

Public Service Commission of Wisconsin

Uniform System of Accounts

For

Municipally-Owned Electric Utilities



Effective January 1, 2013

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Definitions

When used in this System of Accounts:

1. "Accounts" means the accounts prescribed in this system of accounts.
2. "Amortization" means the allocation of an amount in an account by distributing such amount over a fixed period, over the life of the asset or liability to which it applies, or over the period during which it is anticipated the benefit will be realized.
3. "Book cost" means the amount at which property is recorded in these accounts without deduction of related provisions for accrued depreciation, amortization, or for other purposes.
4. "Commission" means, unless otherwise indicated by the context, the Public Service Commission of Wisconsin.
5. "Cost" means the amount of money actually paid for property or services. When the consideration given is other than cash, the value of such consideration shall be determined on a cash basis.
6. "Cost of removal" means the cost of demolishing, dismantling, tearing down or otherwise removing utility plant, including the cost of transportation and handling.
7. "Debt expense" means all expenses in connection with the issuance and initial sale of evidences of debt, such as fees for drafting mortgages and trust deeds; fees and taxes for issuing or recording evidences of debt; cost of engraving and printing bonds and certificates of indebtedness; fees paid trustees; specific costs of obtaining governmental authority; fees for legal services; fees and commissions paid underwriters, brokers, and salesmen for marketing such evidences of debt; fees and expenses of listing on exchanges; and other like costs.
8. "Depreciation" means, as applied to depreciable utility plant, the loss in service value not restored by current maintenance, incurred in connection with the consumption or prospective retirement of utility plant in the course of service from causes which are known to be in current operation and against which the utility is not protected by insurance. Among the causes to be given consideration are wear and tear, decay, action of the elements, inadequacy, obsolescence, changes in the art, changes in demand, and requirements of regulatory authorities.
9. "Discount" means, as applied to the securities issued or assumed by the utility, the excess of the face value of the securities plus interest accrued at the date of the sale over the cash value of the consideration received from their sale.
10. "Investment advances" means advances, represented by notes or by book accounts only, with respect to which it is mutually agreed or intended between the creditor and debtor that they shall not be subject to current settlement.

Definitions

11. "Minor items of property" means the associated parts or items of which retirement units are composed.
12. "Municipality" means a city, village, town, or other governmental entity which owns the proprietary capital of the public utility.
13. "Net salvage value" means the salvage value of property retired less the cost of removal.
14. "Original cost" means, as applied to utility plant, the cost of such property to the person first devoting it to public utility service.
15. "Premium" means, as applied to the securities issued or assumed by the utility, the excess of the cash value of the consideration received from their sale over the sum of their face value and interest accrued at the date of sale.
16. "Property retired" means, as applied to utility plant, property which has been removed, sold, abandoned, destroyed, or which for any cause has been withdrawn from service.
17. "Property subject to Amortization," shall include equipment in Accounts 391, 393, 394, 395, 397, and 398.
18. "Replacing" or "Replacement" means, when not otherwise indicated in the context, the construction or installation of utility plant in place of property retired, together with the removal of the property retired.
19. "Retirement units" means those items of utility plant which, when retired, with or without replacement, are accounted for by crediting the book cost to the utility plant account in which it is included.
20. "Salvage value" means the amount received for property retired, less any expenses incurred in connection with the sale or in preparing the property for sale, or, if retained, the amount at which the material recoverable is chargeable to materials and supplies, or other appropriate account.
21. "Service life" means the time between the date utility plant is includible in utility plant in service, or utility plant leased to others, and the date of its retirement. If depreciation is accounted for on a production basis rather than on a time basis, then service life should be measured in terms of the appropriate unit of production.
22. "Service value" means the difference between the original cost and the net salvage value of utility plant.
23. "Utility" means, as used in this system of accounts and when not otherwise indicated in the context, any public utility to which this system of accounts is applicable. Public utility has the same definition as stated in the Wisconsin Statutes chapter governing the regulation of utilities.

General Instructions

1. Classification of Utilities

- A. For the purpose of applying systems of accounts prescribed by the Commission, electric utilities are divided into two classes, as follows:
 - Class AB Utilities having 4,000 or more customers.
 - Class C Utilities having less than 4,000 customers.
- B. Each of the above classes has a separate system of accounts.
- C. Utilities will be reclassified when the average number of customers, for three consecutive years, reported on the annual report filings, exceeds the upper limit of the average number of customers previously applicable to the utility.
- D. Any utility may, at its option, adopt the system of accounts prescribed by the Commission for any higher class of utilities.

2. Records

- A. Each utility shall keep its books of account, and all other books, records, and memoranda which support the entries in such books of account so it can furnish readily full information to any item included in any account. Each entry shall be supported by detailed information that will permit a ready identification, analysis, and verification of all relevant facts.
- B. The books and records referred to in this system of accounts include not only accounting records in a limited technical sense, but all other records, such as minute books, stock books, reports, correspondence, memoranda, etc., which may be useful in developing the facts regarding any transaction.
- C. In addition to prescribed accounts, clearing accounts, temporary or experimental accounts, and subdivisions of any account, may be kept, provided the integrity of the prescribed accounts is not impaired.
- D. All amounts included in the accounts prescribed for utility plant and operating expenses shall be just and reasonable and any payments or accruals by the utility in excess of just and reasonable charges shall be included in Account 426, Other Income Deductions.
- E. The arrangement or sequence of the prescribed accounts shall not be controlling as to the arrangement or sequence in report forms which may be prescribed by the Commission.
- F. Separate records shall be maintained by utility plant accounts of the book cost of each plant owned, including additions by the utility to plant leased from others, and of the cost of operating and maintaining each plant owned or operated. The term "plant" as here used means each generating station and each transmission line or group of

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transmission lines of the same voltage. Transmission lines of 60,000 volts and under may be included in a single group.

3. Numbering System

- A. The account numbering scheme consists of a system of three-digit whole numbers as follows:

	<u>General</u>
100-199	Assets and Other Debits
200-299	Liabilities and Other Credits
300-399	Plant Accounts
400-439	Income Accounts
	<u>Water</u>
460-479	Revenue Accounts
600-699	Production, Transmission and Distribution Expenses (Class AB and Class C)
900-949	Customer Accounts, Sales and General Administrative Expenses (Class AB and Class C)
600-660	Plant Operation and Maintenance (Class D)
680-699	General Expenses (Class D)
	<u>Sewer</u>
620-639	Revenue Accounts
820-839	Operation and Maintenance Expenses
840-859	Customer Accounts, Sales and General Administrative Expenses
	<u>Electric</u>
440-459	Revenue Accounts
500-599	Production, Transmission and Distribution Expenses
900-949	Customer Accounts, Sales and General Administrative Expenses

- B. In certain instances, numbers have been skipped in order to allow for possible later expansion or to permit better coordination with the numbering system for other utility departments.
- C. The numbers prefixed to account titles are solely for convenience of reference and are not part of the titles. Each utility may adopt such scheme of account numbers as it deems appropriate; provided, however, that it shall keep readily available a list of the account numbers and subdivisions of accounts which it uses and a reconciliation of such numbers and subdivisions with the account numbers and titles provided herein. Further, the records must be so kept as to permit classification or summarization each accounting period according to the prescribed accounts.

4. Accounting Period

Each utility shall keep its books on a monthly basis so that for each month all applicable transactions, as may be ascertained, shall be entered in the books of the utility. Amounts

applicable or assignable to specific utility departments shall be so segregated monthly. Each utility shall close its books at the end of each calendar year.

5. Accounting to be on Accrual Basis

- A. Each utility shall keep its accounts on the accrual basis. This requires the inclusion in its accounts of all known transactions of appreciable amount that affect the accounts. During the accounting period, certain amounts may have been earned although the collection is not made until a subsequent period, and certain expenses have been incurred, although payment is not made until a subsequent period. At the end of the accounting period the revenues and expenses shall be recognized by charging the appropriate revenue and expense accounts and corresponding liability or receivable accounts.
- B. Reversing entries may be necessary at the beginning of the subsequent period.
- C. When payments are made in advance for items such as insurance, rents, taxes, or interest, the amount applicable to future periods shall be charged to Account 165, Prepayments. These payments are charged to the appropriate accounts for the expense over the relevant period.

6. Submittal of Questions

To maintain uniformity of accounting, utilities shall submit questions of doubtful interpretation to the Commission for consideration and decision.

7. Item Lists

Lists of "Items" appearing in the texts of the accounts or elsewhere are for the purpose of more clearly indicating the application of the prescribed accounting. The lists are intended to be representative, but not exhaustive. The appearance of an item in a list warrants the inclusion of the item in the account mentioned only when the text of the account also indicates inclusion inasmuch as the same item frequently appears in more than one list. The proper entry in each instance must be determined by the texts of the accounts.

8. Delayed Items

Items relating to transactions which occurred prior to the current calendar year but which were not recorded in the books of account shall be included in the same accounts which would have been charged or credited if the items had not been delayed provided (1) that when the amount of a delayed item is relatively so large that its inclusion in the accounts for a single month would seriously distort the accounts, it may be distributed in equal amounts to the calendar year and (2) that, if the amount of any delayed item is relatively so large that its inclusion in the accounts for a single year would seriously distort the accounts, the amount shall be included in Account 434, Miscellaneous Credits to Surplus, or Account 435, Miscellaneous Debits to Surplus, unless the Commission shall prescribe otherwise in specific instances.

9. Unaudited Items

Whenever a financial statement is required by the Commission, if it is known that a transaction has occurred which affects the accounts but the amount involved in the transaction and its effect upon the accounts cannot be determined with absolute accuracy, then the amount shall be estimated and such estimated amount included in the proper accounts. The utility is not required to anticipate minor items which would not appreciably affect the accounts.

10. Distribution of Pay and Expenses of Employees

The charges to utility plant, operating expenses and other accounts for services and expenses of employees engaged in activities chargeable to various accounts, such as construction, maintenance, and operation, shall be based upon the actual time engaged in the respective classes of work, or in case that method is not practical, upon the basis of a study of the time actually engaged during a representative period. Charges should not be made to the accounts based upon estimates or in an arbitrary fashion.

11. Payroll Distribution

Underlying accounting data shall be maintained so that the distribution of the cost of labor charged direct to the various accounts will be readily available. Such underlying data shall permit a reasonably accurate distribution to be made of the cost of labor charged initially to clearing accounts so that the total labor cost may be classified between construction, cost of removal, utility operating functions (steam generation, hydraulic generation, transmission, distribution, etc.), and nonutility operations.

12. Operating Reserves

Additions to operating reserve accounts made by charges to operating expenses shall not exceed a reasonable provision for the expense. Material balances in such reserve accounts shall not be diverted from the purpose for which provided unless the permission of the Commission is first obtained.

13. Extraordinary Items

It is the intent that the net income shall reflect all items of profit and loss during the period with the sole exception of prior period adjustments as described in General Instruction 14 and long-term debt as described in Account 181, Unamortized Discount and Expense. Those items related to the effects of events and transactions which have occurred during the current period and which are not typical or customary business activities of the company shall be considered extraordinary items. Accordingly, there will be events and transactions of significant effect which are abnormal and significantly different from the ordinary and typical activities of the utility, and which would not reasonably be expected to recur in the foreseeable future. (In determining significance, items should be considered individually and not in the aggregate. However, the effects of a series of related transactions arising from a single specific and identifiable event or plan of action should be considered in the aggregate.) To be considered as extraordinary under the above guidelines, an item should be more than approximately 5 percent of income, computed before extraordinary items. Commission approval must be obtained to

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treat an item of less than 5 percent as extraordinary. Such requests must be accompanied by complete detailed information. (*See* Accounts 434 and 435.)

14. Prior Period Items

- A. Items of profit and loss related to correction of an error in the financial statements of a prior period shall be accounted for as prior period adjustments and excluded from the determination of net income for the current year.
- B. Prior adjustments shall be charged or credited to Account 434, Miscellaneous Credits to Surplus, or to Account 435, Miscellaneous Debits to Surplus, and are not considered in income of the period.
- C. All other items of profit and loss recognized during the year shall be included in the determination of net income for that year.
- D. Changes in depreciation or amortization estimates or methods are considered changes in accounting estimates rather than accounting errors and are not subject to prior period adjustments. Any adjustments made to the accumulated amortization or depreciation balances of the utility due to a change in estimate or method shall be offset by a charge or credits to (1) an income account, (2) Account 186, Miscellaneous Deferred Debits, (3) or Account 253, Other Deferred Credits, as directed by the Commission.

15. Accounting for Leases

- A. For each lease entered into, the utility shall maintain sufficient documents and other background information as necessary to determine whether the lease is a capital or operating lease. This information includes but is not limited to:
 - 1. Evidence or documents of ownership;
 - 2. Signed copies of the lease agreement;
 - 3. Estimated life of the leased property;
 - 4. Evidence as to the value of the leased property;
 - 5. Evidence as to the lessor's implicit interest rate (if available);
 - 6. Evidence as to the lessee's borrowing rate; and
 - 7. The amount and disposition of executory costs (taxes, maintenance and insurance).
- B. Capitalized leases shall be recorded in the appropriate plant in service account(s) which describe the type of asset leased. The records shall be maintained in sufficient detail that the utility will be able to report the number, general nature, and related balances of all capitalized leased assets as well as any related leasehold amortization balances and the balance of any leasehold obligations.

16. Accounting for Other Departments

If the utility also operates other utility departments, such as water, sewer, etc, it shall maintain such accounts for the other departments as may be prescribed by proper authority and in the absence of prescribed accounts, it shall maintain such accounts as are

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proper or necessary to reflect the results of operating each such department. It is not intended that proprietary and similar accounts which apply to the utility as a whole be departmentalized.

Balance Sheet Accounts

Assets and Other Debits

1. Utility Plant Accounts

- 101 Utility Plant in Service
 - 101.1 Utility Plant, Financed by Utility Operations or by the Municipality
 - 101.2 Utility Plant, Contributed Plant
- 102 Utility Plant Purchased or Sold
- 104 Utility Plant Leased to Others
- 105 Property Held for Future Use
- 106 Completed Construction Not Classified
- 107 Construction Work in Progress
- 111 Accumulated Provision for Depreciation of Utility Plant in Service
 - 111.1 Accumulated Provision for Depreciation of Utility Plant, Financed by Utility Operations or by the Municipality
 - 111.2 Accumulated Provision for Depreciation of Utility Plant, Contributed Plant
- 112 Accumulated Provision for Depreciation of Utility Plant Leased to Others
- 113 Accumulated Provision for Depreciation of Property Held for Future Use
- 114 Accumulated Provision for Amortization of Utility Plant in Service
- 115 Accumulated Provision for Amortization of Utility Plant Leased to Others
- 116 Accumulated Provision for Amortization of Property Held for Future Use
- 117 Utility Plant Acquisition Adjustments
- 118 Accumulated Provision for Amortization of Utility Plant Acquisition Adjustments
- 119 Other Utility Plant Adjustments

2. Other Property and Investments

- 121 Nonutility Property
- 122 Accumulated Provision for Depreciation and Amortization of Nonutility Property
- 123 Investment in Municipality
- 124 Other Investments
- 125 Sinking Funds
- 126 Depreciation Fund
- 128 Other Special Funds

Balance Sheet Accounts

3. Current and Accrued Assets

131	Cash
134	Special Deposits
135	Working Funds
136	Temporary Cash Investments
141	Notes Receivable
142	Customer Accounts Receivable
143	Other Accounts Receivable
144	Accumulated Provision for Uncollectible Accounts - Credit
145	Receivables from Municipality
151	Fuel
152	Fuel Stock Expenses
154	Plant Materials and Operating Supplies
155	Merchandise
156	Other Materials and Supplies
163	Stores Expense
165	Prepayments
171	Interest and Dividends Receivable
173	Accrued Utility Revenues
174	Miscellaneous Current and Accrued Assets

4. Deferred Debits

181	Unamortized Debt Discount and Expense
182	Extraordinary Property Losses
183	Preliminary Survey and Investigation Charges
184	Clearing Accounts
185	Temporary Facilities
186	Miscellaneous Deferred Debits

Liabilities and Other Credits

5. Proprietary Capital

200	Capital Paid in by Municipality
215	Appropriated Earned Surplus
216	Unappropriated Earned Surplus
216.1	Unappropriated Earned Surplus, Earnings
216.2	Unappropriated Earned Surplus, Contributed Plant

6. Long-Term Debt

221	Bonds
223	Advances from Municipality
224	Other Long-Term Debt

Balance Sheet Accounts

7. Current and Accrued Liabilities

231	Notes Payable
232	Accounts Payable
233	Payables to Municipality
235	Customer Deposits
236	Taxes Accrued
237	Interest Accrued
241	Tax Collections Payable
242	Miscellaneous Current and Accrued Liabilities

8. Deferred Credits

251	Unamortized Premium on Debt
252	Customer Advances for Construction
253	Other Deferred Credits

9. Operating Reserves

261	Property Insurance Reserve
262	Injuries and Damages Reserve
263	Pensions and Benefits Reserve
265	Miscellaneous Operating Reserves

Utility Plant

101 Utility Plant in Service

101.1 Utility Plant, Financed by Utility Operations or by the Municipality

- A. This account shall include the original cost of utility plant, (1) included in the prescribed plant accounts and in similar accounts for other utility departments, (2) owned and used by the utility in its utility operations, and (3) having an expectation of life in service of more than one year from the date of installation, which is financed by utility operations or by the municipality, including such plant owned by the utility but held by others. Separate subaccounts shall be maintained for each utility department. This account shall not include contributed plant included in Account 101.2, Utility Plant, Contributed Plant.
- B. The cost of additions to and improvements of property leased from others, which are included in this account, shall be recorded in subaccounts separate and distinct from those relating to owned property. (*See Utility Plant Instruction 5.*)

101.2 Utility Plant, Contributed Plant

- A. This account shall include plant, owned and used by the utility in its utility operations, and having an expectation of life in service of more than one year from the date of installation, which is or will be financed by donations or contributions in cash, services, or property from states, other municipalities or other governmental agencies, individuals, and others for construction purposes.
- B. The cost of additions to and improvements of property leased from others, which are included in this account, shall be recorded in subaccounts separate and distinct from those relating to owned property. (*See Utility Plant Instruction 5.*)

102 Utility Plant Purchased or Sold

This account shall be charged with the cost of utility plant acquired as an operating unit or system by purchase and shall be credited with the selling price of like property transferred to others pending the distribution to appropriate accounts. (*See Utility Plant Instruction 4.*)

104 Utility Plant Leased to Others

- A. This account shall include the original cost of utility plant owned by the utility, but leased to others as operating units or systems, where the lessee has exclusive possession.

- B. The property included in this account shall be classified according to the detailed accounts prescribed for utility plant in service and this account shall be maintained in detail similar to property used by the owner in its utility operations.

105 Property Held for Future Use

- A. This account shall include the original cost of property owned and held for future use in utility service under a definite plan for such use. There shall be included: (1) property acquired but never used by the utility in utility service, but held for such service in the future under a definite plan, and (2) property previously used by the utility in utility service, but retired from such service and held pending its reuse in the future, under a definite plan.
- B. The property included in this account shall be classified according to the detailed accounts prescribed for utility plant in service and the account shall be maintained in such detail as though the property were in service. Separate subaccounts shall be maintained for each utility department for which plant is held for future use.

NOTE: Materials and supplies, meters and transformers held in reserve, and normal spare capacity of plant in service shall not be included in this account.

106 Completed Construction Not Classified

At the end of the year or such other date as a balance sheet may be required by the Commission, this account shall include the total of the balances of work orders for utility plant which (1) have been completed and placed in service and (2) have not been classified for transfer to the detailed utility plant accounts.

107 Construction Work in Progress

- A. This account shall include the total of the balances of work orders for utility plant in process of construction but not ready for service at the date of the balance sheet.
- B. Work orders shall be cleared from this account as soon as practical after completion of the job. Further, if a project, such as a hydroelectric project, a steam station or a transmission line, is designed to consist of two or more units or circuits which may be placed in service at different dates, any expenditures which are common to and which will be used in the operation of the project as a whole shall be included in utility plant in service when the first unit is placed in service. Any expenditures which are identified exclusively with units of property not yet in service shall be included in this account.

NOTE: See also Account 106, Completed Construction Not Classified.

111 Accumulated Provision for Depreciation of Utility Plant in Service

111.1 Accumulated Provision for Depreciation of Utility Plant, Financed by Utility Operations or by the Municipality

A. This account shall be credited with the following:

- (1) Amounts charged to Account 403, Depreciation Expense, for plant and equipment recorded in Account 101.1, Utility Plant, Financed by Utility Operations or by the Municipality; to Account 416, Costs and Expenses of Merchandising, Jobbing, and Contract Work; to other utility departments for shared services; or to clearing accounts for current depreciation expense.
- (2) Amounts of depreciation applicable to utility properties acquired as operating units or systems. (*See Utility Plant Instruction 4.*)
- (3) Amounts charged to Account 182, Extraordinary Property Losses, when authorized by the Commission.

B. At the time of retirement of depreciable utility plant in Account 101.1, Utility Plant, Financed by Utility Operations or by the Municipality, this account shall be charged with the book cost of the property retired and the cost of removal and shall be credited with the salvage value and any other amounts recovered, such as insurance.

C. For general ledger and balance sheet purposes, this account shall be treated as a single provision for depreciation for utility plant recorded in Account 101.1, Utility Plant, Financed by Utility Operations or by the Municipality. For purposes of analysis, however, each utility shall maintain subsidiary records for this account segregated according to the description of the individual plant accounts. These subsidiary records shall reflect the current credits and debits to this account in sufficient detail to show separately for each plant account (a) the amount of accrual for depreciation, (b) the book cost of property retired, (c) cost of removal, (d) salvage, and (e) other items, including recoveries from insurance.

D. When transfers of plant recorded in Account 101.1, Utility Plant, Financed by Utility Operations or by the Municipality, are made from one utility plant account to another, or from or to Account 121, Nonutility Property, the accounting shall be as provided in Utility Plant Instruction 11.

E. The utility is restricted in its use of the accumulated provisions for depreciation to the purpose set forth above. It shall not divert any portion of this account to surplus or make any other use without authorization by the Commission.

111.2 Accumulated Provision for Depreciation of Utility Plant, Contributed Plant

- A. This account shall be credited with amounts of depreciation charged to Account 426, Other Income Deductions, for utility plant recorded in Account 101.2, Utility Plant, Contributed Plant.
- B. At the time of retirement of depreciable utility plant in Account 101.2, Utility Plant, Contributed Plant, this account shall be debited with the book cost of the property retired and the cost of removal and shall be credited with the salvage value and any other amounts recovered, such as insurance.
- C. For general ledger and balance sheet purposes, this account shall be treated as a single provision for depreciation for utility plant recorded in Account 101.2, Utility Plant, Contributed Plant. Each utility shall maintain subsidiary records for this account segregated according to the description of the individual plant accounts.

112 Accumulated Provision for Depreciation of Utility Plant Leased to Others

- A. This account shall be credited with amounts charged to Account 413, Expenses of Utility Plant Leased to Others, for currently accruing depreciation or to Account 435, Miscellaneous Debits to Surplus, for past accrued depreciation of property included in Account 104, Utility Plant Leased to Others. Include also credits for depreciation applicable to plant acquired as operating units or systems, to plant donated to the utility or for losses transferred to Account 182, Extraordinary Property Losses.
- B. The requirements of Account 111, Accumulated Provision for Depreciation of Utility Plant in Service, regarding retirements chargeable to this account and subsidiary data to be maintained shall also be applicable to this account.
- C. The utility is restricted in its use of the accumulated provisions for depreciation to the purposes set forth above. It shall not divert any portion of this account to surplus or make any other use without authorization by the Commission.

113 Accumulated Provision for Depreciation of Property Held for Future Use

This account shall be credited with amounts charged to Account 421, Miscellaneous Nonoperating Income, for depreciation expense on property included in Account 105, Property Held for Future Use. Include also the balance of accumulated provision for depreciation or amortization on property which may be transferred to Account 105, Property Held for Future Use, from other property accounts.

NOTE: Normally, this account will not be used for current depreciation provisions because the service life during which depreciation is computed commences with the date property is included in utility plant in service. However, if special circumstances indicate the propriety of

current accruals for depreciation, such charges shall be made to Account 421, Miscellaneous Nonoperating Income.

114 Accumulated Provision for Amortization of Utility Plant in Service

- A. This account shall be credited with amounts charged to Account 404, Amortization of Limited-Term Utility Plant, for the current amortization of limited-term utility investments or to Account 435, Miscellaneous Debits to Surplus, for past accrued amortization. It shall be credited also with amounts which may be charged to Account 405, Amortization of Other Utility Plant, to Account 425, Miscellaneous Amortization, or the Account 435, Miscellaneous Debits to Surplus, to amortize intangible or other utility plant which does not have a definite or terminable life and is not subject to charges for depreciation expenses.
- B. When any property to which this account applies is sold, relinquished, or otherwise retired from service, this account shall be charged with the amount previously credited in respect to such property. The book cost of the property so retired less the amount chargeable to this account and less the net proceeds realized at retirement shall be included in Account 434, Miscellaneous Credits to Surplus, or Account 435, Miscellaneous Debits to Surplus, as appropriate.
- C. Records shall be maintained to show separately the balance applicable to each class of property which is being amortized.
- D. The utility is restricted in its use of the accumulated provisions for amortization to the purposes set forth above. It shall not divert any portion of this account to surplus or make any other use without authorization of the Commission.

