current year (see note 6)</b>	\$	<b>8,722</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)	250		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)	54,827		8
Infiltration Galleries and Tunnels (315)	0		9
Supply Mains (316)	0		10
Other Water Source Plant (317)	0		11
<b>Total Source of Supply Plant</b>	<b>55,077</b>	<b>0</b>	
<b>PUMPING PLANT</b>			
Land and Land Rights (320)	250		12
Structures and Improvements (321)	29,226		13
Boiler Plant Equipment (322)	0		14
Other Power Production Equipment (323)	0		15
Steam Pumping Equipment (324)	0		16
Electric Pumping Equipment (325)	21,311		17
Diesel Pumping Equipment (326)	0		18
Hydraulic Pumping Equipment (327)	0		19
Other Pumping Equipment (328)	5,204		20
<b>Total Pumping Plant</b>	<b>55,991</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)	0		23
<b>Total Water Treatment Plant</b>	<b>0</b>	<b>0</b>	
<b>TRANSMISSION AND DISTRIBUTION PLANT</b>			
Land and Land Rights (340)	0		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)			250 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)			54,827 8
Infiltration Galleries and Tunnels (315)			0 9
Supply Mains (316)			0 10
Other Water Source Plant (317)			0 11
<b>Total Source of Supply Plant</b>	<b>0</b>	<b>0</b>	<b>55,077</b>
<b>PUMPING PLANT</b>			
Land and Land Rights (320)			250 12
Structures and Improvements (321)			29,226 13
Boiler Plant Equipment (322)			0 14
Other Power Production Equipment (323)			0 15
Steam Pumping Equipment (324)			0 16
Electric Pumping Equipment (325)			21,311 17
Diesel Pumping Equipment (326)			0 18
Hydraulic Pumping Equipment (327)			0 19
Other Pumping Equipment (328)			5,204 20
<b>Total Pumping Plant</b>	<b>0</b>	<b>0</b>	<b>55,991</b>
<b>WATER TREATMENT PLANT</b>			
Land and Land Rights (330)			0 21
Structures and Improvements (331)			0 22
Water Treatment Equipment (332)			0 23
<b>Total Water Treatment Plant</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TRANSMISSION AND DISTRIBUTION PLANT</b>			
Land and Land Rights (340)			0 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)	10,336		<b>26</b>
Transmission and Distribution Mains (343)	237,594	15,468	<b>27</b>
Fire Mains (344)	0		<b>28</b>
Services (345)	42,413	2,550	<b>29</b>
Meters (346)	17,331		<b>30</b>
Hydrants (348)	48,292	2,332	<b>31</b>
Other Transmission and Distribution Plant (349)	0		<b>32</b>
<b>Total Transmission and Distribution Plant</b>	<b>355,966</b>	<b>20,350</b>	
<b>GENERAL PLANT</b>			
Land and Land Rights (370)	0		<b>33</b>
Structures and Improvements (371)	0		<b>34</b>
Office Furniture and Equipment (372)	0		<b>35</b>
Computer Equipment (372.1)	439		<b>36</b>
Transportation Equipment (373)	0		<b>37</b>
Other General Equipment (379)	2,140		<b>38</b>
Other Tangible Property (390)	0		<b>39</b>
<b>Total General Plant</b>	<b>2,579</b>	<b>0</b>	
<b>Total utility plant in service directly assignable</b>	<b>469,613</b>	<b>20,350</b>	
Common Utility Plant Allocated to Water Department	0		<b>40</b>
<b>Total utility plant in service</b>	<b>469,613</b>	<b>20,350</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)			10,336 26
Transmission and Distribution Mains (343)			253,062 27
Fire Mains (344)			0 28
Services (345)			44,963 29
Meters (346)	50		17,281 30
Hydrants (348)			50,624 31
Other Transmission and Distribution Plant (349)			0 32
<b>Total Transmission and Distribution Plant</b>	<b>50</b>	<b>0</b>	<b>376,266</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)			439 36
Transportation Equipment (373)			0 37
Other General Equipment (379)			2,140 38
Other Tangible Property (390)			0 39
<b>Total General Plant</b>	<b>0</b>	<b>0</b>	<b>2,579</b>
<b>Total utility plant in service directly assignable</b>	<b>50</b>	<b>0</b>	<b>489,913</b>
Common Utility Plant Allocated to Water Department			0 40
<b>Total utility plant in service</b>	<b>50</b>	<b>0</b>	<b>489,913</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.