115 Accumulated Provision for Amortization of Utility Plant Leased to Others

- A. This account shall be credited with amounts charged to Account 413, Expenses of Utility Plant Leased to Others, for the current amortization of limited-term or other investments subject to amortization included in Account 104, Utility Plant Leased to Others, or to Account 435, Miscellaneous Debits to Surplus, for past accrued amortization.
- B. When any property to which this account applies is sold, relinquished or otherwise retired from service, this account shall be charged with the amount previously credited in respect to such property. The book cost of the property so retired less the amount chargeable to this account and less the net proceeds realized at retirement shall be included in Account 434, Miscellaneous Credits to Surplus, or Account 435, Miscellaneous Debits to Surplus, as appropriate.
- C. Records shall be maintained to show separately the balance applicable to each class of property which is being amortized.

Balance Sheet – Utility Plant Accounts

116 Accumulated Provision for Amortization of Property Held for Future Use

This account shall be credited with amounts charged to Account 421, Miscellaneous Nonoperating Income, for amortization expense on property included in Account 105, Property Held for Future Use. Include also the balance of accumulated provision for amortization on property which may be transferred to Account 105, Property Held for Future Use, from other property accounts.

NOTE: See also the note to Account 113, Accumulated Provision for Depreciation of Property Held for Future Use.

117 Utility Plant Acquisition Adjustments

A. This account shall include the difference between (1) the cost to the purchasing utility of utility plant acquired as an operating unit or system and (2) the original cost, estimated if not known, of such property, less the amount or amounts credited by the purchasing utility at the time of acquisition to accumulated provisions for depreciation and amortization.

B. The amounts recorded in this account with respect to each property acquisition shall be amortized, or otherwise disposed of, as the Commission may approve or direct.

118 Accumulated Provision for Amortization of Utility Plant Acquisition Adjustments

This account shall be credited or debited with amounts which are included in Account 406, Amortization of Utility Plant Acquisition Adjustments, Account 425, Miscellaneous Amortization, or Account 435, Miscellaneous Debits to Surplus, for the purpose of providing for the extinguishment of amounts in Account 117, Utility Plant Acquisition Adjustments, in instances where the amortization of Account 117 is not being made by direct write-off of the account.

119 Other Utility Plant Adjustments

A. This account shall include the difference between the original cost, estimated if not known, and the book cost of utility plant to the extent that such difference is not properly included in Account 117, Utility Plant Acquisition Adjustments.

B. Amounts included in this account shall be classified to show the origin of each amount and shall be disposed of as the Commission may approve or direct.

NOTE: The provisions of this account shall not be construed as approving or authorizing the recording of appreciation of utility plant.

Other Property and Investments

121 Nonutility Property

This account shall include the book cost of land, structures, equipment or other tangible or intangible property owned by the utility, but not used in utility service and not properly included in Account 105, Property Held for Future Use.

122 Accumulated Provision for Depreciation and Amortization of Nonutility Property

This account shall include the accumulated provision for depreciation and amortization applicable to property other than utility plant.

123 Investment in Municipality

This account shall include the book cost of securities of the municipality owned by the utility and the amount of loans and advances made by the utility to the municipality, when such loans and advances are subject to repayment but are not subject to current settlement.

NOTE: Balances in open accounts with the municipality, which are subject to current settlement, are included in Account 145, Receivables from Municipality.

124 Other Investments

A. This account shall include the book cost of investments in securities issued or assumed by others and any investments not accounted for elsewhere. Include also the offsetting entry to the recording of amortization of discount or premium on interest bearing investments. (*See Account 419, Interest and Dividend Income.*)

B. The records shall be maintained to show the amount of each investment and the investment advances to each person.

NOTE 1: Securities owned and pledged shall be included in this account, but securities held in special deposits or in special funds shall be included in appropriate deposit or fund accounts. A complete record of securities pledged shall be maintained.

NOTE 2: Securities held as temporary cash investments shall not be included in this account.

Balance Sheet – Other Property and Investment Accounts

125 Sinking Funds

This account shall include the amount of cash and book cost of investments held in sinking funds. A separate account, with appropriate title, shall be kept for each sinking fund. Transfers from this account to special deposit accounts may be made as necessary for the purpose of paying matured sinking fund obligations, or obligations called for redemption but not presented, or the interest on these obligations.

126 Depreciation Fund

This account shall include the amount of cash and the book cost of investments which have been segregated in a special fund for the purpose of identifying plant assets with the accumulated provisions for depreciation.

128 Other Special Funds

This account shall include the amount of cash and book cost of investments which have been segregated in special funds for insurance, employee pensions, savings, relief, hospital, and other purposes not provided for elsewhere. A separate account, with appropriate title, shall be kept for each fund.

NOTE: Amounts deposited with a trustee under the terms of an irrevocable trust agreement for pensions or other employee benefits shall not be included in this account.

Current and Accrued Assets

Current and accrued assets are cash, those assets which are readily convertible into cash or are held for current use in operations or construction, current claims against others where payment is reasonably assured, and amounts accruing to the utility which are subject to current settlement. Certain exceptions are noted in each account description. Any item the amount or collectibility of which is not reasonably assured unless an adequate provision for possible loss has been made shall not be included in the current and accrued asset accounts. Items of current character but of doubtful value may be written down and for record purposes carried in these accounts at nominal value.

131 Cash

This account shall include the amount of current cash funds except working funds.

134 Special Deposits

This account shall include deposits with fiscal agents or others for the payment of interest and for special purposes other than the payment of interest. Such special deposits may include cash deposited with federal, state, or municipal authorities as a guaranty for the fulfillment of obligations; cash deposited with trustees to be held until mortgaged property sold, destroyed, or otherwise disposed of is replaced; cash realized from the sale of the accounting utility's securities and deposited with trustees to be held until invested in property of the utility; etc. Entries to this account shall specify the purpose for which the deposit is made.

NOTE: Assets available for general corporate purposes shall not be included in this account. Further, deposits for more than one year, which are not offset by current liabilities, shall not be charged to this account but to Account 128, Other Special Funds.

135 Working Funds

This account shall include cash advanced to officers, agents, employees, and others as petty cash or working funds.

136 Temporary Cash Investments

This account shall include the book cost of investments, such as demand and time loans, bankers' acceptances, United States Treasury certificates, marketable securities, and other similar investments, acquired for the purpose of temporarily investing cash.

141 Notes Receivable

This account shall include the book cost, not included elsewhere, of all collectible obligations in the form of notes receivable and similar evidences (except interest

Balance Sheet – Current and Accrued Accounts

coupons) of money due on demand or within one year from the date of issue, except, however, notes receivable from municipality.

NOTE: The face amount of notes receivable discounted, sold or transferred, without releasing the utility from liability as endorser, shall be credited to a separate subdivision of this account and appropriate disclosure shall be made in financial statements of any contingent liability arising from such transactions.

142 Customer Accounts Receivable

- A. This account shall include amounts due from customers for utility service and for merchandising, jobbing and contract work. This account shall not include amounts due from the municipality.
- B. This account shall be maintained to show separately the amounts due for merchandising, jobbing and contract work.

143 Other Accounts Receivable

This account shall include amounts due the utility upon open accounts, other than amounts due from the municipality or amounts due from customers for utility services and for merchandising, jobbing and contract work.

144 Accumulated Provision for Uncollectible Accounts - Credit.

- A. This account shall be credited with amounts provided for losses on accounts receivable which may become uncollectible and also with collections on accounts previously charged. Concurrent charges shall be made to Account 904, Uncollectible Accounts, for amounts applicable to utility operations and to corresponding accounts for other operations. Records shall be maintained to show the write-offs of accounts receivable for each utility department.
- B. This account shall be subdivided to show the provision applicable to the following classes of accounts receivable:

- Utility Customers
- Merchandising, Jobbing and Contract Work
- Officers and Employees
- Other

NOTE A: Additions to this account shall not be made in excess of a reasonable provision against losses of the character provided for.

NOTE B: If provisions for uncollectible other receivables are necessary, separate subaccounts shall be established under the account in which the receivable is carried.

Balance Sheet – Current and Accrued Accounts

145 Receivables from Municipality

This account shall include amounts due the utility from the municipality or its other departments which are subject to current settlement.

NOTE: On the balance sheet, accounts receivable from the municipality may be set off against accounts payable to it.

151 Fuel

This account shall include the book cost of fuel on hand.

Items

1. Invoice price of fuel less any cash or other discounts
2. Freight, switching, demurrage and other transporting charges, not including, however, any charges for unloading from the shipping medium
3. Excise taxes, purchasing agents' commissions, insurance, and other expenses directly assignable to cost of fuel

152 Fuel Stock Expenses

- A. This account may include the cost of labor and of supplies used and expenses incurred in unloading fuel from the shipping medium and in its handling prior to its use, if such expenses are sufficiently significant in amount to warrant being treated as a part of the cost of fuel inventory rather than being charged direct to expense.
- B. Amounts included in this account shall be charged to expense as the fuel is used to the end that the balance shall not exceed the expense attributable to the inventory of fuel on hand.

Labor:

1. Procuring and handling of fuel
2. All routine fuel analyses
3. Unloading from shipping facility and putting in storage
4. Moving of fuel in storage and transferring from one station to another
5. Handling from storage or shipping facility to first bunker, hopper, bucket, tank, or holder of boiler house structure.
6. Operation of mechanical equipment, such as locomotives, trucks, cars, boats, barges, cranes, etc.

Supplies and Expenses:

7. Tools, lubricants and other supplies
8. Operating supplies for mechanical equipment
9. Transportation and other expenses in moving fuel
10. Stores expenses applicable to fuel

154 Plant Materials and Operating Supplies

- A. This account shall include the cost of plant materials and operating supplies purchased primarily for use in the utility business. It shall include also the book cost of materials recovered in connection with construction, maintenance, or the retirement of property, such materials being credited to construction, maintenance, or accumulated depreciation provision, respectively, and included in this account as follows:
- (1) Reusable materials consisting of large individual items shall be included in this account at original cost, estimated if not known. The cost of repairing such items shall be charged to the maintenance account appropriate for the previous use.
 - (2) Reusable materials consisting of relatively small items, the identity of which (from the date of original installation to the final abandonment or sale) cannot be ascertained without undue refinement in accounting, shall be included in this account at current prices for new items. The cost of repairing such items shall be charged to the appropriate expense account as indicated by previous use.
 - (3) Scrap and nonusable materials included in this account shall be carried at the estimated realizable net amount. The difference between the amounts realized for scrap and nonusable materials sold and the net amount at which the materials were carried in this account, as far as practical, shall be adjusted to the accounts credited when the materials were charged to this account.
- B. Materials and supplies issued shall be credited to this account and charged to the appropriate construction, operating expense, or other account on the basis of a unit price determined by the use of cumulative average, first-in-first-out, or such other method of inventory accounting as conforms with accepted accounting standards consistently applied.

Items

1. Invoice price of materials less cash or other discounts
2. Freight or other transportation charges when practical to include as part of the cost of particular materials to which they relate
3. Customs duties and excise taxes
4. Costs of inspection and special tests prior to acceptance
5. Insurance and other directly assignable charges

NOTE: Where expenses applicable to materials purchased cannot be directly assigned to particular purchases, they shall be charged to Account 163, Stores Expense.

Balance Sheet – Current and Accrued Accounts

155 Merchandise

This account shall include the book cost of materials and supplies held primarily for merchandising, jobbing and contract work. The principles prescribed in accounting for utility materials and supplies shall be observed in respect to items carried in this account.

156 Other Materials and Supplies

This account shall include the book cost of materials and supplies held primarily for nonutility purposes. The principles prescribed in accounting for utility materials and supplies shall be observed in respect to items carried in this account.

163 Stores Expense

- A. This account shall include the cost of supervision, labor and expenses incurred in the operation of general storerooms, including purchasing, storage, handling, and distribution of materials and supplies.
- B. This account shall be cleared by adding to the cost of materials and supplies issued a suitable loading charge which will distribute the expense equitably over stores issues. The balance in the account at the close of the year shall not exceed the amount of stores expenses reasonably attributable to the inventory of materials and supplies exclusive of fuel, as any amount applicable to fuel costs should already have been included in Account 152, Fuel Stock Expenses.

Labor:

- 1. Inspecting and testing materials and supplies when not assignable to specific items
- 2. Unloading from shipping facility and putting in storage
- 3. Supervision of purchasing and stores department to extent assignable to materials handled through stores
- 4. Getting materials from stock and in readiness to go out
- 5. Inventorying stock received or stock on hand by stores employees but not including inventories by general department employees as part of internal or general audits
- 6. Purchasing department activities in checking material needs, investigating sources of supply, analyzing prices, preparing and placing orders, and related activities to extent applicable to materials handled through stores (Optional. Purchasing department expenses may also be included in administrative and general expenses)
- 7. Maintaining stores equipment
- 8. Cleaning and tidying storerooms and stores offices
- 9. Keeping stock records, including recording and posting of material receipts and issues and maintaining inventory record of stock
- 10. Collecting and handling scrap materials in stores

Supplies and Expenses:

11. Adjustments of inventories of materials and supplies but not including large differences which can readily be assigned to important classes of materials and can be equitably distributed among the accounts to which such classes of materials have been charged since the previous inventory
12. Cash and other discounts not practically assignable to specific materials
13. Freight, express, etc., when not assignable to specific items
14. Heat, light and power for storerooms and store offices
15. Brooms, brushes, sweeping compounds, and other supplies used in cleaning and tidying storerooms and stores offices
16. Injuries and damages
17. Insurance on materials and supplies and on stores equipment
18. Losses due to breakage, leakage, evaporation, fire, or other causes, less credits for amounts received from insurance, transportation companies, or others in compensation of such losses.
19. Postage, printing, stationery, and office supplies
20. Rent of storage space and facilities
21. Communication service
22. Excise and other similar taxes not assignable to specific materials
23. Transportation expense on inward movement of stores and on transfer between storerooms but not including charges on materials recovered from retirements which shall be accounted for as part of cost of removal

NOTE: A physical inventory of each class of materials and supplies shall be made at least every two years.

165 Prepayments

This account shall include amounts representing prepayments of insurance, rents, taxes, interest and miscellaneous items, and shall be kept or supported in such manner as to disclose the amount of each class of prepayment.

171 Interest and Dividends Receivable

This account shall include the amount of interest on bonds, mortgages, notes, commercial paper, loans, open accounts, deposits, etc., the payment of which is reasonably assured and the amount of dividends declared or guaranteed on stocks owned.

NOTE A: Interest which is not subject to current settlement shall not be included in this account but in the account in which is carried the principal on which the interest is accrued.

NOTE B: Interest receivable from the municipality shall be included in Account 145, Receivables from Municipality.

Balance Sheet – Current and Accrued Accounts

173 Accrued Utility Revenues

At the option of the utility, the estimated amount accrued for service rendered, but not billed at the end of any accounting period, may be included in this account. In case accruals are made for unbilled revenues, they shall be made likewise for unbilled expenses, such as for the purchase of energy.

174 Miscellaneous Current and Accrued Assets

This account shall include the book cost of all other current and accrued assets, appropriately designated and supported to show the nature of each included asset.

Deferred Debits

181 Unamortized Debt Discount

- A. This account shall include the total of the debit balances in the discount and premium accounts for all classes of long-term debt, determined as provided in the following paragraphs of this account.
- B. A discount and premium account shall be maintained for each class and series of long-term debt issued or assumed by the utility, in which shall be recorded the discount and premium associated with the issuance and sale of each such class and series of debt. In stating the balance sheet, the total of the debit balances remaining in those accounts having debit balances shall be reported under this account and the total of the credit balances remaining in those accounts having credit balances shall be reported under Account 251, Unamortized Premium on Debt. Accounts with debit balances shall not be set off against accounts with credit balances.
- C. The discount and premium shall be amortized over the life of the respective issues under a plan which will distribute the amounts equitably in a systematic and rational manner over the life of the securities. The amortization shall be on a monthly basis, and the amounts shall be charged to Account 428, Amortization of Debt Discount, or credited to Account 429, Amortization of Premium on Debt - Credit, as may be appropriate. The utility may, however, accelerate the writing off of discount where the amounts are insignificant.
- D. When any long-term debt is reacquired or redeemed without being converted into another form of long-term debt and when the transaction is not in connection with a refunding operation, the difference between the amount paid upon re-acquirement and the face value plus the unamortized premium or less the unamortized discount, as the case may be, applicable to the debt redeemed, retired and canceled, shall be debited or credited as appropriate to Account 434, Miscellaneous Credits to Surplus, or Account 435, Miscellaneous Debits to Surplus.
- E. When the redemption of one issue or series of bonds or other long-term obligations is financed by another issue or series before the maturity date of the first issue, the difference between the reacquisition price and the face value plus any unamortized premium less any unamortized discount, applicable to the debt refunded, shall be included in account 181, Unamortized Debt Discount, or Account 251, Unamortized Premium on Debt, as appropriate. These amounts shall be amortized in a systematic and rational manner over the remaining life of the old debt or the life of the new debt, whichever is shorter. The amortization shall be on a monthly basis, and the amounts shall be charged to Account 428, Amortization of Debt Discount, or credited to Account 429, Amortization of Premium on Debt - Credit, as may be appropriate. The utility may elect to

Balance Sheet – Deferred Debit Accounts

account for unamortized gains or losses by immediate write-off where the amounts are insignificant.

- F. Discount or premium on debt shall not be included as part of the cost of constructing or acquiring any property, tangible or intangible, except under the provisions of Account 432, Interest Charged to Construction.
 - G. Expenses associated with issuance of debt shall be charged directly to Account 428, Amortization of Debt Discount and Expense.
- 182 Extraordinary Property Losses
- A. When authorized or directed by the Commission, this account shall include extraordinary losses on property abandoned or otherwise retired from service which are not provided for by the accumulated provisions for depreciation or amortization and which could not reasonably have been anticipated and which are not covered by insurance or other provisions.
 - B. The entire cost, less net salvage, of depreciable property retired shall be charged to accumulated provision for depreciation. If all, or a portion, of the loss is to be included in this account, the accumulated provision for depreciation shall then be credited and this account charged with the proper amount.
 - C. Application to the Commission for permission to use the account shall be accompanied by a statement giving a complete explanation with respect to the items proposed to be included in this account, the period over which, the account is to be written off, and other pertinent information.
- 183 Preliminary Survey and Investigation Charges
- A. This account shall be charged with all expenditures for preliminary surveys, plans, investigations, etc., made for the purpose of determining the feasibility of projects under contemplation. If construction results, this account shall be credited and the appropriate utility plant account charged. If the work is abandoned, the charge shall be to Account 435, Miscellaneous Debits to Surplus, or to the appropriate operating expense account.
 - B. The records supporting the entries to this account shall be maintained so that the utility can furnish complete information as to the nature and the purpose of the survey, plans, or investigations and the nature and amounts of the several charges.
- NOTE: The amount of preliminary survey and investigation charges transferred to utility plant shall not exceed the expenditures which may reasonably be determined to contribute directly and immediately and without duplication to utility plant.

Balance Sheet – Deferred Debit Accounts

184 Clearing Accounts

The clearing accounts shall include undistributed balances at the date of the balance sheet. Balances in clearing accounts shall be substantially cleared no later than the end of the calendar year unless items held relate to a future period.

185 Temporary Facilities

This account shall include amounts shown by work orders for plant installed for temporary use in utility service for periods of less than one year. Such work orders shall be charged with the cost of temporary facilities and credited with payments received from customers and net salvage realized on removal of the temporary facilities. Any net credit or debit resulting shall be cleared to Account 451, Miscellaneous Service Revenues.

186 Miscellaneous Deferred Debits

- C. This account shall include all debits not elsewhere provided for, such as miscellaneous work in progress, and unusual or extraordinary expenses, not included in other accounts, which are in process of amortization, and items the proper final disposition of which is uncertain.
- D. This account shall include deferral of conservation related costs for which the Commission has authorized escrow accounting. Conservation related entries in this account shall be netted annually with corresponding conservation related entries in Account 253.
- E. The records supporting the entries to this account shall be maintained so that the utility can furnish full information for each deferred debit.

Proprietary Capital

200 Capital Paid in by Municipality

- A. This account shall include the capital invested by the municipality in the utility which is not subject to repayment by the utility on demand or at a fixed future date. This includes the cost of plant constructed or acquired by the municipality and transferred to the utility free and clear of debt, cash transferred to the utility for construction of plant or for working capital or other permanent investment of the municipality in the utility.
- B. There shall be charged to this account all amounts paid by the utility in liquidation of the capital paid in by the municipality.

NOTE: Do not include in this account any amount representing advances subject to repayment or amounts subject to current settlement. (*See* Accounts 223 and 233.)

215 Appropriated Earned Surplus

This account shall include the amount of earned surplus which has been appropriated or set aside for specific purposes. Separate subaccounts shall be maintained under such titles as will designate the purpose for which each appropriation was made.

216 Unappropriated Earned Surplus

216.1 Unappropriated Earned Surplus, Earnings

This account shall include the balance, either debit or credit, of unappropriated surplus arising from earnings.

216.2 Unappropriated Earned Surplus, Contributed Plant

- D. This account shall include donations or contributions in cash, services, or property from states, other municipalities or other governmental agencies, individuals, and others for construction purposes.
- E. The income statement transactions associated with contributed plant, such as depreciation expense, shall be included in this account.

Long-Term Debt

221 Bonds

This account shall include the face value of actually issued and unmatured bonds which are direct obligations of the utility. Bonds which have been issued as general obligations of the municipality shall not be included even though the proceeds of the issue have been devoted to utility purposes. In such a case, the amount of the proceeds received by the utility department shall be recorded as an advance from the municipality and included in Account 223, Advances from Municipality, if subject to repayment by the utility, otherwise in Account 200, Capital Paid in by Municipality.

223 Advances from Municipality

- A. This account shall include the face value of notes payable to the municipality and the amount of open book accounts representing advances from the municipality. It does not include notes and open accounts representing indebtedness subject to current settlement which are included in Account 233, Payables to Municipality.
- B. The records supporting the entries to these accounts shall be maintained to furnish complete information concerning each note and open account.

224 Other Long-Term Debt

This account shall include, until maturity, all long-term debt not otherwise provided for. Separate accounts shall be maintained for each class of obligation, and records shall be maintained to show for each class all details as to date of obligation, date of maturity, interest dates and rates, security for the obligation, etc.

Current and Accrued Liabilities

Current and accrued liabilities are those obligations which have either matured or which become due within one year of maturity: except, however, bonds, receivers' certificates and similar obligations which shall be classified as long-term debt until date of maturity; accrued taxes which shall be classified as accrued liabilities even though payable more than one year from date; compensation awards, which shall be classified as current liabilities regardless of date due; and minor amounts payable in installments which may be classified as current liabilities. If a liability is due more than one year from date of issuance or assumption by the utility, it shall be credited to a long-term debt account appropriate for the transaction, except, however, the current liabilities previously mentioned.

231 Notes Payable

This account shall include the face value of all notes, drafts, acceptances, or other similar evidences of indebtedness, payable on demand or within a time not exceeding one year from date of issue, to other than the municipality.

232 Accounts Payable

This account shall include all amounts payable by the utility which are subject to current settlement, which are not provided for in other accounts.

233 Payables to Municipality

This account shall include amounts payable to the municipality or its other departments which are subject to current settlement.

NOTE: On the balance sheet, accounts payable to the municipality may be set off against accounts receivable from it.

235 Customer Deposits

This account shall include all amounts deposited with the utility by customers as security for the payment of bills.

236 Taxes Accrued

A. This account shall be credited with the amount of taxes accrued during the accounting period, corresponding debits being made to the appropriate accounts for tax charges. Such credits may be based upon estimates, but from time to time during the year as the facts become known, the amount of the periodic credits shall be adjusted to include as nearly as can be determined in each year the applicable taxes. Any amount representing a prepayment of taxes applicable to the period subsequent to the date of the balance sheet, shall be shown under Account 165, Prepayments.

Balance Sheet – Current and Accrued Liability Accounts

- B. If accruals for taxes are found to be insufficient or excessive, correction shall be made through current tax accruals. However, if such corrections are so large as to seriously distort current expenses, they shall be charged or credited, as appropriate, to Account 434, Miscellaneous Credits to Surplus, or Account 435, Miscellaneous Debits to Surplus.
- C. The records supporting the entries to this account shall be maintained to show for each class of taxes, the amount accrued, the basis for the accrual, the accounts to which charged, and the amount of tax paid.

237 Interest Accrued

This account shall include the amount of interest accrued but not matured on all liabilities of the utility not including, however, interest which is added to the principal of the debt on which incurred. Supporting records shall be maintained to show the amount of interest accrued on each obligation.

241 Tax Collections Payable

This account shall include the amount of taxes collected by the utility through payroll deductions or otherwise pending transmittal of such taxes to the proper taxing authority.

NOTE: Do not include liability for taxes assessed directly against the utility which are accounted for as part of the utility's own tax expense.

242 Miscellaneous Current and Accrued Liabilities

This account shall include the amount of all other current and accrued liabilities not provided for elsewhere appropriately designated and supported to show the nature of each liability.

Deferred Credits

251 Unamortized Premium on Debt

This account shall include the total of the credit balances in the discount and premium accounts, for all classes of long-term debt. (*See* Account 181, Unamortized Debt Discount.)

252 Customer Advances for Construction

This account shall include advances by or on behalf of customers for construction that are to be refunded either wholly or in part. When the entire amount is refunded according to the agreement or rule under which the advance was made, the balance, if any, remaining in this account shall be credited to Account 421, Miscellaneous Nonoperating Income.

253 Other Deferred Credits

- A. This account shall include advance billings and receipts and other deferred credit items, not provided for elsewhere, including amounts which cannot be entirely cleared or disposed of until additional information has been received.
- B. This account shall include credits for conservation related costs for which the Commission has authorized escrow accounting. Conservation related entries in this account shall be netted annually with corresponding conservation related entries in Account 186.

Operating Reserves

261 Property Insurance Reserve

- A. This account shall include amounts reserved by the utility for self-insurance against losses through accident, fire, flood, or other hazards to its own property or property leased from others. The amounts charged to Account 924, Property Insurance, or other appropriate accounts to cover such risks shall be credited to this account. A schedule of risks covered by this reserve shall be maintained, giving a description of the property involved, the character of the risks covered and the rates used.
- B. Charges shall be made to this account for losses covered by self-insurance. Details of these charges shall be maintained according to the year the casualty occurred which gave rise to the loss.

262 Injuries and Damages Reserve

- A. This account shall be credited with amounts charged to Account 925, Injuries and Damages, or other appropriate accounts, to meet the probable liability, not covered by insurance, for deaths or injuries to employees and others, and for damages to property neither owned nor held under lease by the utility.
- B. When liability for any injury or damage is admitted by the utility either voluntarily or because of the decision of a court or other lawful authority, such as workmen's compensation board, the admitted liability shall be charged to this account and credited to the appropriate liability account. Details of these charges shall be maintained according to the year the casualty occurred which gave rise to the loss.

NOTE: Recoveries or reimbursements for losses charged to this account shall be credited to this account, the cost of repairs to property of others, if so provided for shall be charged to this account.

263 Pensions and Benefits Reserve

- A. This account shall include provisions made by the utility and amounts contributed by employees, for pensions, accident and death benefits, savings, relief, hospital and other provident purposes, where the funds represented by the reserve are included in the assets of the utility either in general or in segregated fund accounts.
- B. Amounts paid by the utility for the purpose for which this reserve is established shall be charged to this account.
- C. A separate account shall be kept for each kind of reserve included in this account.

Balance Sheet – Operating Reserve Accounts

NOTE: If employee pension or benefit plan funds are not included among the assets of the utility but are held by outside trustees, payments into such funds, or accruals, shall not be included in this account.

265 Miscellaneous Operating Reserves

- A. This account shall include all operating reserves maintained by the utility which are not provided for elsewhere.
- B. This account shall be maintained in such manner to show the amount of each separate reserve and the nature and amounts of the debits and credits.

NOTE: This account includes only such reserves created for operating purposes and does not include any reservations of income, the credits for which should be carried in Account 215, Appropriated Earned Surplus.

Utility Plant Instructions

The electric utility plant Accounts 301 to 399, inclusive, are designed to show the investment in the company's tangible and intangible electric utility plant which ordinarily has a service life of more than one year.

1. Utility Plant to be Recorded at Cost

- A. All amounts included in the accounts for utility plant, acquired as an operating unit or system, shall be stated at the cost incurred by the person who first devoted the property to utility service. All other utility plant shall be included in the accounts at the cost incurred by the utility except as otherwise provided in the texts of the intangible plant accounts. Where the term "cost" is used in the detailed plant accounts, it shall have the meaning stated in this paragraph.
- B. When the consideration given for property is other than cash, the value of such consideration shall be determined on a cash basis. In the entry recording such transaction, the actual consideration shall be described with sufficient detail to identify it. The utility shall be prepared to furnish the Commission the details of its determination of the cash value of the consideration if other than cash.
- C. When property is purchased under a plan involving deferred payments, no charge shall be made to the utility plant accounts for interest, insurance, or other expenditures resulting solely by this form of payment.
- D. Utility plant contributed to the utility or constructed by it from contributions of cash or its equivalent shall be charged to the utility plant Subaccount 101.2, Utility Plant, Contributed Plant, at cost of construction, estimated if not known.

2. Components of Construction Cost

The cost of construction chargeable to the utility plant accounts shall include, where applicable, the direct and overhead costs as listed and defined below:

- A. "Contract Work" includes amounts paid for work performed under contract by other companies, firms, or individuals, costs incident to the award of such contracts, and the inspection of such work.
- B. "Labor" includes the pay and expenses of employees of the utility engaged in construction work. It does not include the pay and expenses of employees which are distributed to construction through clearing accounts nor the pay and expenses included in other items.
- C. "Materials and supplies" includes the purchase price at the point of free delivery plus customs duties, excise taxes, the cost of inspection, loading and transportation, the related stores expenses, and the cost of fabricated materials from the utility's shop. In determining the cost of materials and supplies used for construction, proper allowance shall be made for unused materials and supplies for materials recovered from

temporary structures used in performing the work involved, and for discounts allowed and realized in the purchase of materials and supplies.

NOTE: The cost of individual items of equipment of small value (for example, \$2,000 or less) or of short life, including small portable tools and implements, shall not be charged to utility plant accounts unless the correctness of the accounting is verified by current inventories. The cost shall be charged to the appropriate operating expense or clearing accounts according to the use of such items, or, if such items are consumed directly in construction work, the cost shall be included as part of the cost of the construction unit.

- D. "Transportation" includes the cost of transporting employees, materials and supplies, tools, purchased equipment, and other work equipment (when not under own power) to and from points of construction. It includes amounts paid to others as well as the cost of operating the utility's own transportation equipment. (*See* Item E below.)
- E. "Special machine service" includes the cost of labor (optional), materials and supplies, depreciation, and other expenses incurred in the maintenance, operation and use of special machines, such as pile drivers, ditchers, scrapers, material unloaders, and other labor saving machines. It also includes expenditures for rental, maintenance and operation of machines of others. It does not include the cost of small tools and other individual items of small value or short life which are included in the cost of "materials and supplies." (*See* Item C, above.) When a particular construction job requires the use for an extended period of time of special machines, transportation or other equipment, the net book cost, less the appraised or salvage value at time of release from the job, shall be included in the cost of construction.
- F. "Shop service" includes the proportion of the expense of the utility's shop department assignable to construction work except that the cost of fabricated materials from the utility's shop shall be included in "materials and supplies." (*See* Item C, above.)
- G. "Protection" includes the cost of protecting the utility's property from fire or other casualties and the cost of preventing damages to others, or to the property of others, including payments for discovery or extinguishment of fires, cost of apprehending and prosecuting perpetrators, witness fees, amounts paid to municipalities and others for fire protection, and other analogous items of expenditures in connection with construction work.
- H. "Injuries and damages" includes expenditures or losses in connection with construction work due to injuries to persons and damages to the property of others. It also includes the cost of investigation of and defense against actions for such injuries and damages. Insurance recovered or recoverable due to compensation paid for injuries to persons incident to construction shall be credited to the account or accounts to which such compensation is charged. Insurance recovered or recoverable due to property damages incident to construction shall be credited to the account or accounts charged with the cost of the damages.

- I. “Privileges and permits” includes payments for and expenses incurred in securing temporary privileges, permits or rights in connection with construction work, such as for the use of private or public property, streets, or highways, but it does not include rents or amounts chargeable as franchises and consents. (*See Account 302, Franchises and Consents.*)
- J. “Rents” includes amounts paid for the use of construction quarters and related office space.
- K. “Engineering and supervision” includes the portion of the pay and expenses of engineers, surveyors, draftsmen, inspectors, superintendents and their assistants applicable to construction work.
- L. “General administration capitalized” includes the portion of the pay and expenses of the general officers and administrative and general expenses applicable to construction work.
- M. “Engineering services” includes amounts paid to other companies, firms or individuals engaged by the utility to plan, design, prepare estimates, supervise, inspect, or give general advice and assistance in connection with construction work.
- N. “Insurance” includes premiums paid or amounts provided or reserved as self-insurance for the protection against loss and damages in connection with construction, by fire or other casualty, injuries to or death of persons other than employees, damages to property of others, embezzlement by employees and agents, and the nonperformance of contractual obligations of others. It does not include worker’s compensation or similar insurance on employees included as “labor” in Item B, above.
- O. “Legal expenditures” includes the general law expenditures incurred in connection with construction and the directly related court and legal costs, other than legal expenses included in “protection” in Item G and in “injuries and damages” in Item H.
- P. “Taxes” includes taxes on physical property (including land) during the period of construction and other taxes properly includible in construction costs before the facilities become available for service.
- Q. “Interest during construction” includes the net interest cost for the period of construction of borrowed funds used for construction purposes and a reasonable rate on other funds when used. No interest charges shall be included in these accounts for expenditures of abandoned construction projects.

NOTE: When only a part of a plant or project is placed in operation or is completed and ready for service but the construction work as a whole is incomplete, that part of the cost of the property placed in operation, or ready for service, shall be treated as “Utility Plant in Service” and the interest charged to construction shall cease. Interest on the part of the cost of the plant which is incomplete may be continued as a charge

to construction until such time as it is placed in operation or is ready for service, except as limited in Item Q, above.

- R. “Earnings and expenses during construction.” The earnings and expenses during construction shall constitute a component of construction costs.
1. The earnings shall include revenues received or earned for power produced by generating plants during the construction period and sold or used by the utility. Where such power is sold to an independent purchaser before intermingling with power generated by other plants, the credit shall consist of the selling price of the energy. Where the power generated by a plant under construction is delivered to the utility’s electric system for distribution and sale, or is delivered to an associated company, or is delivered to and used by the utility for purposes other than distribution and sale (for manufacturing or industrial use, for example), the credit shall be the fair value of the energy so delivered. The revenues shall also include rentals for lands, buildings, etc., and miscellaneous receipts not properly includible in other accounts.
 2. The expenses shall consist of the cost of operating the power plant, and other costs incident to the production and delivery of the power for which construction is credited under paragraph (1), above, including the cost of repairs and other expenses of operating and maintaining lands, buildings, and other property, and other miscellaneous and like expenses not properly includible in other accounts.

3. Overhead Construction Costs

- A. All overhead construction costs, such as engineering, supervision, general office salaries and expenses, construction engineering and supervision by others than the accounting utility, legal expenses, insurance, injuries and damages, pensions and benefits, taxes and interest, shall be charged to particular jobs or units on the basis of the amounts of the applicable overheads, so that each job or unit shall bear its equitable proportion of such costs and that the entire cost of the unit, both direct and overhead, shall be deducted from the plant accounts at the time the property is retired.
- B. As far as practical, the determination of payroll charges includible in construction overheads shall be based on time card distributions. Where this procedure is impractical, special studies shall be made periodically of the time of supervisory employees devoted to construction activities so that only such overhead costs as have a definite relation to construction shall be capitalized. The addition to direct construction costs of arbitrary percentages or amounts to cover assumed overhead costs is not permitted.
- C. The records supporting the entries for overhead construction costs shall be kept to show the total amount of each overhead for each year, the nature and amount of each overhead expenditure charged to each construction work order and to each utility plant account, and the basis of distribution of such costs.

4. Utility Plant Purchased or Sold

- A. When utility plant constituting an operating unit or system is acquired by purchase after the effective date of this system of accounts, the cost of acquisition, including incidental expenses properly includible in utility plant, shall be charged to Account 102, Utility Plant Purchased or Sold.
- B. The accounting for the acquisition shall then be completed as follows:
1. The original cost of plant, estimated if not known, shall be credited to Account 102, Utility Plant Purchased or Sold, and concurrently charged to the appropriate utility plant in service accounts and to Account 104, Utility Plant Leased to Others, Account 105, Property Held for Future Use, and Account 107, Construction Work in Progress, as appropriate.
 2. The requirements for accumulated provision for depreciation and amortization applicable to the original cost of the properties purchased, if required by the Commission to be recorded by the accounting utility, determined with due regard to operating practices of the purchaser and the purchaser's plans regarding such property, and giving consideration also to the effect on such requirements of any rehabilitation expenditures (*See* Paragraph C), shall be charged to Account 102, Utility Plant Purchased or Sold, and concurrently credited to the appropriate account for accumulated provision for depreciation or amortization.
 3. The cost to the utility of any nonutility property shall be transferred to Account 121, Nonutility Property.
 4. The amount remaining in Account 102, Utility Plant Purchased or Sold, shall then be closed to Account 117, Utility Plant Acquisition Adjustments.
- C. If property acquired in the purchase of an operating unit or system is in such physical condition when acquired that it is necessary to rehabilitate it in order to bring the property up to the standards of the utility, the cost of such work, except replacements, shall be accounted for as a part of the purchase price of the property.
- D. When any property acquired as an operating unit or system includes duplicate or other plant which will be retired by the accounting utility in the reconstruction of the acquired property or its consolidation with previously owned property, the accounting for such property shall be presented to the Commission.
- E. In connection with the acquisition of utility plant constituting an operating unit or system, the utility shall procure, if possible, all existing records relating to the property acquired or certified copies, and shall preserve such records in conformity with regulations or practices governing the preservation of records of its own construction.
- F. When utility plant constituting an operating unit or system is sold, the book cost of the property sold or transferred to another shall be credited to the appropriate utility

plant accounts, including amounts carried in Account 117, Utility Plant Acquisition Adjustments, and the amounts (estimated if not known) carried in the accounts for accumulated provision for depreciation and amortization and in Account 252, Customer Advances for Construction shall be charged to such accounts and the contra entries made to Account 102, Utility Plant Purchased or Sold. Unless otherwise ordered by the Commission, the difference, if any, between (a) the net amount of debits and credits and (b) the consideration received for the property (less commissions and other expenses of making the sale) shall be included in Account 434, Miscellaneous Credits to Surplus, or Account 435, Miscellaneous Debits to Surplus. (See Account 102, Utility Plant Purchased or Sold.)

5. Expenditures on Leased Property

- A. The cost of substantial initial improvements (including repairs, rearrangements, additions, and improvements) made in the course of preparing for utility service property leased for a period of more than one year, and the cost of subsequent substantial additions, replacements, or improvements to such property, shall be charged to the utility plant account appropriate for the class of property leased. If the service life of the improvements is terminable by action of the lease, then the cost, less net salvage, of the improvements shall be spread over the life of the lease by charges to Account 404, Amortization of Limited-Term Utility Plant. However, if the service life is not terminated by action of the lease but by becoming fully depreciated, then the cost of the improvements, less net salvage, shall be accounted for as depreciable plant.
- B. If improvements made to property leased for a period of more than one year are of relatively minor cost, or if the lease is for a period of not more than one year, the cost of the improvements shall be charged to the account in which the rent is included either directly or by amortization.

6. Land and Land Rights

- A. The accounts for land and land rights include the cost of land owned in fee by the utility and rights, interests, and privileges held by the utility in land owned by others, such as leaseholds, easements, water and water power rights, diversion rights, submersion rights, rights-of-way, and other like interests in land. Do not include in the accounts for land and land rights and rights-of-way costs incurred in connection with first clearing and grading of land and rights-of-way and the damage costs associated with the construction and installation of plant. Such costs shall be included in the appropriate plant accounts directly benefited.
- B. Where special assessments for public improvements provide for deferred payments, the full amount of the assessments shall be charged to the appropriate land account and the unpaid balance shall be carried in an appropriate liability account. Interest on unpaid balances shall be charged to the appropriate interest expense account. If any part of the cost of public improvements is included in the general tax levy, the amount shall be charged to the appropriate tax account.

- C. The net profit from the sale of timber, cord wood, or other property acquired with rights-of-way or other lands shall be credited to the appropriate plant account. Where land is held for a considerable period of time and timber on the land at the time of purchase increases in value, the net profit (after giving effect to the cost of the timber) from the sales of timber or its products shall be credited to Account 421, Miscellaneous Nonoperating Income.
- D. Separate entries shall be made for the acquisition, transfer, or retirement of each parcel of land, and each land right (except right-of-way for distribution lines), or water rights, having a life of more than one year. A record shall be maintained showing the nature of ownership, full legal description, area, map reference, purpose or use, city, county, and tax district in which situated, from whom purchased or to whom sold, payment given or received, other costs, contract date and number, date of recording of deed, and book and page of record. Entries transferring or retiring land or land rights shall refer to the original entry recording its acquisition.
- E. Any difference between the amount received from the sale of land or land rights, less agents' commissions and other costs incident to the sale, and the book cost of such land or rights, shall be charged or credited as appropriate to Account 434, Miscellaneous Credits to Surplus, or Account 435, Miscellaneous Debits to Surplus, unless a reserve has been authorized and provided. Appropriate adjustments of the accounts shall be made with respect to any structures or improvements located on land sold.
- F. The cost of buildings and other improvements (other than public improvements) shall not be included in the land accounts. If at the time of acquisition of an interest in land, such interest extends to buildings or other improvements (other than public improvements), which are then devoted to utility operations, the land and improvements shall be separately appraised and the cost allocated to land and buildings or improvements on the basis of the appraisals. If the improvements are removed or wrecked without being used in operations, the cost of removing or wrecking shall be charged and the salvage credited to the account in which the cost of the land is recorded.
- G. When the purchase of land for utility operations requires the purchase of more land than needed for such purposes, the charge to the specific land account shall be based upon the cost of the land purchased, less the fair market value of that portion of the land which is not to be used in utility operations. The portion of the cost measured by the fair market value of the land not to be used shall be included in Account 105, Property Held for Future Use, or Account 121, Nonutility Property, as appropriate.
- H. Provision shall be made for amortizing amounts carried in the accounts for limited-term interests in land to apportion equitably the cost of each interest over its life. (*See* Account 114, Accumulated Provision for Amortization of Utility Plant in Service, and Account 404, Amortization of Limited-Term Utility Plant.)

- I. The items of cost to be included in the accounts for land and land rights are as follows:
 1. Appraisals prior to closing title
 2. Bulkheads, buried not requiring maintenance or replacement
 3. Cost, first, of acquisition including mortgages and other liens assumed (but not subsequent interest)
 4. Cost such as recording power of attorney, recording will or exemplification of will, recording satisfaction of state tax
 5. Condemnation proceedings, including court and counsel costs
 6. Consents and abutting damages, payments for
 7. Conveyancers' and notaries' fees
 8. Cost of fill to extend bulkhead line over land under water, where riparian rights are held, which is not occasioned by the erection of a structure
 9. Documentary stamps
 10. Fees and expenses incurred in the acquisition of water rights and grants
 11. Fees, commissions, and salaries to brokers, agents, and others in connection with the acquisition of the land or land rights
 12. Leases, cost of voiding upon purchase to secure possession of land
 13. Mortgage, filing satisfaction of
 14. Photographs of property at acquisition
 15. Removing, relocating, or reconstructing property of others, such as buildings, highways, railroads, bridges, cemeteries, churches, telephone and power lines, etc., in order to acquire quiet possession
 16. Retaining walls unless identified with structures
 17. Right-of-way, labor and expenses in connection with securing where performed by utility employees and agents
 18. Sidewalks and curbs constructed by the utility on public property
 19. Special assessments levied by public authorities for public improvements on the basis of benefits for new roads, new bridges, new sewers, new curbing, new pavements, and other public improvements, but not taxes levied to provide for the maintenance of such improvements
 20. Surveys in connection with the acquisition, but not amounts paid for topographical surveys and maps where such costs are attributable to structures or plant equipment erected or to be erected or installed on such land
 21. Taxes assumed, accrued to date of transfer of title
 22. Title, examining, clearing, insuring, and registering in connection with the acquisition and defending against claims relating to the period prior to the acquisition

7. Structures and Improvements

- A. The accounts for structures and improvements include the cost of all buildings and facilities to house, support, or safeguard property of persons, including (1) all fixtures permanently attached to and made a part of buildings and which cannot be removed without cutting into the walls, ceilings, or floors, or without in some way impairing the buildings, and (2) improvements of a permanent character on or to land. Also

- include those costs incurred in connection with the first clearing and grading of land and rights-of-way, and the damage costs associated with construction and installation of plant.
- B. The cost of specially provided foundations not intended to outlast the machinery or apparatus for which provided, and the cost of angle irons, castings, etc., installed at the base of an item of equipment, shall be charged to the same account as the cost of the machinery, apparatus, or equipment.
 - C. Minor buildings and structures shall be considered a part of that facility constructed or operated and the cost accounted for accordingly.
 - D. Where furnaces and boilers are used primarily for furnishing steam for some particular department and only incidentally for furnishing steam for heating a building and operating the equipment, the entire cost of such furnaces and boilers shall be charged to the appropriate plant account, and no part to the building account.
 - E. Where the structure of a dam, reservoir, etc. forms also the foundation of a building, such foundation shall be considered a part of the dam, reservoir, etc.
 - F. The cost of disposing of materials excavated in connection with construction of structures shall be considered as a part of the cost of such work, except as follows:
 - (1) when such material is used for filling, the cost of loading, hauling, and dumping shall be equitably apportioned between the work in connection with which the removal occurs and the work in connection with which the material is used or
 - (2) when such material is sold, the net amount realized from such sales shall be credited to the work in connection with which the removal occurs. If the amount realized from the sale of excavated materials exceeds the removal costs and the costs in connection with the sale, the excess shall be credited to the land account in which the site is carried.
 - G. Lighting or other fixtures temporarily attached to buildings for purposes of display or demonstration shall not be included in the cost of the building but in the appropriate equipment account.
 - H. The items of cost to be included in the accounts for structures and improvements are as follows:
 - 1. Architects' plans and specifications including supervision
 - 2. Ash pits (when located within the building)
 - 3. Athletic field structures and improvements
 - 4. Boilers, furnaces, piping, wiring, fixtures, and machinery for heating, lighting, signaling, ventilating, and air conditioning systems, plumbing, vacuum cleaning systems, incinerator and smoke pipe, flues, etc.
 - 5. Bulkheads, including dredging, riprap fill, piling, decking, concrete, fenders, etc., when exposed and subject to maintenance and replacement
 - 6. Chimneys
 - 7. Coal bins and bunkers

8. Commissions and fees to brokers, agents, architects and others
9. Conduit (not to be removed) with its contents
10. Damages to abutting property during construction
11. Docks
12. Door checks and door stops
13. Drainage and sewerage systems
14. Elevators, cranes, hoists, etc., and the machinery for operating them
15. Electric service equipment
16. Excavation, including shoring, bracing, bridging, refilling, and disposing of excess excavated material, cofferdams around foundation, pumping water from cofferdam during construction, test borings
17. Fences and fence curbs (not including protective fences isolating items of equipment, which should be charged to the appropriate equipment account)
18. Fire protection systems when forming a part of a structure
19. Flagpole
20. Floor covering (permanently attached)
21. Foundations and piers for machinery, constructed as a permanent part of a building or other item listed herein
22. Grading and clearing when directly occasioned by the building of a structure
23. Intrasite communication system, poles, pole fixtures, wires and cables
24. Landscaping, lawns, shrubbery, etc.
25. Leases, voiding upon purchase, to secure possession of structures
26. Leased property, expenditures on
27. Lighting fixtures and outside lighting systems
28. Marquee, permanently attached to building
29. Painting (first cost)
30. Permanent paving, concrete, brick, flagstone, asphalt, etc., within the property line
31. Partitions, including movable
32. Permits and privileges
33. Platforms, railings, and gratings when constructed as a part of a structure
34. Power boards for services to a building
35. Refrigeration systems
36. Retaining walls except when identified with land
37. Roadways, railroads, bridges, and trestles intrasite except railroads provided for in equipment accounts
38. Roofs
39. Scales, connected to and forming a part of a structure
40. Screens
41. Sewer systems
42. Sidewalks, culverts, curbs and streets constructed by the utility on its property
43. Sprinkling system
44. Sump pumps and pits
45. Stacks – brick, steel, or concrete, when set on foundation forming part of general foundation and steelwork of a building
46. Steel inspection during construction

47. Storage facilities constituting a part of a building
48. Storm doors and windows
49. Subways, areaways, and tunnels, directly connected to and forming part of a structure
50. Tanks, constructed as part of a building or as a distinct structural unit
51. Temporary heating during construction (net cost)
52. Temporary water connection during construction (net cost)
53. Temporary structures used during construction (net cost)
54. Topographical maps
55. Tunnels, intake and discharge, when constructed as part of a structure, including sluice gates, and those constructed to house mains
56. Vaults constructed as part of a building
57. Water basins or reservoirs
58. Water front improvements
59. Water supply piping, hydrants and wells
60. Water meters and supply system for a building or for general company purposes
61. Wharves
62. Window shades and ventilators
63. Yard drainage system
64. Yard lighting system
65. Yard surfacing, gravel, concrete, or bituminous, (first cost only)

NOTE: Structures and Improvements accounts shall be credited with the cost of coal bunkers, stacks, foundations, subways, tunnels, etc., the use of which has terminated with the removal of the equipment with which they are associated even though they have not been physically removed.

8. Equipment

- A. The cost of equipment chargeable to the utility plant accounts, unless otherwise indicated in the text of an equipment account, includes the net purchase price, sales taxes, investigation and inspection expenses necessary to such purchase, expenses of transportation when borne by the utility, labor employed, materials and supplies consumed, and expenses incurred by the utility in unloading and placing the equipment in readiness to operate. Also include those costs incurred in connection with the first clearing and grading of land and rights-of-way and the damage costs associated with construction and installation of plant.
- B. Exclude from equipment accounts hand and other portable tools which are likely to be lost or stolen or which have a value of less than \$2,000 or short life, unless the correctness of the accounting for utility plant is verified by current inventories. Special tools acquired and included in the purchase price of equipment shall be included in the appropriate plant account. Portable drills and similar tool equipment when used in connection with the operation and maintenance of a particular plant or

department, such as production, transmission and distribution, etc., shall be charged to the plant account appropriate for their use.

- C. The equipment accounts shall include angle irons and similar items which are installed at the base of an item of equipment, but piers and foundations which are designed to be as permanent as the buildings which house the equipment, or which are constructed as a part of the building and which cannot be removed without cutting into the walls, ceilings or floors or without in some way impairing the building, shall be included in the building accounts.
- D. The equipment accounts shall include the necessary costs of testing or running a plant or part during an experimental or test period prior to becoming available for service. The utility shall furnish the Commission with full particulars of and justification for any test or experimental run extending beyond a period of 30 days.
- E. The cost of efficiency or other tests made subsequent to the date equipment becomes available for service shall be charged to the appropriate expense accounts, except that tests to determine whether equipment meets the specifications and requirements as to efficiency, performance, etc., guaranteed by manufacturers, made after operations have commenced and within the period specified in the agreement or contract of purchase, may be charged to the appropriate utility plant account.