Month (a)	Sources of Water Supply			Total Gallons All Methods (000's) (e)	
	Purchased Water Gallons (000's) (b)	Surface Water Gallons (000's) (c)	Ground Water Gallons (000's) (d)		
January			934	934	1
February			1,674	1,674	2
March			1,556	1,556	3
April			1,125	1,125	4
May			1,221	1,221	5
June			1,024	1,024	6
July			932	932	7
August			1,199	1,199	8
September			964	964	9
October			986	986	10
November			998	998	11
December			1,000	1,000	12
<b>Total annual pumpage</b>	<b>0</b>	<b>0</b>	<b>13,613</b>	<b>13,613</b>	
Less: Water sold				10,965	13
Volume pumped but not sold				2,648	14
Volume sold as a percent of volume pumped				81%	15
Volume used for water production, water quality and system maintenance				524	16
Volume related to equipment/system malfunction				387	17
Non-utility volume NOT included in water sales				15	18
Total volume not sold but accounted for				926	19
Volume pumped but unaccounted for				1,722	20
Percent of water lost				13%	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.)				85,000	23
Date of maximum: 2/21/2002					24
Cause of maximum:					25
Broken service					
Minimum gallons pumped by all methods in any one day during reporting year (000 gal.)				5,000	26
Date of minimum: 7/6/2002					27
Total KWH used for pumping for the year				36,160	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>	
ELLICKSON & HAMSTEAD	#1	120	10	35,000	Yes	<b>1</b>
SOUTH ST & COUNTY M	#2	91	12	35,000	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	#2		1
Location	ELICKSON & HAMSTEAD SOUNTH ST. & COUNTY M			2
Purpose	P	P		3
Destination	D	D		4
Pump Manufacturer	F-M	LAYNE NORTHWEST		5
Year Installed	1934	1979		6
Type	CENTRIFUGAL	CENTRIFUGAL		7
Actual Capacity (gpm)	150	60		8
Pump Motor or Standby Engine Mfr	F-M	LAYNE NORTHWEST		10
Year Installed	1959	1979		11
Type	ELECTRIC	ELECTRIC		12
Horsepower	20	8		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	#1		1
<b>RESERVOIRS, STANDPIPES OR ELEVATED TANKS</b>			<b>2</b>
Type: R (reservoir), S (standpipe) or ET (elevated tank)	ET		3
Year constructed	1934		4
Primary material (earthen, steel, concrete, other)	STEEL		5
Elevation difference in feet (See Headnote 3.)	121		6
Total capacity in gallons (actual)	50,000		7
<b>WATER TREATMENT PLANT</b>			<b>8</b>
Disinfection, type of equipment (gas, liquid, powder, other)	LIQUID		9
Points of application (wellhouse, central facilities, booster station, other)	WELLHOUSE		10
Filters, type (gravity, pressure, other, none)	NONE		11
Rated capacity of filter plant (m.g.d.) (note: 1,200,000 gal/day = 1.2 m.g.d.)	0.0000		12
Is a corrosion control chemical used (yes, no)?	N		13
Is water fluoridated (yes, no)?	N		14

### 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)	
A	D	4.000	300	0	0	0	300	1
M	D	4.000	200	0	0	0	200	2
A	D	6.000	4,930	0	0	0	4,930	3
M	D	6.000	19,943	0	0	0	19,943	4
P	D	6.000	5,903	600	0	0	6,503	5
M	D	8.000	70	0	0	0	70	6
<b>Total Within Municipality</b>			<b>31,346</b>	<b>600</b>	<b>0</b>	<b>0</b>	<b>31,946</b>	
<b>Total Utility</b>			<b>31,346</b>	<b>600</b>	<b>0</b>	<b>0</b>	<b>31,946</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	0.750	171	0	0	(16)	155	8	1
M	1.000	34	5	0	0	39	3	2
M	1.500	3	0	0	0	3		3
M	2.000	1	0	0	0	1		4
M	4.000	1	0	0	0	1		5
M	6.000	1	0	0	0	1		6
<b>Total Utility</b>		<b>211</b>	<b>5</b>	<b>0</b>	<b>(16)</b>	<b>200</b>	<b>11</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	200	0	1	0	199	0	1
1.000	2	0	0	0	2	0	2
1.500	5	0	0	0	5	0	3
2.000	0	0	0	0	0	0	4
3.000	1	0	0	0	1	0	5
6.000	1	0	0	0	1	1	6
<b>Total:</b>	<b>209</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>208</b>	<b>1</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	170	21	1	1	0	6	199	1
1.000	0	0	0	2	0	0	2	2
1.500	0	0	3	2	0	0	5	3
2.000	0	0	0	0	0	0	0	4
3.000	0	0	0	1	0	0	1	5
6.000	0	0	1	0	0	0	1	6
<b>Total:</b>	<b>170</b>	<b>21</b>	<b>5</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>208</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	<b>1</b>
Within Municipality	44	1		(2)	43	<b>2</b>
<b>Total Fire Hydrants</b>	<b>44</b>	<b>1</b>	<b>0</b>	<b>(2)</b>	<b>43</b>	
<b>Flushing Hydrants</b>						
	0				0	<b>3</b>
<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:	43
Number of distribution system valves end of year:	64
Number of distribution valves operated during year:	61

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## WATER OPERATING SECTION FOOTNOTES

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### Water Operation & Maintenance Expenses (Page W-05)

Repairs to Water Plant (Acct. 650) increased this year because the utility had a major repair to it's Well Pump #2.

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

Per Invoice Number: RA03-I-00314, from the PSC to the Hawkins Municipal Water and Sewer Utility, the remainder assessment was (\$56.55). The WEGARS program will not allow a negative number on the PSC remainder assessment line, so it was included on the Other line.

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### Water Mains (Page W-15)

Main additions were paid for by the water utility.

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### Water Services (Page W-16)

Water Service additions were paid for by the property owners. The assessment was based on the Utility's actual cost to install.

Adjustment to water services are due to the 2001 analytical review, DWCCA-2490-PJL, reducing services by 13 to 198 total services. The additional adjustments are due to a detailed mapping of all the services by the water superintendent in 2002.

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### Hydrants and Distribution System Valves (Page W-18)

Hydrant adjustment is due to the new water superintendent taking a physical count of all the hydrants in service.

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