9. Additions and Retirements of Utility Plant

- A. For the purpose of avoiding undue refinement in accounting for additions to and retirements and replacements of utility plant, all property shall be considered as consisting of (1) retirement units and (2) minor items of property. Each utility shall use such list of retirement units as is in use by it at the effective date or as may be prescribed by the Commission, with the option, however, of using smaller units, provided the utility's practice in this respect is consistent.
- B. The addition and retirement of "retirement units" shall be accounted for as follows:
 - (1) When a retirement unit is added to the utility plant, the cost shall be added to the appropriate utility plant account, except that when units are acquired in the acquisition of any utility plant constituting an operating system, they shall be accounted for as provided in Utility Plant Instruction 4.
 - (2) When a retirement unit is retired from utility plant, with or without replacement, the book cost shall be credited to the utility plant account in which it is included, determined in the manner set forth in Paragraph D, below. If the retirement unit is of a depreciable class, the book cost of the unit retired and credited to utility plant shall be charged to the accumulated provision for depreciation applicable to such property. The cost of removal and the salvage shall be charged or credited, as appropriate, to such depreciation account.

- C. The addition and retirement of minor items of property shall be accounted for as follows:
- (1) When a minor item of property which did not previously exist is added to plant and a substantial addition results, the cost shall be accounted for in the same manner as for the addition of a retirement unit, as set forth in Paragraph B (1), above, otherwise the charge shall be to the appropriate maintenance expense account.
 - (2) When a minor item of property is retired and not replaced, the book cost shall be credited to the utility plant account in which it is included. In the event the minor item is a part of a depreciable plant, the account for accumulated provision for depreciation shall be charged with the book cost and cost of removal and credited with the salvage. If, however, the book cost of the minor item retired and not replaced has been or will be accounted for by its inclusion in the retirement unit of which it is a part when such unit is retired, no separate credit to the property account is required when such minor item is retired.
 - (3) When a minor item of depreciable property is replaced independently of the retirement unit of which it is a part, the cost of replacement shall be charged to the maintenance account appropriate for the item, except that if the replacement effects a substantial improvement (the primary aim of which is to make the property affected more useful, more efficient, of greater durability, or of greater capacity), the excess cost of the replacement over the estimated cost at current prices of replacing without improvement shall be charged to the appropriate utility plant account.
- D. The book cost of the utility plant retired shall be the amount at which such property is included in the utility plant accounts, including all components of construction costs. The book cost shall be determined from the utility's records and, if this cannot be done, it shall be estimated. When it is impractical to determine the book cost of each unit, due to the relatively large number or small cost, an appropriate average book cost of the units, with due allowance for any differences in size and character, shall be used as the book cost of the units retired.
- E. The book cost of land retired shall be credited to the appropriate land account. If the land is sold, the difference between the book cost (less any accumulated provision for depreciation or amortization which has been authorized and provided) and the sale price of the land (less commissions and other expenses of making the sale) shall be charged or credited as appropriate to Account 434, Miscellaneous Credits to Surplus, or Account 435, Miscellaneous Debits to Surplus. If the land is not used in utility service but is retained by the utility, the book cost shall be charged to Account 105, Property Held for Future Use, for Class AB or Class C utilities and Account 394, Property Held for Future Use, for Class D utilities, or Account 121, Nonutility Property, as appropriate.

- F. The book cost less net salvage of depreciable utility plant retired shall be charged in its entirety to Account 111, Accumulated Provision for Depreciation of Utility Plant in Service. Any amounts which, by approval or order of the Commission, are charged to Account 182, Extraordinary Property Losses, shall be credited to Account 111, Accumulated Provision for Depreciation of Utility Plant in Service.
- G. The accounting for the retirement of amounts included in Account 302, Franchises and Consents, and Account 303, Miscellaneous Intangible Plant, and the items of limited-term interest in land included in the accounts for land and land rights shall be as provided for in the text of Account 114, Accumulated Provision for Amortization of Utility Plant in Service, Account 404, Amortization of Limited-Term Utility Plant, and Account 405, Amortization of Other Utility Plant.

10. Work Order and Property Record System Required (Optional for Class C Utilities)

- A. Each Class AB utility shall record all construction and retirements of utility plant by means of work orders or job orders. Separate work orders may be opened for additions to and retirements of utility plant or the retirements may be included with the construction work order, provided, however, that all items relating to the retirements shall be kept separate from those relating to construction and provided, further, that any maintenance costs involved in the work shall likewise be segregated.
- B. Each Class AB utility shall keep its work order system to show the nature of each addition to or retirement of utility plant, the total cost, the source or sources of costs, and the utility plant account or accounts to which charged or credited. Work orders covering jobs of short duration may be cleared monthly.
- C. Each Class AB utility shall maintain records in which, for each plant account, the amounts of the annual additions and retirements are classified to show the number and the cost of the various retirement units or other appropriate record units.

11. Transfers of Property

When property is transferred from one account for utility plant to another, from one utility department to another, from one operating division or area to another, to or from Account 101, Utility Plant in Service, Account 104, Utility Plant Leased to Others, Account 105, Property Held for Future Use, and Account 121, Nonutility Property, the transfer shall be recorded by transferring the original cost from the one account, department, or location to the other. Any related amounts carried in the accounts of accumulated provision for depreciation or amortization shall be transferred in accordance with the segregation of such accounts.

12. Common Utility Plant

- A. If the utility is engaged in more than one utility service such as water, wastewater, electric and natural gas, and any of its utility plant is used in common for several utility services or for other purposes to such an extent and in such manner that it is

- impractical to segregate it by utility services currently in the accounts, such property may be designated and classified as “common utility plant.”
- B. Utility plant designated as common utility plant shall be classified according to the detailed utility plant accounts appropriate for the property.
 - C. The utility shall be prepared to show at any time and to report to the Commission annually, or more frequently, if required, and by utility plant Accounts 301 to 399, the following: (1) the book cost of common utility plant, (2) the allocation of such cost to the respective departments using the common utility plant, and (3) the basis of the allocation.
 - D. The accumulated provision for depreciation and amortization of the utility shall be segregated to show the amount applicable to the property classified as common utility plant.
 - E. The expenses of operation, maintenance, rent, depreciation and amortization of common utility plant shall be recorded in the appropriate accounts and the allocation of such expenses to the departments using the common utility plant shall be supported to reflect readily the basis of allocation used.

13. Transmission and Distribution Plant

All mains, pipes, aqueducts, canals, or other facilities for carrying water shall be classified according to their primary functional use as follows:

- A. “Transmission system” means:
 - (1) All land, conversion structures, and equipment employed at a primary source of supply (i.e., generating station, or point of receipt in case of purchased power) to change the voltage or frequency of electricity for the purpose of its more efficient or convenient transmission;
 - (2) All land, structures, lines, switching and conversion stations, high tension apparatus, and their control and protective equipment between a generating or receiving point and the entrance to a distribution center or wholesale point; and
 - (3) All lines and equipment whose primary purpose is to augment, integrate or tie together the sources of power supply.
- B. “Distribution system” means all land, structures, conversion equipment, lines, line transformers, and other facilities employed between the primary source of supply (i.e., generating station, or point of receipt in the case of purchased power) and of delivery to customers, which are not includible in transmission system, as defined in Paragraph A, whether or not such land, structures, and facilities are operated as part of a transmission system or as part of a distribution system.

NOTE: Stations which change electricity from transmission to distribution voltage shall be classified as distribution stations.

- C. Where poles or towers support both transmission and distribution conductors, the poles, towers, anchors, guys, and rights-of-way shall be classified as transmission system. The conductors, crossarms, braces, grounds, tie wire, insulators, etc., shall be classified as transmission or distribution facilities, according to the purpose for which used.
- D. Where underground conduit contains both transmission and distribution conductors, the underground conduit and rights-of-way shall be classified as distribution system. The conductors shall be classified as transmission or distribution facilities according to the purpose for which used.
- E. Land (other than rights-of-way) and structures used jointly for transmission and distribution purposes shall be classified as transmission or distribution according to the major use thereof.

14. Multiple Use Plant

Land, rights-of-way and structures used jointly for several functions, such as supply, and transmission and distribution purposes, shall be classified according to its major use.

15. Amortizable Property

- A. All references in these USOA to the maintenance of plant account records (examples: the number of record or retirement units, the location of retirement units or physical inventories) are suspended for amortizable equipment.
- B. All references in these USOA to the accounting for retirements to reflect mortality experience and percentages of salvage or cost of removal are suspended for amortizable equipment.
- C. All references in these USOA to the accounting for net salvage in the Account 111, Accumulated Provision for Depreciation of Utility Plant in Service, are suspended for amortizable equipment.
- D. The annual amortization expense will be increased/decreased for costs of removal and salvage in the year of occurrence.
- E. The qualifying equipment will be amortized as follows:
 - (1) For Utility Plant, Financed by Utility Operations or by the Municipality (Account 101.1) by a charge to Account 403, Depreciation Expense, and a credit to Account 111.1, Accumulated Provision for Depreciation of Utility Plant Financed by Utility Operation or by the Municipality, over the fixed amortization time period.

Utility Plant – Instructions

- (2) For Utility Plant, Contributed Plant (Account 101.2), by a charge to Account 426, Other Income Deductions, and a credit to Account 111.2, Accumulated Provision for Depreciation of Utility Plant, Contributed Plant, over the fixed amortization period.
- F. When net vintage investment equals zero (fully amortized), the vintage account balance will be retired, by charging the full cost of the vintage investment to the vintage account accumulated depreciation and crediting the full cost to the vintage investment account. Individual retirements will not be recorded.

Utility Plant Accounts

1. Intangible Plant

- 301 Organization
- 302 Franchises and Consents
- 303 Miscellaneous Intangible Plant

2. Production Plant

A. Steam Production

- 310 Land and Land Rights
- 311 Structures and Improvements
- 312 Boiler Plant Equipment
- 313 Engines and Engine Driven Generators
- 314 Turbogenerator Units
- 315 Accessory Electric Equipment
- 316 Miscellaneous Power Plant Equipment

B. Hydraulic Production

- 330 Land and Land Rights
- 331 Structures and Improvements
- 332 Reservoirs, Dams and Waterways
- 333 Water Wheels, Turbines and Generators
- 334 Accessory Electric Equipment
- 335 Miscellaneous Power Plant Equipment
- 336 Roads, Railroads and Bridges

C. Other Production

- 340 Land and Land Rights
- 341 Structures and Improvements
- 342 Fuel Holders, Producers and Accessories
- 343 Prime Movers
- 344 Generators
- 345 Accessory Electric Equipment
- 346 Miscellaneous Power Plant Equipment

3. Transmission Plant

- 350 Land and Land Rights
- 351 Structures and Improvements
- 353 Station Equipment
- 354 Towers and Fixtures
- 355 Poles and Fixtures
- 356 Overhead Conductors and Devices
- 357 Underground Conduit
- 358 Underground Conductors and Devices
- 359 Roads and Trails

4. Distribution Plant

- 360 Land and Land Rights
- 361 Structures and Improvements
- 362 Station Equipment
- 363 Storage Battery Equipment
- 364 Poles, Towers and Fixtures
- 365 Overhead Conductors and Devices
- 366 Underground Conduit
- 367 Underground Conductors and Devices
- 368 Line Transformers
- 369 Services
- 370 Meters
- 371 Installations on Customers' Premises
- 372 Leased Property on Customers' Premises
- 373 Street Lighting and Signal Systems

5. General Plant

- 389 Land and Land Rights
- 390 Structures and Improvements
- 391 Office Furniture and Equipment
- 391.1 Computer Equipment
- 392 Transportation Equipment
- 393 Stores Equipment
- 394 Tools, Shop and Garage Equipment
- 395 Laboratory Equipment
- 396 Power Operated Equipment
- 397 Communication Equipment
- 397.1 SCADA Equipment
- 398 Miscellaneous Equipment
- 399 Other Tangible Property

Intangible Plant

301 Organization

This account shall include expenditures incurred in organizing the municipal utility and putting it into readiness to do business.

NOTE: This account shall not include any discounts upon securities issued or assumed; nor shall it include any cost incurred in negotiating loans, selling bonds or other evidences of debt.

302 Franchises and Consents

- A. This account shall include amounts paid to the federal government, to a state or to a political subdivision in consideration for franchises, consents or certificates, running in perpetuity or for a specified term of more than one year, together with necessary and reasonable expenses incurred in procuring such franchises, consents or certificates of permission and approval.
- B. Records supporting this account shall be kept to show separately the book cost of each franchise or consent.

303 Miscellaneous Intangible Plant

- A. This account shall include the cost of patent rights, licenses, privileges and other intangible property necessary or valuable in the conduct of utility operations and not specifically chargeable to any other account.
- B. When any item included in this account is retired or expires, the book cost shall be credited to this account and charged to Account 435, Miscellaneous Debits to Surplus, or to Account 114, Accumulated Provision for Amortization of Utility Plant in Service, as appropriate.
- C. This account shall be maintained in such a manner that the utility can furnish full information with respect to the recorded amounts.

Production Plant

Steam Production

310 Land and Land Rights

This account shall include the cost of land and land rights used in connection with steam-power generation. (See Utility Plant Instruction 6.)

311 Structures and Improvements

This account shall include the cost of structures and improvements used in connection with steam-power generation. (See Utility Plant Instruction 7.)

NOTE: Include steam production roads and railroads in this account.

312 Boiler Plant Equipment

This account shall include the cost installed of furnaces, boilers, coal and ash handling and coal preparing equipment, steam and feed water piping, boiler apparatus, and accessories used in the production of steam, mercury, or other vapor, to be used primarily for generating electricity.

Items

1. Ash handling equipment, including hoppers, gates, cars, conveyors, hoists, sluicing equipment, including pumps and motors, sluicing water pipe and fittings, sluicing trenches and accessories, etc., except sluices which are a part of a building
2. Boiler feed system, including feed water heaters, evaporator condensers, heater drain pumps, heater drainers, deaerators, and vent condensers, boiler feed pumps, surge tanks, feed water regulators, feed water measuring equipment, and all associated drives
3. Boiler plant cranes and hoists and associated drives
4. Boilers and equipment, including boilers and baffles, economizers, superheaters, soot blowers, foundations and settings, water walls, arches, grates, insulation, blowdown system, drying out of new boilers, also associated motors or other power equipment
5. Breeching and accessories, including breeching, dampers, soot spouts, hoppers and gates, cinder eliminators, breeching insulation, soot blowers and associated motors
6. Coal handling and storage equipment, including coal towers, coal lorries, coal cars, locomotives and tracks when devoted principally to the transportation of coal, hoppers, downtakes, unloading and hoisting equipment, skip hoists and conveyors, weighing equipment, magnetic separators, cable ways, housings and supports for coal handling equipment

7. Draft equipment, including air preheaters and accessories, induced and forced draft fans, air ducts, combustion control mechanisms, and associated motors or other power equipment
8. Gas-burning equipment, including holders, burner equipment and piping, control equipment, etc
9. Instruments and devices, including all measuring, indicating, and recording equipment for boiler plant service together with mountings and supports
10. Lighting systems
11. Oil-burning equipment, including tanks, heaters, pumps with drive, burner equipment and piping, control equipment, etc.
12. Pulverized fuel equipment, including pulverizers, accessory motors, primary air fans, cyclones and ducts, dryers, pulverized fuel bins, pulverized fuel conveyors and equipment, burners, burner piping, priming equipment, air compressors, motors, etc.
13. Stacks, including foundations and supports, stack steel and ladders, stack brick work, stack concrete, stack lining, stack painting (first), when set on separate foundations, independent of substructure or super-structure of building
14. Station piping, including pipe, valves, fittings, separators, traps, desuperheaters, hangers, excavation, covering, etc., for station piping system, including all steam, condensate, boiler feed and water supply piping, etc., but not condensing water, plumbing, building heating, oil, gas, air piping or piping specifically provided for in Account 313
15. Stoker or equivalent feeding equipment, including stokers and accessory motors, clinker grinders, fans and motors, etc.
16. Ventilating equipment
17. Water purification equipment, including softeners and accessories, evaporators and accessories, heat exchangers, filters, tanks for filtered or softened water, pumps, motors, etc.
18. Water-supply systems, including pumps, motors, strainers, raw-water storage tanks, boiler wash pumps, intake and discharge pipes and tunnels not a part of a building
19. Wood fuel equipment, including hoppers, fuel hogs and accessories, elevators and conveyors, bins and gates, spouts, measuring equipment and associated drives

NOTE: When the system for supplying boiler or condenser water is elaborate, as when it includes a dam, reservoir, canal, pipe line, cooling ponds, or where gas or oil is used as a fuel for producing steam and is supplied through a pipe line system owned by the utility, the cost of such special facilities shall be charged to a subdivision of Account 311, Structures and Improvements.

313 Engines and Engine-Driven Generators

This account shall include the cost installed of steam engines, reciprocating or rotary, and their associated auxiliaries; and engine-driven main generators, except turbogenerator units.

Items

1. Air cleaning and cooling apparatus, including blowers, drive equipment, air ducts not a part of building, louvers, pumps, hoods, etc.
2. Belting, shafting, pulleys, reduction gearing, etc.
3. Circulating pumps, including connections between condensers and intake and discharge tunnels
4. Cooling system, including towers, pumps, tank, and piping
5. Condensers, including condensate pumps, air and vacuum pumps, ejectors, unloading valves and vacuum breakers, expansion devices, screens, etc.
6. Cranes, hoists, etc., including items wholly identified with items listed herein
7. Engines, reciprocating or rotary
8. Fire-extinguishing systems
9. Foundations and settings, especially constructed for and not expected to outlast the apparatus for which provided
10. Generators--main, A.C. or D.C., including field rheostats and connections for self-excited units, and excitation systems when identified with the generating unit
11. Governors
12. Lighting systems
13. Lubricating systems, including gauges, filters, tanks, pumps, piping, motors, etc.
14. Mechanical meters, including gauges, recording instruments, sampling and testing equipment
15. Piping--main exhaust, including connections between generator and condenser and between condenser and hotwell
16. Piping--main steam, including connections from main throttle valve to turbine inlet
17. Platforms, railings, steps, gratings, etc., appurtenant to apparatus listed herein
18. Pressure oil system, including accumulators, pumps, piping, motors, etc.
19. Throttle and inlet valve
20. Tunnels, intake and discharge, for condenser system, when not a part of a structure
21. Water screens, motors, etc.

314 Turbogenerator Units

This account shall include the cost installed of main turbine-driven units and accessory equipment used in generating electricity by steam.

Items

1. Air cleaning and cooling apparatus, including blowers, drive equipment, air ducts not a part of building, louvers, pumps, hoods, etc.
2. Circulating pumps, including connections between condensers and intake and discharge tunnels
3. Condensers, including condensate pumps, air and vacuum pumps, ejectors, unloading valves and vacuum breakers, expansion devices, screens, etc.
4. Cooling system, including towers, pumps, tanks, and piping
5. Cranes, hoists, etc., including items wholly identified with items listing herein
6. Excitation system, when identified with main generating units
7. Fire-extinguishing systems
8. Foundations and settings, especially constructed for and not expected to outlast the apparatus for which provided
9. Governors
10. Lighting systems
11. Lubricating systems, including gauges, filters, tanks, pumps, piping, motors, etc.
12. Mechanical meters, including gauges, recording instruments, sampling and testing equipment
13. Piping--main exhaust, including connections between turbogenerator and condenser and between condenser and hotwell
14. Piping--main steam, including connections from main throttle valve to turbine inlet
15. Platforms, railings, steps, gratings, etc., appurtenant to apparatus listed herein
16. Pressure oil systems, including accumulators, pumps, piping, motors, etc.
17. Steelwork, specially constructed for apparatus listed herein
18. Throttle and inlet valve
19. Tunnels, intake and discharge, for condenser system, when not a part of structure, water screens, etc.
20. Turbogenerators--main, including turbines and generators, field rheostats and electric connections for self-excited units
21. Water screens, motors, etc.

315 Accessory Electric Equipment

This account shall include the cost installed of auxiliary generating apparatus, conversion equipment, and equipment used primarily in connection with the control and switching of electric energy produced by steam power, and the protection of electric circuits and equipment, except electric motors used to drive equipment included in other accounts. Such motors shall be included in the account in which the equipment with which they are associated is included.

Items

1. Auxiliary generators, including boards, compartments, switching equipment, control equipment, and connections to auxiliary power bus
2. Excitation system, including motor, turbine and dual-drive exciter sets and rheostats, storage batteries and charging equipment, circuit breakers, panels

and accessories, knife switches and accessories, surge arresters, instrument shunts, conductors and conduit, special supports for conduit, generator field and exciter switch panels, exciter bus tie panels, generator and exciter rheostats, etc., special housing, protective screens, etc.

3. Generator main connections, including oil circuit breakers and accessories, disconnecting switches and accessories, operating mechanisms and interlocks, current transformers, potential transformers, protective relays, isolated panels and equipment, conductors and conduit, special supports for generator main leads, grounding switch, etc., special housings, protective screens, etc.
4. Station buses, including main, auxiliary, transfer, synchronizing and fault ground buses, including oil circuit breakers and accessories, disconnecting switches and accessories, operating mechanisms and interlocks, reactors and accessories, voltage regulators and accessories, compensators, resistors, starting transformers, current transformers, potential transformers, protective relays, storage batteries and charging equipment, isolated panels and equipment, conductors and conduit, special supports, special housings, concrete pads, general station grounding system, special fire-extinguishing system, and test equipment
5. Station control system, including station switchboards with panel wiring, panels with instruments and control equipment only, panels with switching equipment mounted or mechanically connected, truck-type boards complete, cubicles, station supervisory control boards, generator and exciter signal stands, temperature recording devices, frequency-control equipment, master clocks, watt-hour meters and synchroscope in the turbine room, station totalizing wattmeter, boiler-room load indicator equipment, storage batteries, panels and charging sets, instrument transformers for supervisory metering, conductors and conduit, special supports for conduit, switchboards, batteries, special housing for batteries, protective screens, doors, etc.

NOTE A: Do not include in this account transformers and other equipment used for changing the voltage or frequency of electricity for the purposes of transmission or distribution.

NOTE B: When any item of equipment listed herein is used wholly to furnish power to equipment included in another account, its cost shall be included in such other account.

316 Miscellaneous Power Plant Equipment

This account shall include the cost installed of miscellaneous equipment in and about the steam generating plant devoted to general station use, and which is not properly includible in any of the foregoing steam-power production accounts.

Items

1. Compressed air and vacuum cleaning systems, including tanks, compressors, exhausters, air filters, piping, etc.

2. Cranes and hoisting equipment, including cranes, cars, crane rails, monorails, hoists, etc., with electric and mechanical connections
3. Fire-extinguishing equipment for general station use
4. Foundations and settings specially constructed for and not expected to outlast the apparatus for which provided
5. Locomotive cranes not includible elsewhere
6. Locomotives not includible elsewhere
7. Marine equipment, including boats, barges, etc.
8. Miscellaneous belts, pulleys, countershafts, etc.
9. Miscellaneous equipment, including atmospheric and weather indicating devices, intrasite communication equipment, laboratory equipment, signal systems, callophones, emergency whistles and sirens, fire alarms, insect-control equipment, and other similar equipment
10. Railway cars not includible elsewhere
11. Refrigerating systems, including compressors, pumps, cooling coils, etc.
12. Station maintenance equipment, including lathes, shapers, planers, drill presses, hydraulic presses, grinders, etc., with motors, shafting, hangers, pulleys, etc.
13. Ventilating equipment, including items wholly identified with apparatus listed herein

NOTE: When any item of equipment listed herein is wholly used in connection with equipment included in another account, its cost shall be included in such other account.

Hydraulic Production

330 Land and Land Rights

This account shall include the cost of land and land rights used in connection with hydraulic power generation. (See Utility Plant Instruction 6)

331 Structures and Improvements

This account shall include the cost of structures and improvements used in connection with hydraulic power generation. (See Utility Plant Instruction 7)

332 Reservoirs, Dams, and Waterways

This account shall include the cost in place of facilities used for impounding, collecting, storage, diversion, regulation, and delivery of water used primarily for generating electricity.

Items

1. Bridges and culverts (when not a part of roads or railroads)
2. Clearing and preparing land
3. Dams, including wasteways, spillways, flash boards, spillway gates with operating and control mechanisms, tunnels, gate houses, and fish ladders
4. Dikes and embankments
5. Electric system, including conductors, control system, transformers, lighting fixtures, etc.
6. Excavation, including shoring, bracing, bridging, refill, and disposal of excess excavated material
7. Foundations and settings specially constructed for and not expected to outlast the apparatus for which provided
8. Intakes, including trash racks, rack cleaners, control gates and valves with operating mechanisms, and intake house when not a part of station structure
9. Platforms, railings, steps, gratings, etc., appurtenant to structures listed herein
10. Power lines wholly identified with items included herein
11. Retaining walls
12. Water conductors and accessories, including canals, tunnels, flumes, penstocks, pipe conductors, forebays, tailraces, navigation locks and operating mechanisms, water-hammer and surge tanks, and supporting trestles and structures
13. Water storage reservoirs, including dams, flashboards, spillway gates and operating mechanisms, inlet and outlet tunnels, regulating valves and valve towers, silt and mud sluicing tunnels with valve or gate towers, and all other structures wholly identified with any of the foregoing items

333 Water Wheels, Turbines and Generators

This account shall include the cost installed of water wheels and hydraulic turbines (from connection with penstock or flume to tailrace) and generators driven thereby

devoted to the production of electricity by water power or for the production of power for industrial or other purposes, if the equipment used for such purposes is a part of the hydraulic power plant works.

Items

1. Exciter water wheels and turbines, including runners, gates, governors, pressure regulators, oil pumps, operating mechanisms, scroll cases, draft tubes, and draft-tube supports
2. Fire-extinguishing equipment
3. Foundations and settings, specially constructed for and not expected to outlast the apparatus for which provided
4. Generator cooling system, including air cooling and washing apparatus, air fans and accessories, air ducts, etc.
5. Generators--main, A.C. or D.C., including field rheostats and connections for self-excited units and excitation system when identified with the generating unit
6. Lighting systems
7. Lubricating systems, including gauges, filters, tanks, pumps, piping, etc.
8. Main penstock valves and appurtenances, including main valves, control equipment, bypass valves and fittings, and other accessories
9. Main turbines and water wheels, including runners, gates, governors, pressure regulators, oil pumps, operating mechanisms, scroll cases, draft tubes, and draft-tube supports
10. Mechanical meters and recording instruments
11. Miscellaneous water-wheel equipment, including gauges, thermometers, meters, and other instruments
12. Platforms, railings, steps, gratings, etc., appurtenant to apparatus listed herein
13. Scroll case filling and drain system, including gates, pipe, valves, fittings, etc.
14. Water-actuated pressure-regulator system, including tanks and housings, pipes, valves, fittings and insulations, piers and anchorage, and excavation and backfill

334 Accessory Electric Equipment

This account shall include the cost installed of auxiliary generating apparatus, conversion equipment, and equipment used primarily in connection with the control and switching of electric energy produced by hydraulic power and the protection of electric circuits and equipment, except electric motors used to drive equipment included in other accounts, such motors being included in the account in which the equipment with which they are associated is included.

Items

1. Auxiliary generators, including boards, compartments, switching equipment, control equipment, and connections to auxiliary power bus
2. Excitation system, including motor, turbine, and dual-drive exciter sets and rheostats, storage batteries and charging equipment, circuit breakers, panels and accessories, knife switches and accessories, surge arresters, instrument

- shunts, conductors and conduit, special supports for conduit, generator field and exciter switch panels, exciter bus tie panels, generator and exciter rheostats, etc., special housings, protective screens, etc.
3. Generator main connections, including oil circuit breakers and accessories, disconnecting switches and accessories, operating mechanisms and interlocks, current transformers, potential transformers, protective relays, isolated panels and equipment, conductors and conduit, special supports for generator main leads, grounding switch, etc., special housings, protective screens, etc.
 4. Station buses, including main, auxiliary, transfer, synchronizing, and fault ground buses, including oil circuit breakers and accessories, disconnecting switches and accessories, operating mechanisms and interlocks, reactors and accessories, voltage regulators and accessories, compensators, resistors, starting transformers, current transformers, potential transformers, protective relays, storage batteries , and charging equipment, isolated panels and equipment, conductors and conduit, special supports, special fire-extinguishing system, and test equipment
 5. Station control system, including station switchboards with panel wiring, panels with instruments and control equipment only, panels with switching equipment mounted or mechanically connected, truck-type boards complete, cubicles, station supervisory control devices, frequency control equipment, master clocks, watt-hour meter, station totalizing watt-meter, storage batteries, panels and charging sets, instrument transformers for supervisory metering, conductors and conduit, special supports for conduit, switchboards, batteries, special housings for batteries, protective screens, doors, etc.

NOTE A: Do not include in this account transformers and other equipment used for changing the voltage or frequency of electricity for the purpose of transmission or distribution.

NOTE B: When any item of equipment listed herein is used wholly to furnish power to equipment, it shall be included in such equipment account.

335 Miscellaneous Power Plant Equipment

This account shall include the cost installed of miscellaneous equipment in and about the hydroelectric generating plant which is devoted to general station use and is not properly includible in other hydraulic production accounts.

Items

1. Compressed air and vacuum cleaning systems, including tanks, compressors, exhausters, air filters, piping, etc.
2. Cranes and hoisting equipment, including cranes, cars, crane rails, monorails, hoists, etc., with electric and mechanical connections
3. Fire-extinguishing equipment for general station use
4. Foundations and settings, specially constructed for and not expected to outlast the apparatus for which provided
5. Locomotive cranes not includible elsewhere
6. Locomotives not includible elsewhere

7. Marine equipment, including boats, barges, etc.
8. Miscellaneous belts, pulleys, countershafts, etc.
9. Miscellaneous equipment, including atmospheric and weather indicating devices, intrasite communication equipment, laboratory equipment, insect control equipment, signal systems, callophones, emergency whistles and sirens, fire alarms, and other similar equipment
10. Railway cars not includible elsewhere
11. Refrigerating system, including compressors, pumps, cooling coils, etc.
12. Station maintenance equipment, including lathes, shapers, planers, drill presses, hydraulic presses, grinders, etc., with motors, shafting, hangers, pulleys, etc.
13. Ventilating equipment, including items wholly-identified with apparatus listed herein

NOTE: When any item of equipment, listed herein is used wholly in connection with equipment included in another account, its cost shall be included in such other account.

336 Roads, Railroads, and Bridges

This account shall include the cost of roads, railroads, trails, bridges, and trestles used primarily as production facilities. It includes also those roads, etc., necessary to connect the plant with highway transportation systems, except when such roads are dedicated to public use and maintained by public authorities.

Items

1. Bridges, including foundations, piers, girders, trusses, flooring, etc.
2. Clearing land
3. Railroads, including grading, ballast, ties, rails, culverts, hoists, etc.
4. Roads, including grading, surfacing, culverts, etc.
5. Structures constructed and maintained in connection with items listed herein
6. Trails, including grading, surfacing, culverts, etc.
7. Trestles, including foundations, piers, girders, trusses, flooring, etc.

NOTE A: Roads intended primarily for connecting employees' houses with the power plant shall not be included herein but in Account 331, Structures and Improvements.

NOTE B: The cost of temporary roads, bridges, etc., necessary during the period of construction but abandoned or dedicated to public use upon completion of the plant, shall not be included herein but shall be charged to the accounts appropriate for the construction.

Other Production

340 Land and Land Rights

This account shall include the cost of land and land rights used in connection with other power generation. (See Utility Plant Instruction 6)

341 Structures and Improvements

This account shall include the cost of structures and improvements used in connection with other power generation. (See Utility Plant Instruction 7)

342 Fuel Holders, Producers, and Accessories

This account shall include the cost installed of fuel handling and storage equipment used between the point of fuel delivery to the station and the intake pipe through which fuel is directly drawn to the engine, also the cost of gas producers and accessories devoted to the production of gas for use in prime movers driving main electric generators.

Items

1. Blower and fans
2. Boilers and pumps
3. Economizers
4. Exhauster outfits
5. Flues and piping
6. Pipe system
7. Producers
8. Regenerators
9. Scrubbers
10. Steam injectors
11. Tanks for storage of oil, gasoline, etc.
12. Vaporizers

343 Prime Movers

This account shall include the cost installed of diesel or other prime movers devoted to the generation of electric energy, together with their auxiliaries.

Items

1. Air-filtering system
2. Belting, shafting, pulleys, reduction gearing, etc.
3. Cooling system, including towers, pumps, tanks, and piping
4. Cranes, hoists, etc., including items wholly identified with apparatus listed herein
5. Engines, diesel, gasoline, gas, or other internal combustion
6. Foundations and settings specially constructed for and not expected to outlast the apparatus for which provided

7. Governors
8. Ignition system
9. Inlet valve
10. Lighting systems
11. Lubricating systems, including filters, tanks, pumps, and piping
12. Mechanical meters, including gauges, recording instruments, sampling, and testing equipment
13. Mufflers
14. Piping
15. Starting systems, compressed air, or other, including compressors and drives, tanks, piping, motors, boards and connections, storage tanks, etc.
16. Steelwork, specially constructed for apparatus listed herein
17. Waste heat boilers, antifluctuators, etc.

344 Generators

This account shall include the cost installed of diesel or other power driven main generators.

Items

1. Cranes, hoists, etc., including items wholly identified with such apparatus
2. Fire-extinguishing equipment
3. Foundations and settings, specially constructed for and not expected to outlast the apparatus for which provided
4. Generator cooling system, including air cooling and washing apparatus, air fans and accessories, air ducts, etc.
5. Generators--main, A.C. or D.C., including field rheostats and connections for self-excited units and excitation system when identified with the generating units
6. Lighting systems
7. Lubricating system, including tanks, filters, strainers, pumps, piping, coolers, etc.
8. Mechanical meters, and recording instruments
9. Platforms, railings, steps, grating, etc., appurtenant to apparatus listed herein

345 Assesory Electric Equipment

This account shall include the cost installed of auxiliary generating apparatus, conversion equipment, and equipment used primarily in connection with the control and switching of electric energy produced in other power generating stations, and the protection of electric circuits and equipment, except electric motors used to drive equipment included in other accounts. Such motors shall be included in the account in which the equipment with which it is associated is included.

Items

1. Auxiliary generators, including boards, compartments, switching equipment, control equipment, and connections to auxiliary power bus

2. Excitation system, including motor, turbine and dual-drive exciter sets and rheostats, storage batteries and charging equipment, circuit breakers, panels and accessories, knife switches and accessories, surge arresters, instrument shunts, conductors and conduit, special supports for conduit, generator field and exciter switch panels, exciter bus tie panels, generator and exciter rheostats, etc., special housings, protective screens, etc.
3. Generator main connections, including oil circuit breakers and accessories, disconnecting switches and accessories, operating mechanisms and interlocks, current transformers, potential transformers, protective relays, isolated panels and equipment, conductors and conduit, special supports for generator main leads, grounding switch, etc., special housing, protective screens, etc.
4. Station control system, including station switchboards with panel wiring, panels with instruments and control equipment only, panels with switch equipment mounted or mechanically connected, trunk-type boards complete, cubicles, station supervisory control boards, generator and exciter signal stands, temperature-recording devices, frequency control equipment, master clocks, watt-hour meter, station totalizing wattmeter, storage batteries, panels and charging sets, instrument transformers for supervisory metering, conductors and conduit, special supports for conduit, switchboards, batteries, special housing for batteries, protective screens, doors, etc.
5. Station busses, including main, auxiliary, transfer, synchronizing and fault ground busses, including oil circuit breakers and accessories, disconnecting switches and accessories, operating mechanisms and interlocks, reactors and accessories, voltage regulators and accessories, compensators, resistors, starting transformers, current transformers, potential transformers, protective relays, storage batteries and charging equipment, isolated panels and equipment, conductors and conduit, special supports, special housings, concrete pads, general station ground system, special fire-extinguishing system, and test equipment

NOTE A: Do not include in this account transformers and other equipment used for changing the voltage or frequency of electric energy for the purpose of transmission or distribution.

NOTE B: When any item of equipment listed herein is used wholly to furnish power to equipment included in another account, its cost shall be included in such other account.

346 Miscellaneous Power Plant Equipment

This account shall include the cost installed of miscellaneous equipment in and about the other power generating plant, devoted to general station use, and not properly includible in any of the foregoing other power production accounts.

Items

1. Compressed air and vacuum cleaning systems, including tanks, compressors, exhausters, air filters, piping, etc.

Utility Plant – Production Plant Accounts – Other Production

2. Cranes and hoisting equipment, including cranes, cars, crane rails, monorails, hoists, etc., with electric and mechanical connections
3. Fire-extinguishing equipment for general station use
4. Foundations and settings, specially constructed for and not expected to outlast the apparatus for which provided
5. Miscellaneous equipment, including atmospheric and weather indicating devices, intrasite communication equipment, laboratory equipment, signal systems, callophones, emergency whistles and sirens, fire alarms, and other similar equipment
6. Miscellaneous belts, pulleys, countershafts, etc.
7. Refrigerating system including compressors, pumps, cooling coils, etc.
8. Station maintenance equipment, including lathes, shapers, planers, drill presses, hydraulic presses, grinders, etc., with motors, shafting, hangers, pulleys, etc.
9. Ventilating equipment, including items wholly-identified with apparatus listed herein

NOTE: When any item of equipment listed herein is used wholly in connection with equipment included in another account, its cost shall be included in such other account.

Transmission Plant

350 Land and Land Rights

This account shall include the cost of land and land rights used in connection with transmission operations. (See Utility Plant Instruction 6)

352 Structures and Improvements

This account shall include the cost of structures and improvements used in connection with transmission operations. (See Utility Plant Instruction 7)

353 Station Equipment

This account shall include the cost installed of transforming, conversion, and switching equipment used for the purpose of changing the characteristics of electricity in connection with its transmission or for controlling transmission circuits.

Items

1. Bus compartments, concrete, brick, and sectional steel, including items permanently attached thereto
2. Conduit, including concrete and iron duct runs not a part of a building
3. Control equipment, including batteries, battery charging equipment, transformers, remote relay boards, and connections
4. Conversion equipment, including transformers, indoor and outdoor, frequency changers, motor generator sets, rectifiers, synchronous converters, motors, cooling equipment, and associated connections
5. Fences
6. Fixed and synchronous condensers, including transformers, switching equipment, blowers, motors and connections
7. Foundations and settings specially constructed for and not expected to outlast the apparatus for which prodded
8. General station equipment, including air compressors, motors, hoists, cranes, test equipment, ventilating equipment, etc.
9. Platforms, railings, steps, gratings, etc., appurtenant to apparatus listed herein
10. Primary and secondary voltage connections, including bus runs and supports, insulators, potheads, lightning arresters, cable and wire runs from and to outdoor connections or to manholes and the associated regulators, reactors, resistors, surge arrestors, and accessory equipment
11. Switchboards, including meters, relays, control wiring, etc.
12. Switching equipment, indoor and outdoor, including oil circuit breakers and operating mechanisms, truck switches, and disconnect switches
13. Tools and appliances

354 Towers and Fixtures

This account shall include the cost installed of towers and appurtenant fixtures used for supporting overhead transmission conductors.

Items

1. Anchors, guys, braces
2. Brackets
3. Crossarms, including braces
4. Excavation, backfill, and disposal of excess excavated material
5. Foundations
6. Guards
7. Insulator pins and suspension bolts
8. Ladders and steps
9. Railings, etc.
10. Towers

355 Poles and Fixtures

This account shall include the cost installed of transmission line poles, wood, steel, concrete, or other material, together with appurtenant fixtures used for supporting overhead transmission conductors.

Items

1. Anchors, head arm and other guys, including guy guards, guy clamps, strain insulators, pole plates, etc.
2. Brackets
3. Crossarms and braces
4. Excavation and backfill, including disposal of excess excavated material
5. Extension arms
6. Gaining, roofing, stenciling, and tagging
7. Insulator pins and suspension bolts
8. Paving
9. Pole steps
10. Poles, wood, steel, concrete, or other material
11. Racks complete with insulators
12. Reinforcing and stubbing
13. Settings
14. Shaving and painting

356 Overhead Conductors and Devices

This account shall include the cost installed of overhead conductors and devices used for transmission purposes.

Items

1. Circuit breakers
2. Conductors, including insulated and bare wires and cables
3. Ground wires and ground clamps
4. Insulators, including pin, suspension, and other types
5. Lightning arresters
6. Switches
7. Other line devices

357 Underground Conduit

This account shall include the cost installed of underground conduit and tunnels used for housing transmission cables or wires. (*See* Utility Plant Instruction 13.)

Items

1. Conduit, concrete, brick or tile, including iron pipe, fiber pipe, Murray duct, and standpipe on pole or tower
2. Excavation, including shoring, bracing, bridging, backfill, and disposal of excess excavated material
3. Foundations and settings specially constructed for and not expected to outlast the apparatus for which provided
4. Lighting systems
5. Manholes, concrete or brick, including iron or steel, frames and covers, hatchways, gratings, ladders, cable racks and hangers, etc., permanently attached to manholes
6. Municipal inspection
7. Pavement disturbed, including cutting and replacing pavement, pavement base and sidewalks
8. Permits
9. Protection of street openings
10. Removal and relocation of subsurface obstructions
11. Sewer connections, including drains, traps, tide valves, check valves, etc.
12. Sumps, including pumps
13. Ventilating equipment

358 Underground Conductors and Devices

This account shall include the cost installed of underground conductors and devices used for transmission purposes.

Items

1. Armored conductors, buried, including insulators, insulating materials, splices, potheads, trenching, etc.
2. Armored conductors, submarine, including insulators, insulating materials, splices in terminal chambers, potheads, etc.
3. Cables in standpipe, including pothead and connection from terminal chamber of manhole to insulators on pole
4. Circuit breakers
5. Fireproofing, in connection with any items listed herein
6. Hollow-core oil-filled cable, including straight or stop joints, pressure tanks, auxiliary air tanks, feeding tanks, terminals, potheads and connections, ventilating equipment, etc.
7. Lead and fabric covered conductors, including insulators, compound-filled, oil-filled, or vacuum splices, potheads, etc.
8. Lightning arresters
9. Municipal inspection

10. Permits
11. Protection of street openings
12. Racking of cables
13. Switches
14. Other line devices

359 Roads and Trails

This account shall include the cost of roads, trails, and bridges used primarily as transmission facilities.

Items

1. Bridges, including foundation piers, girders, trusses, flooring, etc,
2. Clearing land
3. Roads, including grading, surfacing, culverts, etc.
4. Structures, constructed and maintained in connection with items included herein
5. Trails, including grading, surfacing, culverts, etc.

NOTE: The cost of temporary roads, bridges, etc., necessary during the period of construction but abandoned or dedicated to public use upon completion of the plant, shall be charged to the accounts appropriate for the construction.

Distribution Plant

360 Land and Land Rights

This account shall include the cost of land and land rights used in connection with distribution operations. (See Utility Plant Instruction 6)

NOTE: Do not include in this account the cost of permits to erect poles, towers, etc., or to trim trees. (See Account 364, Poles, Towers, and Fixtures, and Account 365, Overhead Conductors and Devices.)

361 Structures and Improvements

This account shall include the cost of structures and improvements used in connection with distribution operations. (See Utility Plant Instruction 7)

362 Station Equipment

This account shall include the cost installed of station equipment, including transformer banks, etc., which are used for the purpose of changing the characteristics of electricity in connection with its distribution.

Items

1. Bus compartments, concrete, brick and sectional steel, including items permanently attached thereto
2. Conduit, including concrete and iron duct runs not part of building
3. Control equipment, including batteries, battery charging equipment, transformers, remote relay boards, and connections
4. Conversion equipment, indoor and outdoor, frequency changers, motor generator sets, rectifiers, synchronous converters, motors, cooling equipment, and associated connections
5. Fences
6. Fixed and synchronous condensers, including transformers, switching equipment, blowers, motors, and connections
7. Foundations and settings, specially constructed for and not expected to outlast the apparatus for which provided
8. General station equipment, including air compressors, motors, hoists, cranes, test equipment, ventilating equipment, etc.
9. Platforms, railings, steps, gratings, etc., appurtenant to apparatus listed herein
10. Primary and secondary voltage connections, including bus runs and supports, insulators, potheads, lightning arresters, cable and wire runs from and to outdoor connections or to manholes and the associated regulators, reactors, resistors, surge arresters, and accessory equipment
11. Switchboards, including meters, relays, control wiring, etc.
12. Switching equipment, indoor and outdoor, including oil circuit breakers and operating mechanisms, truck switches, disconnect switches

NOTE: The cost of rectifiers, series transformers, and other special station equipment devoted exclusively to street lighting service shall not be included in this account, but in Account 373, Street Lighting and Signal Systems.

363 Storage Battery Equipment

This account shall include the cost installed of storage battery equipment used for the purpose of supplying electricity to meet emergency or peak demands.

Items

1. Batteries, including elements, tanks, tank insulators, etc.
2. Battery room connections, including cable or bus runs and connections
3. Battery room flooring, when specially laid for supporting batteries
4. Charging equipment, including motor generator sets and other charging equipment and connections, and cable runs from generator or station bus to battery room connections
5. Miscellaneous equipment, including instruments, water stills, etc.
6. Switching equipment, including end-cell switches and connections, boards and panels, used exclusively for battery control, not part of general station switchboard
7. Ventilating equipment, including fans and motors, louvers, and ducts not part of building

NOTE: Storage batteries used for control and general station purposes shall not be included in this account but in the account appropriate for their use.

364 Poles, Towers, and Fixtures

This account shall include the cost installed of poles, towers, and appurtenant fixtures used for supporting overhead distribution conductors and service wires.

Items

1. Anchors, head arm, and other guys, including guy guards, guy clamps, strain insulators, pole plates, etc.
2. Brackets
3. Crossarms and braces
4. Excavation and backfill, including disposal of excess excavated material
5. Extension arms
6. Foundations
7. Guards
8. Insulator pins and suspension bolts
9. Paving
10. Permits for construction
11. Pole steps and ladders
12. Poles, wood, steel, concrete, or other material
13. Racks complete with insulators

14. Railings
15. Reinforcing and stubbing
16. Settings
17. Shaving, painting, gaining, roofing, stenciling, and tagging
18. Towers
19. Transformer racks and platforms

365 Overhead Conductors and Devices

This account shall include the cost installed of overhead conductors and devices used for distribution purposes.

Items

1. Circuit breakers
2. Conductors, including insulated and bare wires and cables
3. Ground wires, clamps, etc.
4. Insulators, including pin, suspension, and other types, and tie wire or clamps
5. Lightning arresters
6. Railroad and highway crossing guards
7. Splices
8. Switches
9. Tree trimming, initial cost including the cost of permits therefor
10. Other line devices

NOTE: The cost of conductors used solely for street lighting or signal systems shall not be included in this account but in Account 373, Street Lighting and Signal Systems.

366 Underground Conduit

This account shall include the cost installed of underground conduit and tunnels used for housing distribution cables or wires.

Items

1. Conduit, concrete, brick and tile, including iron pipe, fiber pipe, Murray duct, and standpipe on pole or tower
2. Excavation, including shoring, bracing, bridging, backfill, and disposal of excess excavated material
3. Foundations and settings specially constructed for and not expected to outlast the apparatus for which constructed
4. Lighting systems
5. Manholes, concrete or brick, including iron or steel frames and covers, hatchways, gratings, ladders, cable racks and hangers, etc., permanently attached to manholes
6. Municipal inspection
7. Pavement disturbed, including cutting and replacing pavement, pavement base, and sidewalks
8. Permits

9. Protection of street openings
10. Removal and relocation of subsurface obstructions
11. Sewer connections, including drains, traps, tide valves, check valves, etc.
12. Sumps, including pumps
13. Ventilating equipment

NOTE: The cost of underground conduit used solely for street lighting or signal systems shall be included in Account 373, Street Lighting and Signal Systems.

367 Underground Conductors and Devices

This account shall include the cost installed of underground conductors and devices used for distribution purposes.

Items

1. Armored conductors, buried, including insulators, insulating materials, splices, potheads, trenching, etc.
2. Armored conductors, submarine, including insulators, insulating materials, splices in terminal chamber, potheads, etc.
3. Cables in standpipe, including pothead and connection from terminal chamber or manhole to insulators on pole
4. Circuit breakers
5. Fireproofing, in connection with any items listed herein
6. Hollow-core oil-filled cable, including straight or stop joints, pressure tanks, auxiliary air tanks, feeding tanks, terminals, potheads and connections, etc.
7. Lead and fabric covered conductors, including insulators, compound-filled, oil-filled or vacuum splices, potheads, etc.
8. Lightning arresters
9. Municipal inspection
10. Permits
11. Protection of street openings
12. Racking of cables
13. Switches
14. Other line devices

NOTE: The cost of underground conductors and devices used solely for street lighting or signal systems shall be included in Account 373, Street Lighting and Signal Systems.

368 Line Transformers

- A. This account shall include the cost installed of overhead and underground distribution line transformers and pole-type and underground voltage regulators owned by the utility, for use in transforming electricity to the voltage at which it is to be used by the customer, whether actually in service or held in reserve.
- B. When a transformer is permanently retired from service, the original installed cost thereof shall be credited to this account.

- C. The records covering line transformers shall be so kept that the utility can furnish the number of transformers of various capacities in service and those in reserve, and the location and the use of each transformer.

Items

1. Installation, labor of (first installation only)
2. Transformer cut-out boxes
3. Transformer lightning arresters
4. Transformers, line and network

NOTE: The cost of removing and resetting line transformers shall not be charged to this account but to Account 583, Overhead Line Expenses, or Account 584, Underground Line Expenses, as appropriate. The cost of line transformers used solely for street lighting or signal systems shall be included in Account 373, Street Lighting and Signal Systems.

369 Services

This account shall include the cost installed of overhead and underground conductors leading from a point where wires leave the last pole of the overhead system or the distribution box or manhole, or the top of the pole of the distribution line, to the point of connection with the customer's outlet or wiring. Conduit used for underground service conductors shall be included herein.

Items

1. Brackets
2. Cables and wires
3. Conduit
4. Insulators
5. Municipal inspection
6. Overhead to underground, including conduit or standpipe and conductor from last splice on pole to connection with customer's wiring
7. Pavement disturbed, including cutting and replacing pavement, pavement base, and sidewalks
8. Permits
9. Protection of street openings
10. Service switch
11. Suspension wire

370 Meters

- A. This account shall include the cost installed of meters or devices and appurtenances including automatic meter reading (AMR) equipment used for measuring the electricity delivered to users, whether actually in service or held in reserve.
- B. When a meter is permanently retired from service, the installed cost thereof shall be credited to this account.

- C. The records covering meters shall be so kept that the utility can furnish information as to the number of meters of various capacities in service and in reserve as well as the location of each meter owned.

Items

1. Alternating current watt-hour meters
2. Current limiting devices
3. Demand indicators
4. Demand meters
5. Direct current watt-hour meters
6. Graphic demand meters
7. Installation, labor of (first installation only)
8. Instrument transformers
9. Maximum demand meters
10. Meter badges and their attachments
11. Meter boards and boxes
12. Meter fittings, connections, and shelves (first set)
13. Meter switches and cut-outs
14. Prepayment meters
15. Protective devices
16. Testing new meters

NOTE A: This account shall not include meters for recording output of a generating station, substation meters, etc. It includes only those meters used to record energy delivered to customers.

NOTE B: The cost of removing and resetting meters shall be charged to Account 586, Meter Expenses.

371 Installations on Customers' Premises.

This account shall include the cost installed of equipment on the customer's side of a meter when the utility incurs such cost and when the utility retains title to and assumes full responsibility for maintenance and replacement of such property. This account shall not include leased equipment, for which see Account 372, Leased Property on Customers' Premises.

Items

1. Cable vaults
2. Commercial lamp equipment
3. Foundations and settings specially provided for equipment included herein
4. Frequency changer sets
5. Motor generator sets
6. Motors
7. Switchboard panels, high or low tension
8. Wire and cable connections to incoming cables

NOTE: Do not include in this account any costs incurred in connection with merchandising, jobbing, or contract work activities.

372 Leased Property on Customers' Premises

This account shall include the cost of electric motors, transformers, and other equipment on customers' premises (including municipal corporations), leased or loaned to customers, but not including property held for sale.

NOTE A: The cost of setting and connecting such appliances or equipment on the premises of customers and the cost of resetting or removal shall not be charged to this account but to operating expenses, Account 587, Customer Installations Expenses.

NOTE B: Do not include in this account any costs incurred in connection with merchandising, jobbing, or contract work activities.

373 Street Lighting and Signal Systems

This account shall include the cost installed of equipment used wholly for public street and highway lighting or traffic, fire alarm, police, and other signal systems.

Items

1. Armored conductors, buried or submarine, including insulators, insulating materials, splices, trenching, etc.
2. Automatic control equipment
3. Conductors, overhead or underground, including lead or fabric covered, parkway cables, etc., including splices, insulators, etc.
4. Lamps, arc, incandescent, or other types, including glassware, suspension fixtures, brackets, etc.
5. Municipal inspection
6. Ornamental lamp posts
7. Pavement disturbed, including cutting and replacing pavement, pavement base, and sidewalks
8. Permits
9. Posts and standards
10. Protection of street openings
11. Relays or time clocks
12. Series contactors
13. Switches
14. Transformers, pole or underground

General Plant

389 Land and Land Rights

This account shall include the cost of land and land rights used for utility purposes, the cost of which is not properly includible in other land and land rights accounts. (See Utility Plant Instruction 6)

390 Structures and Improvements

This account shall include the cost of structures and improvements used for utility purposes, the cost of which is not properly includible in other structures and improvements accounts. (See Utility Plant Instruction 7)

391 Office Furniture and Equipment

- A. This account shall include the cost of office furniture and equipment owned by the utility and devoted to utility service, and not permanently attached to buildings, except the cost of such furniture and equipment which the utility elects to assign to other plant accounts on a functional basis.
- B. If the utility has equipment includible in this account at more than one location, separate records shall be maintained for each location.

Items

- 1. Bookcases and shelves
- 2. Desks, chairs, and desk equipment
- 3. Drafting room equipment
- 4. Filing, storage, and other cabinets
- 5. Floor covering
- 6. Library and library equipment
- 7. Office equipment
- 8. Safes
- 9. Tables

391.1 Computer Equipment

- A. This account shall include the original cost of computers and peripheral devices which are designed to perform general administrative information processing activities.
- B. Administrative information processing includes but is not limited to activities such as preparation of financial, statistical, or other business analytical reports; preparation of payroll, customer bills, and cash management reports, and other records and reports not specifically designed for testing, diagnosis, maintenance or control of production, transmission or distribution plant.

- C. This account shall include the original cost of initial operating system software for computers classifiable to this account whether acquired separately or in conjunction with associated hardware.
- D. This account does not include the cost of computers, their associated peripheral devices, and their initial operating system software associated with the testing, diagnosis, maintenance or control of pumping, treatment, and storage or distribution plant. Such computers, peripherals, and software shall be classified to the appropriate plant account.

392 Transportation Equipment

This account shall include the cost of transportation vehicles used for utility purposes.

Items

- 1. Airplanes
- 2. Automobiles
- 3. Bicycles
- 4. Electrical vehicles
- 5. Motorcycles
- 6. Tractors and trailers
- 7. Trucks
- 8. Other transportation vehicles

393 Stores Equipment

- A. This account shall include the cost of equipment used for the receiving, shipping, handling, and storing of materials and supplies.
- B. If the utility has equipment includible in this account at more than one location, separate records shall be maintained for each location.

Items

- 1. Chain falls
- 2. Counters
- 3. Cranes (portable)
- 4. Elevating and stacking equipment (portable)
- 5. Hoists
- 6. Lockers
- 7. Scales
- 8. Shelving
- 9. Storage bins
- 10. Trucks, hand and power driven
- 11. Wheelbarrows

394 Tools, Shop, and Garage Equipment

This account shall include the cost of tools, implements, and equipment used in construction, repair work, general shops, and garages and not specifically provided for or includible in other accounts.

Items

1. Air compressors
2. Anvils
3. Automobile repair shop equipment
4. Battery charging equipment
5. Belts, shafts and countershafts
6. Boilers
7. Cable pulling equipment
8. Concrete mixers
9. Drill presses
10. Derricks
11. Electric equipment
12. Engines
13. Forges
14. Furnaces
15. Foundations and settings specially constructed for and not expected to outlast the equipment for which provided.
16. Gas producers
17. Gasoline pumps, oil pumps and storage tanks
18. Greasing tools and equipment
19. Hoists
20. Ladders
21. Lathes
22. Machine tools
23. Motor driven tools
24. Motors
25. Pipe threading and cutting tools
26. Pneumatic tools
27. Pumps
28. Riveters
29. Smithing equipment
30. Tool racks
31. Vises
32. Welding apparatus
33. Work benches
34. Wrenches

395 Laboratory Equipment

- A. This account shall include the installed cost of laboratory equipment used for general laboratory purposes and not specifically provided for or includible in other departmental or functional plant accounts.
- B. If the utility has equipment includible in this account at more than one location, separate records shall be maintained for each location.

Items

- 1. Ammeters
- 2. Current batteries
- 3. Frequency changers
- 4. Galvanometers
- 5. Inductometers
- 6. Laboratory standard millivolt meters
- 7. Laboratory standard volt meters
- 8. Meter-testing equipment
- 9. Millivolt meters
- 10. Motor generator sets
- 11. Panels
- 12. Phantom loads
- 13. Portable graphic ammeters, voltmeters, and wattmeters
- 14. Portable loading devices
- 15. Potential batteries
- 16. Potentiometers
- 17. Rotating standards
- 18. Standard cell, reactance, resistor, and shunt
- 19. Switchboards
- 20. Synchronous timers
- 21. Testing panels
- 22. Testing resistors
- 23. Transformers
- 24. Voltmeters
- 25. Other testing, laboratory, or research equipment not provided for elsewhere

396 Power Operated Equipment

This account shall include the cost of power operated equipment used in construction or repair work exclusive of equipment includible in other accounts. Include, also, the tools and accessories acquired for use with such equipment and the vehicle on which such equipment is mounted.

Items

- 1. Air compressors, including driving unit and vehicle
- 2. Back filling machines
- 3. Boring machines

4. Bulldozers
5. Cranes and hoists
6. Diggers
7. Engines
8. Pile drivers
9. Pipe cleaning machines
10. Pipe coating or wrapping machines
11. Tractors--Crawler type
12. Trenchers
13. Other power operated equipment

NOTE: It is intended that this account include only such large units as are generally self-propelled or mounted on moveable equipment.

397 Communication Equipment

This account shall include the installed cost of telephone and wireless equipment for general use in connection with utility operations.

Items

1. Antennae
2. Booths
3. Cables
4. Distributing boards
5. Extension cords
6. Gongs
7. Hand sets, manual and dial
8. Insulators
9. Intercommunicating sets
10. Loading coils
11. Operators' desks
12. Poles and fixtures used wholly for telephone or telegraph wire
13. Radio transmitting and receiving sets
14. Remote control equipment and lines
15. Sending keys
16. Storage batteries
17. Switchboards
18. Telautograph circuit connections
19. Telegraph receiving sets
20. Telephone and telegraph circuits
21. Testing instruments
22. Towers
23. Underground conduit used wholly for telephone or telegraph wires and cable wires

397.1 SCADA Equipment

This account shall include the original cost of computers and peripheral devices including fiber optics and their initial operating system software which are designed to monitor or control electric power generation and distribution plant or processes.

398 Miscellaneous Equipment

This account shall include the cost of equipment, apparatus, etc., used in utility operations, and which is not includible in any other account.

Items

1. First aid and infirmary equipment
2. Kitchen equipment
3. Recreation equipment
4. Other miscellaneous equipment

NOTE: Miscellaneous equipment of the nature indicated above wherever practical shall be included in the utility plant accounts on a functional basis.

399 Other Tangible Property

This account shall include the cost of tangible utility plant not provided for elsewhere.

Income Accounts

1. Utility Operating Income

400	Operating Revenues
	Operating Expenses:
401	Operation Expense
402	Maintenance Expense
403	Depreciation Expense
404-407	Amortization Expense
408	Taxes
	Total Operating Expenses
	Net Operating Income
412-413	Income from Utility Plant Leased to Others
	Total Utility Operating Income

2. Other Income

415-416	Income from Merchandising, Jobbing and Contract Work
417	Income from Nonutility Operations
418	Nonoperating Rental Income
419	Interest and Dividend Income
421	Miscellaneous Nonoperating Income
	Total Other Income
	Total Income

3. Miscellaneous Income Deductions

425	Miscellaneous Amortization
426	Other Income Deductions
	Total Income Deductions
	Income Before Interest Charges

4. Interest Charges

427	Interest on Long-Term Debt
428	Amortization of Debt Discount and Expense
429	Amortization of Premium on Debt – Credit
430	Interest on Debt to Municipality
431	Other Interest Expense
432	Interest Charged to Construction – Credit
	Total Interest Charges
	Net Income

5. Earned Surplus

216	Unappropriated Earned Surplus (at beginning of period)
433	Balance Transferred from Income
434	Miscellaneous Credits to Surplus
435	Miscellaneous Debits to Surplus
436	Appropriations of Surplus
439	Appropriations of Income to Municipal Funds
216	Unappropriated Earned Surplus (at end of period)

Utility Operating Income

400 Operating Revenues

This account shall include the total amount included in the operating revenue accounts of the regulated utility departments. Separate subaccounts shall be maintained for each regulated utility department.

401 Operation Expense

This account shall include the total amount included in the operation expense accounts of the regulated utility departments. Separate subaccounts shall be maintained for each regulated utility department.

402 Maintenance Expense

This account shall include the total amount included in the maintenance expense accounts of the regulated utility departments. Separate subaccounts shall be maintained for each regulated utility department.

403 Depreciation Expense

- A. This account shall include the amount of depreciation expense for all classes of depreciable utility plant in service recorded in Account 101.1, Utility Plant, Financed by Utility Operations or by the Municipality, except such depreciation expense chargeable to clearing accounts or to Account 416, Costs and Expenses of Merchandising, Jobbing and Contract Work.
- B. The utility shall keep such records of property and property retirements as will reflect the service life of property which has been retired and aid in estimating probable service life by mortality, turnover, or other appropriate methods; and also such records as will reflect the percentage of salvage and cost of removal for property retired from each account, or subdivision for depreciable utility plant.
- C. If the utility is engaged in more than one utility service, a separate account shall be kept for each regulated utility service.

NOTE 1: Depreciation expense applicable to property included in Account 104, Utility Plant Leased to Others, shall be charged to Account 413, Expenses of Utility Plant Leased to Others.

NOTE 2: Depreciation expense applicable to transportation equipment, shop equipment, tools, work equipment and power operated equipment and other general equipment may be charged to clearing accounts as necessary in order to obtain a proper distribution of expenses between construction and operation.

404 Amortization of Limited-Term Utility Plant

This account shall include amortization charges applicable to amounts included in the utility plant accounts for limited-term franchises, licenses, patent rights, limited-term interests in land, and expenditures on leased property where the service life of the improvements is terminable by action of the lease. The charges to this account shall distribute the book cost of each investment evenly over the period of its benefit to the utility. (See Account 114, Accumulated Provision for Amortization of Utility Plant in Service.)

405 Amortization of Other Utility Plant

- A. When authorized by the Commission, this account shall include charges for amortization of intangible or other utility plant in service which does not have a definite or terminable life and which is not subject to charges for depreciation expense.
- B. This account shall be supported in such detail as to show the amortization applicable to each investment being amortized, together with the book cost of the investment and the period over which it is being written off.

406 Amortization of Utility Plant Acquisition Adjustments

This account shall be debited or credited, as the case may be, with amounts includible in operating expenses, pursuant to approval or order of the Commission, for the purpose of providing for the extinguishment of the amount in Account 117, Utility Plant Acquisition Adjustments.

407 Amortization of Property Losses

This account shall be charged with amounts credited to Account 182, Extraordinary Property Losses, when the Commission has authorized the amount in the latter account to be amortized by charges to operating expenses.

408 Taxes

- A. This account shall include the amount of taxes assessed by federal, state, county, municipal, or other local governmental authorities, which are properly chargeable to utility operations. The charge for tax equivalents due to the municipality shall be made in accordance with Wis. Admin. Code § PSC 109.
- B. The charges to this account shall be made or supported to show the amount of each tax and the basis upon which each charge is made. In the case of a utility rendering a number of utility services, taxes includible in this account shall be assigned directly to the utility department which incurred the tax. Where the tax is not attributable to a specific utility department, it shall be distributed among the utility departments or nonutility operations on an equitable basis.

Income Statement – Utility Operating Income Accounts

NOTE 1: Taxes applicable to nonutility property or investments shall be charged to the account in which the income from the property or investments is included.

NOTE 2: Special assessments for street and similar improvements shall be included in the appropriate utility plant or nonutility property account.

NOTE 3: Taxes specifically applicable to construction shall be included in the cost of construction.

NOTE 4: Taxes assumed by the utility on property leased from others for use in utility operations shall be charged to the appropriate rent expense or clearing account.

NOTE 5: Gasoline and other sales taxes shall be charged as far as practicable to the same account as the materials on which the tax is levied.

NOTE 6: Social security and other forms of payroll taxes shall be distributed to utility departments and to nonutility functions on a basis related to payroll. Amounts applicable to construction shall be charged to the appropriate plant account.

412 Revenues from Utility Plant Leased to Others

413 Expenses of Utility Plant Leased to Others

A. These accounts shall include, respectively, revenues from utility property constituting a distinct operating unit or system leased by the utility to others, and which property is properly includible in Account 104, Utility Plant Leased to Others, and the expenses attributable to such property.

B. The detail of expenses shall be kept or supported to permit ready summarization as follows:

- Operation
- Maintenance
- Amortization
- Depreciation
- Rents
- Taxes

Other Income

415 Revenues from Merchandising, Jobbing and Contract Work

416 Costs and Expenses of Merchandising, Jobbing and Contract Work

- A. These accounts shall include, respectively, all revenues derived from the sale of merchandise and jobbing or contract work, including any profit or commission accruing to the utility on jobbing work performed by it as agent under contracts where it does jobbing work for another for a stipulated profit or commission, and all expenses incurred in such activities.
- B. Records in support of these accounts shall be kept to permit ready summarization of revenues, costs and expenses by such major items as are feasible.

Account 415:

- 1. Revenues from sale of merchandise and from jobbing and contract work
- 2. Discounts and allowances made in settlement of bills for merchandise and jobbing work

Account 416:

Labor:

- 1. Canvassing and demonstrating appliances in homes and other places for the purpose of selling appliances
- 2. Demonstrating and selling activities in sales rooms
- 3. Installing appliances on customer premises where such work is done only for purchasers of appliances from the utility
- 4. Installing wiring, piping, or other property work, on a jobbing or contract basis
- 5. Preparing advertising materials for appliance sales purposes
- 6. Receiving and handling customer orders for merchandise or for jobbing services
- 7. Cleaning and tidying sales rooms
- 8. Maintaining display counters and other equipment used in merchandising
- 9. Arranging merchandise in sales rooms and decorating display windows
- 10. Reconditioning repossessed appliances
- 11. Bookkeeping and other clerical work in connection with merchandise and jobbing activities
- 12. Supervising merchandise and jobbing operations

Materials and Expenses:

- 13. Advertising in newspapers, periodicals, television, radio, etc.
- 14. Cost of merchandise sold and of materials used in jobbing work
- 15. Stores expenses on merchandise and jobbing stocks
- 16. Fees and expenses of advertising and commercial artists' agencies
- 17. Printing booklets, dodgers, and other advertising data
- 18. Premiums given as inducement to buy appliances

Income Statement – Other Income Accounts

- 19. Light, heat and power
- 20. Depreciation on equipment used primarily for merchandise and jobbing operations
- 21. Rent of sales rooms or of equipment
- 22. Transportation expense in delivery and pick-up of appliances by utility's facilities or by others
- 23. Stationery and office supplies and expenses
- 24. Taxes directly assignable to merchandise and jobbing operations
- 25. Losses from uncollectible merchandise and jobbing accounts

417 Income from Nonutility Operations

- A. This account shall include revenues and expenses applicable to operations which are nonutility in character but nevertheless constitute a distinct operating activity.
- B. The expenses shall include all elements of costs incurred in such operations, and the accounts shall be maintained to permit ready summarization as follows:

- Operations
- Maintenance
- Amortization
- Depreciation
- Rents
- Taxes

418 Nonoperating Rental Income

- A. This account shall include all rent revenues and related expenses of land, buildings, or other property included in Account 121, Nonutility Property, which is not used in operations covered by Account 417, Income from Nonutility Operations.
- B. The expenses shall include all elements of costs incurred in the ownership and rental of the property and the account shall be maintained to permit ready summarization as follows:

- Operation
- Maintenance
- Amortization
- Depreciation
- Rents
- Taxes

419 Interest and Dividend Income

- A. This account shall include interest on securities, loans, notes, advances, special deposits, tax refunds and all other interest-bearing assets, and dividends on stocks,

Income Statement – Other Income Accounts

whether the securities are carried as investments or included in sinking or other special fund accounts.

- B. If any interest or dividends are required to be retained in a special fund and the fund is represented by a reserve, the amount of such addition to the fund shall concurrently be credited to the appropriate reserve account and charged to Account 436, Appropriations of Surplus.
- C. This account may include for each accounting period the pro rata amount necessary to extinguish (during the interval between the date of acquisition and the date of maturity) the difference between the cost to the utility and the face value of interest-bearing securities. Amounts credited or charged shall be concurrently included in the accounts in which the securities are carried.

NOTE: Interest accrued, the payment of which is not reasonably assured, dividends receivable which have not been declared or guaranteed, and interest upon reacquired securities issued or assumed by the utility shall not be credited to this account.

421 Miscellaneous Nonoperating Income

This account shall include all revenue and expense items properly included in the income account and not provided for elsewhere.

Items

1. Contributed Plant (Donations or contributions in cash, services, or property, from states, other municipalities or other governmental agencies, individuals, and others, for construction purposes)
2. Profits from operations of others realized by the utility under contracts
3. Profit on sale of timber (*See* Utility Plant Instruction 6)

Miscellaneous Income Deductions

425 Miscellaneous Amortization

This account shall include amortization charges not included in other accounts which are properly deductible in determining the income of the utility before interest charges. Charges included, if significant in amount, must be in accordance with an orderly and systematic amortization program. Similar charges made irregularly without a definite program, or which are dependent upon the amount of net income shall be charged to Account 435, Miscellaneous Debits to Surplus.

Items

1. Amortization of utility plant acquisition adjustments, or of intangibles included in utility plant in service when not authorized to be included in utility operating expenses by the Commission
2. Amortization of amounts in Account 182, Extraordinary Property Losses, when not authorized to be included in utility operating expenses by the Commission
3. Amortization of regulatory assets or liabilities as directed by the Commission

426 Other Income Deductions

This account shall include miscellaneous expense items which are nonoperating in nature but which are properly deductible before determining total income before interest charges.

Items

1. Depreciation expense on property, plant and equipment recorded in Account 101.2, Utility Plant, Contributed Plant
2. Expenditures for the purpose of:
 - (a) Influencing the decisions of public officials not including such expenditures which are directly related to appearances before regulatory or other governmental bodies in connection with the utility's existing or proposed operations
 - (b) Influencing public opinion with respect to the election or appointment of public officials, or the adoption, repeal, revocation or modification of referenda, legislation or ordinances
 - (c) Obtaining approval, modification or revocation of franchises
3. Life insurance of officers and employees where utility is beneficiary (net premiums less increase in cash surrender value of policies)
4. Penalties or fines for violations of statutes pertaining to regulation

Interest Charges

427 Interest on Long-Term Debt

- A. This account shall include in each accounting period the amount of interest applicable to outstanding long-term debt issued or assumed by the utility, the liability for which is included in Account 221, Bonds, or Account 224, Other Long-Term Debt.
- B. This account shall be kept to show the interest accruals on each class and series of long-term debt.

NOTE: This account shall not include interest on nominally issued or nominally outstanding long-term debt, including securities assumed.

428 Amortization of Debt Discount and Expense

- A. This account shall include in each accounting period the portion of unamortized debt discount and expense on outstanding long-term debt which is applicable to such period. Amounts charged to this account (except as noted in B.) shall be credited concurrently to Account 181, Unamortized Debt Discount.
- B. Debt expenses as defined in the Definition Section shall be charged directly to this account.
- C. This account shall be kept to show the debt discount and expense on each class and series of long-term debt.

429 Amortization of Premium on Debt - Credit

- A. This account shall include in each accounting period the portion of unamortized net premium on outstanding long-term debt which is applicable to such period. Amounts credited to this account shall be charged concurrently to Account 251, Unamortized Premium on Debt.
- B. This account shall be so kept or supported as to show the premium on each class and series of long-term debt.

430 Interest on Debt to Municipality

- A. This account shall include in each accounting period interest accrued on amounts included in Account 223, Advances from Municipality, and on all other obligations to the municipality.
- B. The records supporting the entries to this account shall be kept to show to whom the interest is to be paid, the period covered by the accrual, the rate of interest and the principal amount of the advances or other obligations on which the interest is accrued.

Income Statement – Interest Charges Accounts

431 Other Interest Expense

This account shall include in each accounting period all interest charges not provided for elsewhere.

Items

1. Interest on customers' deposits
2. Interest on claims and judgments, tax assessments, and assessments for public improvements past due
3. Interest on notes payable on demand or maturing one year or less from date and on open accounts, except notes and accounts with the municipality

432 Interest Charged to Construction - Credit

This account shall include concurrent credits for interest charged to construction based upon the net cost for the period of construction of borrowed funds used for construction purposes and a reasonable rate upon other funds when so used. (*See Utility Plant Instruction 2 (Q).*)

Earned Surplus

433 Balance Transferred from Income

This account shall include the net credit or debit transferred from income for the year.

434 Miscellaneous Credits to Surplus

This account shall include credits affecting earned surplus not provided for elsewhere. To permit ready analysis, all items included in this account shall be sufficiently described in the related entries.

Items

1. Delayed credits as provided in General Instruction 8
2. Profit on sale of property or investments
3. Profit on reacquisition and resale or retirement of utility's debt securities
4. Prior period adjustments

435 Miscellaneous Debits to Surplus

This account shall include amounts chargeable to earned surplus but not provided for elsewhere. All items included in this account shall be sufficiently described in the entries to permit ready analysis.

Items

1. Amortization of utility plant acquisition adjustments or of intangibles when not done under an orderly systematic program indicating the propriety of inclusion of the annual charges in Account 425, Miscellaneous Amortization
2. Delayed debits as provided in General Instruction 8
3. Decline in value of investments
4. Long-term debt discount or expense written off
5. Loss on sale of property or investments
6. Loss on reacquisition and resale or retirement of utility's debt securities
7. Preliminary survey and investigation expenses on abandoned projects
8. Provision for past accrued depreciation not provided for
9. Prior period adjustment

436 Appropriations of Surplus

This account shall include appropriations of earned surplus for purposes not provided for elsewhere.

Items

1. Appropriations of income required under terms of mortgages, orders of courts, contracts or other agreements
2. Appropriations of income required by action of regulatory authorities
3. Miscellaneous appropriations of income made at the option of the utility for specified purposes

Income Statement – Earned Surplus Accounts

439 Appropriations of Income to Municipal Funds

This account shall include the amount of cash or other assets payable to the municipality out of the income or earned surplus of the utility subject to limitations set forth in the Wisconsin Statutes.

Operating Revenues

1. Sales of Electricity

440	Residential Sales
441	Rural Sales
442	Small Commercial and Industrial Sales
443	Large Commercial and Industrial Sales
444	Public Street and Highway Lighting
445	Other Sales to Public Authorities
447	Sales for Resale
448	Interdepartmental Sales

2. Other Operating Revenues

450	Forfeited Discounts
451	Miscellaneous Service Revenues
453	Sales of Water and Water Power
454	Rent from Electric Property
455	Interdepartmental Rents
456	Other Electric Revenues

Account Descriptions

1. Sales of Electricity

440 Residential Sales

- A. This account shall include the net billing for electricity supplied for residential or domestic purposes.
- B. Records shall be maintained so that the quantity of electricity sold and the revenue received under each rate schedule shall be readily available.

NOTE: When electricity supplied through a single meter is used for both residential and commercial purposes, the total revenue shall be included in this account, or Account 442, Small Commercial and Industrial Sales, according to the rate schedule which is applied. If the same rate schedules apply to residential as to commercial and industrial service, classification shall be made according to principal use.

441 Rural Sales

- A. This account shall include the net billing for electricity supplied to rural and farm customers and billed under distinct rural or farm rates.
- B. Records shall be maintained so that the quantity of electricity sold and the revenue received under each rate schedule shall be readily available.

442 Small Commercial and Industrial Sales

- A. This account shall include the net billing for electricity supplied for commercial and industrial purposes to customers with less than 50 kW of actual or estimated maximum demand, or connected load, or where such data are not readily available, with consumption of less than 120,000 kWh per annum.
- B. Records shall be maintained so that the quantity of electricity sold and the revenue received under each rate schedule shall be readily available.

NOTE: When electricity supplied through a single meter is used for both commercial and residential purposes, the total revenue shall be included in this account, or in Account 440, Residential Sales, according to the rate schedule which is applied. If the same rate schedules apply to residential as to commercial service, classification shall be made according to the principal use.

443 Large Commercial and Industrial Sales

- A. This account shall include the net billing for electricity supplied for commercial and industrial purposes to customers with 50 kW or more of actual or estimated maximum demand, or connected load, or where such data are not readily available, with consumption of 120,000 kWh or more per annum.
- B. Records shall be maintained so that the quantity of electricity sold and the revenue received under each rate schedule shall be readily available.

NOTE: In classifying between large and small commercial and industrial sales, reasonable deviations above or below the 50 kW demand are permissible in order that transfers of customers between the two classes during the year may be minimized.

444 Public Street and Highway Lighting

- A. This account shall include the net billing for electricity supplied and services rendered for the purposes of lighting streets, highways, parks and other public places, or for traffic or other signal system service, for municipalities or other divisions or agencies of state or federal governments.
- B. Records shall be maintained so that the quantity of electricity sold and the revenue received from each customer shall be readily available. In addition, the records shall be maintained so as to show the revenues from (a) contracts which include both electricity and services, and (b) contracts which include sales of electricity only.

445 Other Sales to Public Authorities

- A. This account shall include the net billing for electricity supplied to municipalities or divisions or agencies of federal or state governments, under special contracts or agreements or service classifications applicable only to public authorities, except, such revenues as are includible in Accounts 444 and 447.
- B. Records shall be maintained so as to show the quantity of electricity sold and the revenue received from each customer.

447 Sales for Resale

- A. This account shall include the net billing for electricity supplied to other electric utilities or to public authorities for resale purposes.
- B. Records shall be maintained so as to show the quantity of electricity sold and the revenue received from each customer.

NOTE: Revenues from electricity supplied to other public utilities for use by them and not for distribution, shall be included in commercial and

industrial sales, unless supplied under the same contract as and not readily separable from revenues includible in this account.

448 Interdepartmental Sales

- A. This account shall include amounts charged by the electric department at tariff or other specified rates for electricity supplied by it to other utility departments.
- B. Records shall be maintained so that the quantity of electricity supplied each other department and the charges therefore shall be readily available.

2. Other Operating Revenues

450 Forfeited Discounts

This account shall include the amount of discounts forfeited or additional charges imposed because of failure of customers to pay their electric bills on or before a specified date.

451 Miscellaneous Service Revenues

This account shall include revenues for all miscellaneous services and charges billed to customers which are not specifically provided for in other accounts.

Items

- 1. Fees for changing, connecting or disconnecting service
- 2. Profit on maintenance of appliances, wiring, piping or other installations on customers' premises
- 3. Net credit or debit (cost less net salvage and less payment from customers) on closing of work orders for plant installed for temporary service of less than one year. (*See Account 185, Temporary Facilities.*)
- 4. Recovery of expenses in connection with current diversion cases (billing for the electricity consumed shall be included in the appropriate electric revenue account)

453 Sales of Water and Water Power

- A. This account shall include revenues derived from the sale of water for irrigation, domestic, industrial or other uses, or for the development by others of water power; also, revenues derived from furnishing water power for mechanical purposes when the investment in the property used in supplying such water or water power is carried as utility plant in service.
- B. The records for this account shall be kept in such manner as to permit an analysis of the rates charged and the purposes for which the water was used, such as city water supply, development of electricity by other utilities, industrial uses, irrigation, etc.

454 Rent from Electric Property

- A. This account shall include rents received for the use by others of land, buildings, and other property devoted to electric operations by the utility.
- B. When property owned by the utility is operated jointly with others under a definite arrangement for apportioning the actual expenses among the parties to the arrangement, any amount received by the utility for interest or return or in reimbursement of taxes or depreciation on the property shall be credited to this account.

NOTE: Do not include in this account rents from property constituting an operating unit or system. (See Account 412, Revenues from Utility Plant Leased to others.)

455 Interdepartmental Rents

This account shall include rents credited to the electric department on account of rental charges made against other departments (gas, water, etc.) of the utility. In the case of property operated under a definite arrangement to allocate the costs among the departments using the property, any reimbursement to the electric department for interest or return and depreciation and taxes shall be credited to this account.

NOTE: Charges for electricity supplied other utility departments shall not be included in this account but in Account 448, Interdepartmental Sales.

456 Other Electric Revenues

This account shall include revenues derived from electric operations not includible in any of the foregoing accounts.

Items

1. Compensation for minor or incidental services provided for others such as customer billing, engineering, etc.
2. Profit or loss on sale of material and supplies not ordinarily purchased for resale and not handled through merchandising and jobbing accounts
3. Sale of steam, but not including sales made by a steam heating department or transfers of steam under joint facility operations

Operation and Maintenance Expenses – Class AB

Introduction

Structure of the Expense Accounts

The expense section of this system of accounts shall be comprised of six major expense groups: (1) Power Production Expenses; (2) Transmission Expenses; (3) Distribution Expenses; (4) Customer Accounts Expenses; (5) Sales Expenses; and (6) Administrative and General Expenses.

Reimbursements

Reimbursements of actual costs incurred in connection with joint operations or projects, repairing plant due to damage by others, and obligations to make changes in utility plant (such as highway relocations), shall be credited to the accounts originally charged.

Instructions

1. Supervision and Engineering

The supervision and engineering included in the operating expense accounts shall consist of the pay and expenses of superintendents, engineers, clerks, other employees and consultants engaged in supervising and directing the operations and maintenance of each utility function. Wherever allocations are necessary in order to arrive at the amount to be included in any account, underlying records shall reflect the method and basis of allocation.

Items

Labor:

1. Establishing organizational setup of departments and executing changes
2. Formulating and reviewing routines of departments and executing changes
3. General training and instruction of employees by supervisors whose pay is chargeable to this account. Specific instruction and training in a particular type of work is chargeable to the appropriate functional account
4. Preparing instructions for operations and maintenance activities
5. Preparing or reviewing budgets, estimates, and drawings relating to operation or maintenance for department approval
6. Reviewing and analyzing operating results
7. Secretarial work for supervisory personnel, but not general clerical work chargeable to other accounts
8. Special tests to determine efficiency of equipment operation

Expenses:

9. Consulting fees and expenses
10. Meals, traveling and incidental expenses

2. Maintenance

- A. The cost of maintenance chargeable to the various operating expense and clearing accounts includes labor, materials, overheads and other expenses incurred in maintenance work. A list of work operations applicable generally to utility plant is included below.
- B. Materials recovered in connection with the maintenance of property shall be credited to the same account to which the maintenance cost was charged.
- C. If the book cost of any property is carried in Account 102, Utility Plant Purchased or Sold, the cost of maintaining such property shall be charged to the accounts for maintenance of property of the same class and use, the book cost of which is carried in other utility plant in service accounts. Maintenance of property leased from others shall be treated as provided in Operating Expense Instruction 3.

Items

- 1. Direct field supervision of maintenance
- 2. Inspecting, testing, and reporting on condition of plant specifically to determine the need for repairs, replacements, rearrangements and changes and inspecting and testing the adequacy of repairs which have been made
- 3. Net cost of installing, maintaining, and removing temporary facilities to prevent interruptions in service
- 4. Rearranging and changing the location of plant not retired
- 5. Repairing for reuse materials recovered from plant
- 6. Replacing or adding minor items of plant which do not constitute a retirement unit (*See Utility Plant Instruction 9.*)
- 7. Testing for, locating and resolving problems
- 8. Work performed specifically for the purpose of preventing failure, restoring serviceability or maintaining life of plant

3. Rents

- A. The rent expense accounts provided under the several functional groups of expense accounts shall include all rents, including taxes paid by the lessee on leased property, for property used in utility operations, except (1) minor amounts paid for occasional or infrequent use of any property or equipment and all amounts paid for use of equipment that, if owned, would be included in plant Accounts 391 to 398, inclusive, which shall be treated as an expense item and included in the appropriate functional account and (2) rents which are chargeable to clearing accounts, and distributed to the appropriate account. If rents cover property used for more than one function, such as production and transmission, or by more than one department, the rents shall be apportioned to the appropriate rent expense or clearing accounts of each department on an actual, or, if necessary, an estimated basis.
- B. When a portion of property or equipment rented from others for use in connection with utility operations is subleased, the revenue derived from such subleasing shall be

credited to the rent revenue account in operating revenues; provided, however, that in case the rent was charged to a clearing account, amounts received from subleasing the property shall be credited to such clearing account.

- C. The cost, when incurred by the lessee, of operating and maintaining leased property, shall be charged to the accounts appropriate for the expense if the property were owned.
- D. The cost incurred by the lessee of additions and replacements to utility plant leased from others shall be accounted for as provided in Utility Plant Instruction 5.

NOTE: The aggregate of the rents included in the functional operating expense accounts shall be included in the income statement in Account 401, Operation Expense. However, where the rents are significant the aggregate amount shall be shown separately in the income statement.

Operation and Maintenance Expenses

1. Power Production Expenses

A. Steam Power Generation

Operation

- 500 Operation Supervision and Engineering
- 501 Fuel
- 502 Steam Expenses
- 503 Steam from Other Sources
- 504 Steam Transferred – Credit
- 505 Electric Expenses
- 506 Miscellaneous Steam Power Expenses
- 507 Rents

Maintenance

- 510 Maintenance Supervision and Engineering
- 511 Maintenance of Structures
- 512 Maintenance of Boiler Plant
- 513 Maintenance of Electric Plant
- 514 Maintenance of Miscellaneous Steam Plant

B. Hydraulic Power Generation

Operation

- 535 Operation Supervision and Engineering
- 536 Water for Power
- 537 Hydraulic Expenses
- 538 Electric Expenses
- 539 Miscellaneous Hydraulic Power Generation Expenses
- 540 Rents

Maintenance

- 541 Maintenance Supervision and Engineering
- 542 Maintenance of Structures
- 543 Maintenance of Reservoirs, Dams and Waterways
- 544 Maintenance of Electric Plant
- 545 Maintenance of Miscellaneous Hydraulic Plant

C. Other Power Generation

Operation

- 546 Operation Supervision and Engineering
- 547 Fuel
- 548 Generation Expenses
- 549 Miscellaneous Other Power Generation Expenses
- 550 Rents

Operation and Maintenance Expenses – Class AB Accounts

Maintenance

- 551 Maintenance Supervision and Engineering
- 552 Maintenance of Structures
- 553 Maintenance of Generating and Electric Plant
- 544 Maintenance of Miscellaneous Other Power Generation Plant

D. Other Power Supply Expenses

Operation

- 555 Purchased Power
- 556 System Control and Load Dispatching
- 557 Other Expenses

2. Transmission Expenses

Operation

- 560 Operation Supervision and Engineering
- 561 Load Dispatching
- 562 Station Expenses
- 563 Overhead Line Expenses
- 564 Underground Line Expenses
- 566 Miscellaneous Transmission Expenses
- 567 Rents

Maintenance

- 568 Maintenance Supervision and Engineering
- 569 Maintenance of Structures
- 570 Maintenance of Station Equipment
- 571 Maintenance of Overhead Lines
- 572 Maintenance of Underground Lines
- 573 Maintenance of Miscellaneous Transmission Plant

3. Distribution Expenses

Operation

- 580 Operation Supervision and Engineering
- 581 Load Dispatching
- 582 Station Expenses
- 583 Overhead Line Expenses
- 584 Underground Line Expenses
- 585 Street Lighting and Signal System Expenses
- 586 Meter Expenses
- 587 Customer Installation Expenses
- 588 Miscellaneous Distribution Expenses
- 589 Rents

Operation and Maintenance Expenses – Class AB Accounts

Maintenance

- 590 Maintenance Supervision and Engineering
- 591 Maintenance of Structures
- 592 Maintenance of Station Equipment
- 593 Maintenance of Overhead Lines
- 594 Maintenance of Underground Lines
- 595 Maintenance of Line Transformers
- 596 Maintenance of Street Lighting and Signal Systems
- 597 Maintenance of Meters
- 598 Maintenance of Miscellaneous Distribution Plant

4. Customer Accounts Expenses

Operation

- 901 Supervision
- 902 Meter Reading Expenses
- 903 Customer Records and Collection Expenses
- 904 Uncollectible Accounts
- 905 Miscellaneous Customer Accounts Expenses

5. Customer Service and Informational Expenses

Operation

- 906 Customer Service and Informational Expenses

6. Sales Expenses

Operation

- 911 Supervision
- 912 Demonstrating and Selling Expenses
- 913 Advertising Expenses
- 916 Miscellaneous Sales Expenses

7. Administrative and General Expenses

Operation

- 920 Administrative and General Salaries
- 921 Office Supplies and Expenses
- 922 Administrative Expenses Transferred – Credit
- 923 Outside Services Employed
- 924 Property Insurance
- 925 Injuries and Damages
- 926 Employee Pensions and Benefits
- 928 Regulatory Commission Expenses
- 929 Duplicate Charges – Credit
- 930 Miscellaneous General Expenses
- 931 Rents

Maintenance

- 932 Maintenance of General Plant

Account Descriptions

1. Power Production Expenses

A. Steam Power Generation

Operation

500 Operation Supervision and Engineering

This account shall include the cost of labor and expenses incurred in the general supervision and direction of the operation of steam power generating stations. Direct supervision of specific activities, such as fuel handling, boiler-room operations, generator operations, etc., shall be charged to the appropriate account. (*See Operation and Maintenance Expense Instruction 1.*)

501 Fuel

- A. This account shall include the cost of fuel used in the production of steam for the generation of electricity, including expenses in unloading fuel from the shipping media and handling thereof up to the point where the fuel enters the first boiler plant bunker, hopper, bucket, tank or holder of the boiler-house structure. Records shall be maintained to show the quantity, Btu content and cost of each type of fuel used.
- B. The cost of fuel shall be charged initially to Account 151, Fuel, and cleared to this account, on the basis of the fuel used. Fuel handling expenses may be charged to this account as incurred or charged initially to Account 152, Fuel Stock Expenses. In the latter event, they shall be cleared to this account on the basis of the fuel used.

Items

Labor:

1. Supervising purchasing and handling of fuel
2. All routine fuel analyses
3. Unloading from shipping facility and putting in storage
4. Moving of fuel in storage and transferring fuel from one station to another
5. Handling from storage or shipping facility to first bunker, hopper, bucket, tank or holder of boiler-house structure
6. Operation of mechanical equipment, such as locomotives, trucks, cars, boats, barges, cranes, etc.

Materials and Expenses:

7. Cost of fuel including freight, switching, demurrage and other transportation charges
8. Excise taxes, insurance, purchasing commissions and similar items
9. Stores expenses to extent applicable to fuel
10. Transportation and other expenses in moving fuel in storage
11. Tools, lubricants and other supplies

12. Operating supplies for mechanical equipment
13. Residual disposal expenses less any proceeds from sale of residuals

NOTE: Abnormal fuel handling expenses occasioned by emergency conditions shall be charged to expense as incurred.

502 Steam Expenses

This account shall include the cost of labor, materials used and expenses incurred in production of steam for electric generation. This includes all expenses of handling and preparing fuel beginning at the point where the fuel enters the first boiler plant bunker, hopper, tank, or holder of the boiler-house structure.

Items

Labor:

1. Supervising steam production
2. Operating fuel conveying, storage, weighing and processing equipment within boiler plant
3. Operating boiler and boiler auxiliary equipment
4. Operating boiler feed water purification and treatment equipment
5. Operating ash-collecting and disposal equipment located inside the plant
6. Operating boiler plant electrical equipment
7. Keeping boiler plant log and records and preparing reports on boiler plant operation
8. Testing boiler water
9. Testing, checking, and adjusting meters, gauges, and other instruments and equipment in boiler plant
10. Cleaning boiler plant equipment when not incidental to maintenance work
11. Repacking glands and replacing gauge glasses where the work involved is of a minor nature and is performed by regular operating crews. Where the work is of a major character, such as that performed on high-pressure boilers, the item should be considered as maintenance

Materials and Expenses:

12. Boiler compounds, chemicals and boiler inspection fees
13. Lubricants
14. Boiler feed water purchased and pumping supplies

503 Steam from Other Sources

This account shall include the cost of steam purchased, or transferred from another department of the utility or from others under a joint facility operating arrangement, for use in prime movers devoted to the production of electricity.

NOTE: The records shall be so kept as to show separately for each company from which steam is purchased, the point of delivery, the quantity, the price, and the total charge. When steam is transferred from another department or from others under a joint operating

arrangement, the utility shall be prepared to show full details of the cost of producing such steam, the basis of the charge to electric generation and the extent and manner of use by each department or party involved.

504 Steam Transferred--Credit

- A. This account shall include credits for expenses of producing steam which are charged to others or to other utility departments under a joint operating arrangement. Include also credits for steam expenses chargeable to other electric accounts outside of the steam generation group. Full details of the basis of determination of the cost of steam transferred shall be maintained.
- B. If the charges to others or to other departments of the utility include an amount for depreciation, taxes and return on the joint steam facilities, such portion of the charge shall be credited, in the case of others, to Account 454, Rent from Electric Property, and in the case of other departments of the utility, to Account 455, Interdepartmental Rents.

505 Electric Expenses

This account shall include the cost of labor, materials used and expenses incurred in operating prime movers, generators, and their auxiliary apparatus, switch gear and other electric equipment to the points where electricity enters the transmission or distribution system.

Items

Labor:

1. Supervising electric production
2. Operating turbines, engines, generators and exciters
3. Operating condensers, circulating water systems and other auxiliary apparatus
4. Operating generator cooling system
5. Operating lubrication and oil control system, including oil purification
6. Operating switchboards, switch gear and electric control and protective equipment
7. Keeping electric plant log and records and preparing reports on electric plant operations
8. Testing, checking and adjusting meters, gauges, and other instruments, relays, controls and other equipment in the electric plant
9. Cleaning electric plant equipment when not incidental to maintenance work
10. Repacking glands and replacing gauge glasses

Materials and Expenses:

11. Lubricants and control system oils
12. Generator cooling gases
13. Circulating water purification supplies
14. Cooling water purchased
15. Motor and generator brushes

506 Miscellaneous Steam Power Expenses

This account shall include the cost of labor, materials used and expenses incurred which are not specifically provided for or are not readily assignable to other steam generation operation expense accounts.

Items

Labor:

1. General clerical and stenographic work
2. Guarding and patrolling plant and yard
3. Building service
4. Care of grounds including snow removal, cutting grass, etc.
5. Miscellaneous labor

Materials and Expenses:

6. General operating supplies, such as tools, gaskets, packing waste, gauge glasses, hose, indicating lamps, record and report forms, etc.
7. First-aid supplies and safety equipment
8. Employees' service facilities expenses
9. Building service supplies
10. Communication service
11. Miscellaneous office supplies and expenses, printing and stationery
12. Transportation expenses
13. Meals, traveling and incidental expenses

507 Rents

This account shall include all rents of property of others used, occupied or operated in connection with steam power generation. (*See Operation and Maintenance Expense Instruction 3.*)

Maintenance

510 Maintenance Supervision and Engineering

This account shall include the cost of labor and expenses incurred in the general supervision and direction of maintenance of steam generation facilities. Direct field supervision of specific jobs shall be charged to the appropriate maintenance account. (*See Operation and Maintenance Expense Instruction 1.*)

511 Maintenance of Structures

This account shall include the cost of labor, materials used and expenses incurred in the maintenance of steam structures, the book cost of which is includible in Account 311, Structures and Improvements, and of similar property leased from others. (See Operation and Maintenance Expense Instruction 2.)

512 Maintenance of Boiler Plant

A. This account shall include the cost of labor, materials used and expenses incurred in the maintenance of steam plant, the book cost of which is includible in Account 312, Boiler Rant Equipment, and of similar property leased from others. (See Operation and Maintenance Expense Instruction 2.)

B. For the purpose of making charges hereto and to Account 513, Maintenance of Electric Plant, the point at which steam plant is distinguished from electric plant, is defined as follows:

1. Inlet flange of throttle valve on prime mover
2. Flange of all steam extraction lines on prime mover
3. Hotwell pump outlet on condensate lines
4. Inlet flange of all turbine-room auxiliaries
5. Connection to line side of motor starter for all boiler-plant equipment

513 Maintenance of Electric Plant

This account shall include the cost of labor, materials used and expenses incurred in the maintenance of electric plant, the book cost of which is includible in Account 313, Engines and Engine-Driven Generators, Account 314, Turbogenerator Units, and Account 315, Accessory Electric Equipment, and of similar property leased from others. (See Operation and Maintenance Expense Instruction 2 and Paragraph B of Account 512.)

514 Maintenance of Miscellaneous Steam Plant

This account shall include the cost of labor, materials used and expenses incurred in maintenance of miscellaneous steam generation plant, the book cost of which is includible in Account 316, Miscellaneous Power Plant Equipment, and of similar property leased from others. (See Operation and Maintenance Expense Instruction 2.)

B. Hydraulic Power Generation

Operation

535 Operation Supervision and Engineering

This account shall include the cost of labor and expenses incurred in the general supervision and direction of the operation of hydraulic power generating stations. Direct supervision of specific activities, such as hydraulic operation, generator

operation, etc., shall be charged to the appropriate account. (*See Operation and Maintenance Expense Instruction 1.*)

536 Water for Power

This account shall include the cost of water used for hydraulic power generation.

Items

1. Cost of water purchased from others, including water tolls paid reservoir companies
2. Periodic payments for licenses or permits from any governmental agency for water rights, or payments based on the use of the water
3. Periodic payments for riparian rights
4. Periodic Payments for headwater benefits or for detriments to others
5. Cloud seeding

537 Hydraulic Expenses

This account shall include the cost of labor, materials used and expenses incurred in operating hydraulic works including reservoirs, dams and waterways, and in activities directly relating to the hydroelectric development outside the generating station.

Items

Labor:

1. Suspending hydraulic operation
2. Removing debris and ice from trash racks, reservoirs and waterways
3. Patrolling reservoirs and waterways
4. Operating intakes, spillways, sluiceways, and outlet works
5. Operating bubbler, heater or other de-icing systems
6. Ice and log jam work
7. Operating navigation facilities
8. Operations relating to conservation of game, fish, forests, etc.
9. Insect control activities

Materials and Expenses:

10. Insect control materials
11. Lubricants, packing, and other supplies used in operation of hydraulic equipment
12. Supplies and expenses in conservation of game, fish, forests, etc.
13. Transportation expense

538 Electric Expenses

This account shall include the cost of labor, materials used and expenses incurred in operating prime movers, generators, and their auxiliary apparatus, switchgear, and other electric equipment, to the point where electricity enters the transmission or distribution system.

Operation and Maintenance Expenses – Class AB –Account Descriptions

Items

Labor:

1. Supervising electric production
2. Operating prime movers, generators and auxiliary equipment
3. Operating generator cooling system
4. Operating lubrication and oil control systems, including oil purification
5. Operating switchboards, switchgear, and electric control and protection equipment
6. Keeping plant log and records and preparing reports on plant operations
7. Testing, checking and adjusting meters, gauges, and other instruments, relays, controls, and other equipment in the plant
8. Cleaning plant equipment when not incidental to maintenance work
9. Repacking glands

Materials and Expenses:

10. Lubricants and control system oils
11. Motor and generator brushes

539 Miscellaneous Hydraulic Power Generation Expenses

This account shall include the cost of labor, materials used and expenses incurred which are not specifically provided for or are not readily assignable to other hydraulic generation operation expense accounts.

Items

Labor:

1. General clerical and stenographic work
2. Guarding and patrolling plant and yard
3. Building service
4. Care of grounds including snow removal, cutting grass, etc.
5. Snow removal from roads and bridges
6. Miscellaneous labor

Materials and Expenses:

7. General operating supplies, such as tools, gaskets, packing, waste, hose, indicating lamps, record and report forms, etc.
8. First-aid supplies and safety equipment
9. Employees' service facilities expenses
10. Building service supplies
11. Communication service
12. Office supplies, printing and stationery
13. Transportation expenses
14. Fuel
15. Meals, traveling and incidental expenses

Operation and Maintenance Expenses – Class AB –Account Descriptions

540 Rents

This account shall include all rents of property of others used, occupied or operated in connection with hydraulic power generation, including amounts payable to the United States for the occupancy of public lands and reservations for reservoirs, dams, flumes, forebays, penstocks, power houses, etc., but not including transmission right-of-way. (See Operation and Maintenance Expense Instruction 3.)

Maintenance

541 Maintenance Supervision and Engineering

This account shall include the cost of labor and expenses incurred in the general supervision and direction of the maintenance of hydraulic power generating stations. Direct field supervision of specific jobs shall be charged to the appropriate maintenance account. (See Operation and Maintenance Expense Instruction 1.)

542 Maintenance of Structures

This account shall include the cost of labor, materials used and expenses incurred in maintenance of hydraulic structures, the book cost of which is includible in Account 331, Structures and Improvements, and of similar property leased from others. (See Operation and Maintenance Expense Instruction 2.)

543 Maintenance of Reservoirs, Dam and Waterways

This account shall include the cost of labor, materials used and expenses incurred in maintenance of plant includible in Account 332, Reservoirs, Dams and Waterways, and of similar property leased from others. (See Operation and Maintenance Expense Instruction 2.)

544 Maintenance of Electric Plant

This account shall include the cost of labor, materials used and expenses incurred in maintenance of plant includible in Account 333, Water Wheels, Turbines and Generators, and Account 334, Accessory Electric Equipment, and of similar property leased from others. (See Operation and Maintenance Expense Instruction 2.)

545 Maintenance of Miscellaneous Hydraulic Plant

This account shall include the cost of labor, materials used and expenses incurred in maintenance of plant, the book cost of which is includible in Account 335, Miscellaneous Power Plant Equipment, and Account 336, Roads, Railroads, and Bridges, and of similar plant leased from others. (See Operation and Maintenance Expense Instruction 2.)

C. Other Power Generation

Operation

546 Operation Supervision and Engineering

This account shall include the cost of labor and expenses incurred in the general supervision and direction of the operation of other power generating stations. Direct supervision of specific activities, such as fuel handling, engine and generator operation, etc., shall be charged to the appropriate account. (*See Operation and Maintenance Expense Instruction 1.*)

547 Fuel

This account shall include the cost delivered at the station (*See Account 151, Fuel*) of all fuel, such as gas, oil, kerosene, and gasoline used in other power generation.

548 Generation Expenses

This account shall include the cost of labor, materials used and expenses incurred in operating prime movers, generators and electric equipment in other power generating stations, to the point where electricity enters the transmission or distribution system.

Items

Labor:

1. Supervising other power generation operation
2. Operating prime movers, generators and auxiliary apparatus and switching and other electric equipment
3. Keeping plant log and records and preparing reports on plant operations
4. Testing, checking, cleaning, oiling and adjusting equipment

Materials and Expenses:

5. Dynamo, motor, and generator brushes
6. Lubricants and control system oils
7. Water for cooling engines and generators

549 Miscellaneous Other Power Generation Expenses

This account shall include the cost of labor, materials used and expenses incurred in the operation of other power generating stations which are not specifically provided for or are not readily assignable to other generation expense accounts.

Items

Labor:

1. General clerical and stenographic work
2. Guarding and patrolling plant and yard
3. Building service
4. Care of grounds, including snow removal, cutting grass, etc.
5. Miscellaneous labor

Materials and Expenses:

6. Building service supplies
7. First-aid supplies and safety equipment
8. Communication service
9. Employees' service facilities expenses
10. Office supplies, printing and stationery
11. Transportation expense
12. Meals, traveling and incidental expenses
13. Fuel for heating
14. Water for fire protection or general use
15. Miscellaneous supplies, such as hand tools, drills, saw blades, files, etc.

550 Rents

This account shall include all rents of property of others used, occupied, or operated in connection with other power generation. (See Operation and Maintenance Expense Instruction 3.)

Maintenance

551 Maintenance Supervision and Engineering

This account shall include the cost of labor and expenses incurred in the general supervision and direction of the maintenance of other power generating stations. Direct field supervision of specific jobs shall be charged to the appropriate maintenance account. (See Operation and Maintenance Expense Instruction 1.)

552 Maintenance of Structures

This account shall include the cost of labor, materials used and expenses incurred in maintenance of facilities used in other power generation, the book cost of which is includible in Account 341, Structures and Improvements, and Account 342, Fuel Holders, Producers and Accessories, and of similar property leased from others. (See Operation and Maintenance Expense Instruction 2.)

553 Maintenance of Generating and Electric Plant

This account shall include the cost of labor, materials used and expenses incurred in maintenance of plant, the book cost of which is includible in Account 343, Prime Movers, Account 344, Generators, and Account 345, Accessory Electric Equipment, and of similar property leased from others. (See Operation and Maintenance Expense Instruction 2.)

554 Maintenance of Miscellaneous Other Power Generation Plant

This account shall include the cost of labor, materials used and expenses incurred in maintenance of other power generation plant, the book cost of which is includible in

Account 346, Miscellaneous Power Plant Equipment, and of similar property leased from others. (See Operation and Maintenance Expense Instruction 2.)

D. Other Power Supply Expenses

555 Purchased Power

- A. This account shall include the cost at point of receipt by the utility of electricity purchased for resale. It shall include, also, net settlements for exchange of electricity or power, such as economy energy, off-peak energy for on-peak energy, spinning reserve capacity, etc. In addition, the account shall include the net settlements for transactions under pooling or interconnection agreements wherein there is a balancing of debits and credits for energy, capacity, etc. Distinct purchases and sales shall not be recorded as exchanges and net amounts only recorded merely because debit and credit amounts are combined in the voucher settlement.
- B. The records supporting this account shall show, by months, the demands and demand charges, kilowatt-hours and prices thereof under each purchase contract and the charges and credits under each exchange or power pooling contract.

556 System Control and Load Dispatching

This account shall include the cost of labor and expenses incurred in load dispatching activities for system control. Utilities having an interconnected electric system or operating under a central authority which controls the production and dispatching of electricity may apportion these costs to this account and Account 561, Load Dispatching-Transmission, and Account 581, Load Dispatching-Distribution.

Items

Labor:

- 1. Allocating loads to plants and interconnections with others
- 2. Directing switching
- 3. Arranging and controlling clearances for construction, maintenance, test, and emergency purposes
- 4. Controlling system voltages
- 5. Recording loadings, water conditions, etc.
- 6. Preparing operating reports and data for billing and budget purposes
- 7. Obtaining reports on the weather and special events

Expenses:

- 8. Communication service provided for system control purposes
- 9. System record and report forms
- 10. Meals, traveling and incidental expenses
- 11. Obtaining weather and special events reports

557 Other Expenses

- A. This account shall be charged with any production expenses, including expenses incurred directly in connection with the purchase of electricity, which are not specifically provided for in other production expense accounts. Charges to this account shall be supported so that a description of each type of charge will be readily available.
- B. Recoveries from insurance companies, under use and occupancy provisions of policies, of amounts in reimbursement of excessive or added production costs for which the insurance company is liable under the terms of the policy shall be credited to this account.

2. Transmission Expenses

Operation

560 Operation Supervision and Engineering

This account shall include the cost of labor and expenses incurred in the general supervision and direction of the operation of the transmission system as a whole. Direct supervision of specific activities, such as station operation, line operation, etc., shall be charged to the appropriate account. (*See* Operation and Maintenance Expense Instruction 1.)

561 Load Dispatching

This account shall include the cost of labor, materials used and expenses incurred in load dispatching operations pertaining to the transmission of electricity.

Items

Labor:

- 1. Directing switching
- 2. Arranging and controlling clearances for construction, maintenance, test and emergency purposes
- 3. Controlling system voltages
- 4. Obtaining reports on the weather and special events
- 5. Preparing operating reports and data for billing and budget purposes

Expenses:

- 6. Communication service provided for system control purposes
- 7. System record and report forms
- 8. Meals, traveling and incident al expenses
- 9. Obtaining weather and special events reports

562 Station Expenses

This account shall include the cost of labor, materials used and expenses incurred in operating transmission substations and switching stations. If transmission station

Operation and Maintenance Expenses – Class AB –Account Descriptions

equipment is located in or adjacent to a generating station, the expenses applicable to transmission station operations shall nevertheless be charged to this account.

Items

Labor:

1. Supervising station operation
2. Adjusting station equipment where such adjustment primarily affects performance, such as regulating the flow of cooling water, adjusting current in fields of a machine or changing voltage of regulators, changing station transformer taps
3. Inspecting, testing and calibrating station equipment for the purpose of checking its performance
4. Keeping station log and records and preparing reports on station operation
5. Operating switching and other station equipment
6. Standing watch, guarding, and patrolling station and station yard
7. Sweeping, mopping, and tidying station
8. Care of grounds, including snow removal, cutting grass, etc.

Materials and Expenses:

9. Building service expenses
10. Operating supplies, such as lubricants, commutator brushes, water, and rubber goods
11. Station meter and instrument supplies, such as ink and charts
12. Station record and report forms
13. Tool expense
14. Transportation expenses
15. Meals, traveling, and incidental expenses

563 Overhead Line Expenses

564 Underground Line Expenses

A. These accounts shall include the cost of labor, materials used, and expenses incurred in the operation of transmission lines.

B. If the expenses are not substantial for both overhead and underground lines, these accounts may be combined.

Items

Labor:

1. Supervising line operation
2. Inspecting and testing lightning arresters, circuit breakers, switches, and grounds
3. Load tests of circuits
4. Routine line patrolling
5. Routine voltage surveys made to determine the condition or efficiency of transmission system

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6. Transferring loads, switching and reconnecting circuits and equipment for operating purposes. (Switching for construction or maintenance purposes is not includible in this account.)
 7. Routine inspection and cleaning of manholes, conduit, network and transformer vaults
 8. Electrolysis surveys
 9. Inspecting and adjusting line-testing equipment, such as voltmeters, ammeters, wattmeters, etc.
 10. Regulation and addition of oil or gas in high-voltage cable systems
- Materials and Expenses:
11. Transportation expenses
 12. Meals, traveling and incidental expenses
 13. Tool expenses
 14. Operating supplies, such as instrument charts, rubber goods, etc.

566 Miscellaneous Transmission Expenses

This account shall include the cost of labor, materials used and expenses incurred in transmission map and record work, transmission office expenses, and other transmission expenses not provided for elsewhere.

Items

Labor:

1. General records of physical characteristics of lines and stations, such as capacities, etc.
2. Ground resistance records
3. Janitorial work at transmission office buildings, including care of grounds, snow removal, cutting grass, etc.
4. Joint pole maps and records
5. Line load and voltage records
6. Preparing maps and prints
7. General clerical and stenographic work
8. Miscellaneous labor

Materials and Expenses:

9. Communication service
10. Building service supplies
11. Map and record supplies
12. Transmission office supplies and expenses, printing and stationery
13. First-aid supplies

567 Rents

This account shall include rents of property of others used, occupied, operated in connection with the transmission system, including payments to the United States and other for use of public or private lands and reservations for transmission line rights-of-way. (See Operation and Maintenance Expense Instruction 3.)

Operation and Maintenance Expenses – Class AB –Account Descriptions

Maintenance

568 Maintenance Supervision and Engineering

This account shall include the cost of labor and expenses incurred in the general supervision and direction of maintenance of the transmission system. Direct field supervision of specific jobs shall be charged to the appropriate maintenance account. (See Operation and Maintenance Expense Instruction 1.)

569 Maintenance of Structures

This account shall include the cost of labor, materials used and expenses incurred in the maintenance of structures, the book cost of which is includible in Account 352, Structures and Improvements, and of similar property leased from others. (See Operation and Maintenance Expense Instruction 2.)

570 Maintenance of Station Equipment

This account shall include the cost of labor, materials used and expenses incurred in maintenance of station equipment the book cost of which is includible in Account 353, Station Equipment, and of similar property leased from others. (See Operation and Maintenance Expense Instruction 2.)

571 Maintenance of Overhead Lines

This account shall include the cost of labor, materials used and expenses incurred in maintenance of transmission plant, the book cost of which is includible in Account 354, Towers and Fixtures, Account 355, Poles and Fixtures, Account 356, Overhead Conductors and Devices, Account 359, Roads and Trails, and of similar property leased from others. (See Operation and Maintenance Expense Instruction 2.)

1. Work of the following character on poles, towers and fixtures:
 - a. Installing or removing additional clamps or strain insulators on guys in place
 - b. Moving line or guy pole in relocation of the same pole or section of line
 - c. Painting poles, towers, crossarms or pole extensions
 - d. Readjusting and changing position of guys or braces
 - e. Realigning and straightening poles, crossarms braces, and other pole fixtures
 - f. Reconditioning reclaimed pole fixtures
 - g. Relocating crossarms, racks, brackets, and other fixtures on pole
 - h. Repairing or realigning pins, racks, or brackets
 - i. Repairing pole supported platform
 - j. Repairs by others to jointly owned poles
 - k. Shaving, cutting rot, or treating poles or crossarms in use or salvaged for reuse
 - l. Stubbing poles already in service
 - m. Supporting fixtures and conductors and transferring them to new pole during pole replacement
 - n. Maintenance of pole signs, stencils, tags, etc.

2. Work of the following character on overhead conductors and devices:
 - a. Overhauling and repairing line cutouts, line switches, line breakers, etc.
 - b. Cleaning insulators and bushings
 - c. Refusing cutouts
 - d. Repairing line oil circuit breakers and associated relays and control wiring
 - e. Repairing grounds
 - f. Resagging, retying, or rearranging position or spacing of conductors
 - g. Standing by phones, going to calls, cutting faulty lines clear, or similar activities at times of emergencies
 - h. Sampling, testing, changing, purifying, and replenishing insulating oil
 - i. Repairing line testing equipment
 - j. Transferring loads, switching and reconnecting circuits and equipment for maintenance purposes
 - k. Trimming trees and clearing brush
 - l. Chemical treatment of right-of-way areas when occurring subsequent to construction of line

3. Work of the following character on roads and trails:
 - a. Repairing roadway, bridges, etc.
 - b. Trimming trees and brush to maintain previous roadway clearance
 - c. Snow removal from roads and trails
 - d. Maintenance work on publicly owned roads and trails when done by utility at its expense

572 Maintenance of Underground Lines

This account shall include the cost of labor, materials used and expenses incurred in maintenance of transmission plant, the book cost of which is includible in Account 357, Underground Conduits, and Account 358, Underground Conductors and Devices, and of similar property leased from others. (*See Operation and Maintenance Expense Instruction 2.*)

1. Work of the following character on underground conduit:
 - a. Cleaning ducts, manholes, and sewer connections
 - b. Minor alterations of handholes, manholes, or vaults
 - c. Refastening, repairing, or moving racks, ladders, or hangers in manholes, or vaults
 - d. Plugging and shelving or replugging ducts
 - e. Repairs to sewers and drains, walls and floors, rings and covers

2. Work of the following character on underground conductors and devices:
 - a. Repairing oil circuit breakers, switches, cutouts, and control wiring
 - b. Repairing grounds
 - c. Retraining and reconnecting cables in manhole, including transfer of cables from one duct to another

- d. Repairing conductors and splices
- e. Repairing or moving junction boxes and potheads
- f. Refireproofing of cables and repairing supports
- g. Repairing electrolysis preventive devices for cables
- h. Repairing cable bonding systems
- i. Sampling, testing, changing, purifying and replenishing insulating oil
- j. Transferring loads, switching and reconnecting circuits and equipment for maintenance purposes
- k. Repairing Line testing equipment
- l. Repairs to oil or gas equipment in high-voltage cable system and replacement of oil or gas

573 Maintenance of Miscellaneous Transmission Plant

This account shall include the cost of labor, materials used and expenses incurred in maintenance of owned or leased plant which is assignable to transmission operations and is not provided for elsewhere. (*See Operation and Maintenance Expense Instruction 2.*)

3. Distribution Expenses

Operation

580 Operation Supervision and Engineering

This account shall include the cost of labor and expenses incurred in the general supervision and direction of the operation of the distribution system. Direct supervision of specific activities, such as station operation, line operation, meter department operation, etc., shall be charged to the appropriate account. (*See Operation and Maintenance Expense Instruction 1.*)

581 Load Dispatching

This account (the keeping of which is optional with the utility) shall include the cost of labor, materials used and expenses incurred in load dispatching operations pertaining to the distribution of electricity.

Items

Labor:

1. Directing switching
2. Arranging and controlling clearances for construction, maintenance, test and emergency purposes
3. Controlling system volt ages
4. Preparing operating reports
5. Obtaining reports on the weather and special events

Expenses:

6. Communication service provided for system control purposes
7. System record and report forms

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8. Meals, traveling and incidental expenses

582 Station Expenses

This account shall include the cost of labor, materials used and expenses incurred in the operation of distribution sub stations.

Items

Labor:

1. Supervising station operation
2. Adjusting station equipment where such adjustment primarily affects performance, such as regulating the flow of cooling water, adjusting current in fields of a machine, changing voltage of regulators, or changing station transformer tape
3. Keeping station log and records and preparing reports on station operation
4. Inspecting, testing, and calibrating station equipment for the purpose of checking its performance
5. Operating switching and other station equipment
6. Standing watch, guarding and patrolling station and station yard
7. Sweeping, mapping, and tidying station
8. Care of grounds, including snow removal, cutting grass, etc.

Materials and Expenses:

9. Building service expenses
10. Operating supplies, such as lubricant, commutator brushes, water, and rubber goods
11. Station meter and instrument supplies, such as ink and charts
12. Station record and report forms
13. Tool expense
14. Transportation expense
15. Meals, traveling, and incidental expenses

NOTE: If the utility owns storage battery equipment used for supplying electricity to customers in periods of emergency, the cost of operating labor and of supplies, such as acid, gloves, hydrometers, thermometers, soda, automatic cell fillers, acid proof shoes, etc., shall be included in this account. If significant in amount, a separate subdivision shall be maintained for such expenses.

583 Overhead Line Expenses

584 Underground Line Expenses

These accounts shall include, respectively, the cost, of labor, materials used and expenses incurred in the operation of overhead and underground distribution lines.

Items

Labor:

1. Supervising line operation

2. Changing line transformer taps
 3. Inspecting and testing lightning arresters, line circuit breakers, switches, and grounds
 4. Inspecting and testing line transformers for the purpose of determining load, temperature, or operating performance
 5. Patrolling lines
 6. Load tests and voltage surveys of feeders, circuits, and line transformers
 7. Removing line transformers and voltage regulators with or without replacement
 8. Installing line transformers or voltage regulators with or without change in capacity provided that the cost of first installation of these items is included in Account 368, Line Transformers
 9. Voltage surveys, either routine or upon request of customers, including voltage tests at customer's main switch
 10. Transferring loads, switching and reconnecting circuits and equipment for operation purposes
 11. Electrolysis surveys
 12. Inspecting and adjusting line testing equipment
- Materials and Expenses:
13. Tool expense
 14. Transportation expense
 15. Meals, traveling, and incidental expense
 16. Operating supplies, such as instrument charts, rubber goods, etc.

585 Street Lighting and Signal System Expenses

This account shall include the cost of labor, materials used and expenses incurred in: (1) the operation of street lighting and signal system plant which is owned or leased by the utility; and (2) the operation and maintenance of such plant owned by customers when such work is done regularly as a part of the street lighting and signal system service.

Items

Labor:

1. Supervising street lighting and signal systems operation
2. Replacing lamps and incidental cleaning of glassware and fixtures in connection therewith
3. Routine patrolling for lamp outages, extraneous nuisances or encroachments, etc.
4. Testing lines and equipment including voltage and current measurement
5. Winding and inspection of tire switch and other controls

Materials and Expenses:

6. Street lamp renewals
7. Transportation and tool expense
8. Meals, traveling, and incidental expenses

586 Meter Expenses

This account shall include the cost of labor, materials used and expenses incurred in the operation of customer meters and associated equipment.

Items

Labor:

1. Supervising meter operation
2. Clerical work on meter history records, and reports including programming automated record keeping
3. Disconnecting and reconnecting, removing and reinstalling, sealing and unsealing meters and other metering equipment in connection with initiating or terminating services including the cost of obtaining meter readings, if incidental to such operation
4. Consolidating meter installations due to elimination of separate meters for different rates of service
5. Changing or relocating meters, instrument transformers, time switches, and other metering equipment
6. Resetting time controls, checking operation of demand meters and other metering equipment, when done as an independent operation
7. Inspecting and adjusting meter testing equipment
8. Inspecting and testing meters, instrument transformers, time switches, and other metering equipment on premises or in shops excluding inspecting and testing incidental to maintenance
9. Testing and debugging automated meter reading (AMR) systems

Materials and Expenses:

10. Meter seals and miscellaneous meter supplies including replacing batteries
11. Transportation expenses
12. Meals, traveling, and incidental expenses
13. Tool expenses

NOTE: The cost of the first setting and testing of a meter is chargeable to utility plant Account 370, Meters.

587 Customer Installations Expenses

This account shall include the cost of labor, materials used and expenses incurred in work on customer installations in inspecting premises and in rendering services to customers of the nature of those indicated by the list of items hereunder.

Items

Labor:

1. Supervising customer installations work
2. Inspecting premises, including check of wiring for code compliance
3. Investigating, locating, and clearing grounds on customers' wiring

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4. Investigating service complaints, including load tests of motors and lighting and power circuits on customers' premises; field investigations of complaints on bills or of voltage
5. Installing, removing, renewing, and changing lamps and fuses
6. Radio, television and similar interference work including erection of new aerials on customers' premises and patrolling of lines, testing of lightning arresters, inspection of pole hardware, etc., and examination on or off premises of customers' appliances, wiring, or equipment to locate cause of interference
7. Installing, connecting, reinstalling, or removing leased property on customers' premises
8. Testing, adjusting, and repairing customers' fixtures and appliances in shop or on premises
9. Cost of changing customers' equipment due to changes in service characteristics
10. Investigation of current diversion including setting and removal of check meters and securing special readings thereon; special calls by employees in connection with discovery and settlement of current diversion; changes in customer wiring and any other labor cost identifiable as caused by current diversion

Materials and Expenses:

11. Lamp and fuse renewals
12. Materials used in servicing customers' fixtures, appliances and equipment
13. Power, light, heat, telephone, and other expenses of appliance repair department
14. Tool expense
15. Transportation expense, including pickup and delivery charges
16. Meals, traveling and incidental expenses
17. Rewards paid for discovery of current diversion

NOTE A: Amounts billed customers for any work, the cost of which is charged to this account, shall be credited to this account. Any excess over costs resulting therefrom shall be transferred to Account 451, Miscellaneous Service Revenues.

NOTE B: Do not include in this account expenses incurred in connection with merchandising, jobbing and contract work.

588 Miscellaneous Distribution Expenses

This account shall include the cost of labor, materials used and expenses incurred in distribution system operation not provided for elsewhere.

Items

Labor:

1. General records of physical characteristics of lines and substations, such as capacities, etc.

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2. Ground resistance records
 3. Joint pole maps and records
 4. Distribution system voltage and load records
 5. Preparing maps and prints
 6. Service interruption and trouble records
 7. General clerical and stenographic work except that chargeable to Account 586, Meter Expenses
 8. Operating records covering poles, transformers, manholes, cables, and other distribution facilities. Exclude meter records chargeable to Account 586, Meter Expenses, and station records chargeable to Account 582, Station Expenses, and stores records chargeable to Account 163, Stores Expense
 9. Janitor work at distribution office buildings including snow removal, cutting grass, etc.
- Materials and Expenses:
10. Communication service
 11. Building service expenses
 12. Miscellaneous office supplies and expenses, printing, and stationary, maps and records and first-aid supplies

589 Rents

This account shall include rents of property of others used, occupied, or operated in connection with the distribution system, including payments to the United States and others for the use and occupancy of public lands and reservations for distribution line rights-of-way. (*See Operation and Maintenance Expense Instruction 3.*)

Maintenance

590 Maintenance Supervision and Engineering

This account shall include the cost of labor and expenses incurred in the general supervision and direction of maintenance of the distribution system. Direct field supervision of specific jobs shall be charged to the appropriate maintenance account. (*See Operation and Maintenance Expense Instruction 1.*)

591 Maintenance of Structures

This account shall include the cost of labor, materials used and expenses incurred in maintenance of structures, the book cost of which is includible in Account 361, Structures and Improvements, and of similar property leased from others. (*See Operation and Maintenance Expense Instruction 2.*)

592 Maintenance of Station Equipment

This account shall include the cost of labor, materials used and expenses incurred in maintenance of plant, the book cost of which is includible in Account 362, Station

Equipment, and Account 363, Storage Battery Equipment, and of similar property leased from others. (See Operation and Maintenance Expense Instruction 2.)

593 Maintenance of Overhead Lines

This account shall include the cost of labor, materials used and expenses incurred in the maintenance of overhead distribution line facilities, the book cost of which is includible in Account 364, Poles, Towers and Fixtures, Account 365, Overhead Conductors and Devices, Account 369, Services, and of similar property leased from others. (See Operation and Maintenance Expense Instruction 2.)

Items

1. Work of the following character on poles, towers, and fixtures:
 - a. Installing additional clamps or removing clamps or strain insulators on guys in place
 - b. Moving line or guy pole in relocation of pole or section of line
 - c. Painting poles, towers, crossarms, or pole extensions
 - d. Readjusting and changing position of guys or braces
 - e. Realigning and straightening poles, crossarms, braces, pins, racks, brackets, and other pole fixtures
 - f. Reconditioning reclaimed pole fixtures
 - g. Relocating crossarms, racks, brackets, and other fixtures on pole
 - h. Repairing pole supported platform
 - i. Repairs by others to jointly-owned poles
 - j. Shaving, cutting rot, or treating poles or crossarms in use or salvaged for reuse
 - k. Stubbing poles already in service
 - l. Supporting conductors, transformers, and other fixtures and transferring them to new poles during pole replacement
 - m. Maintaining pole signs, stencils, tags, etc.

2. Work of the following character on overhead conductors and devices:
 - a. Overhauling and repairing line cutouts, line switches and line breakers
 - b. Cleaning insulators and bushings
 - c. Re-fusing line cutouts
 - d. Repairing line oil circuit breakers and associated relays and control wiring
 - e. Repairing grounds
 - f. Resagging, retying, or rearranging position or spacing of conductors
 - g. Standing by phones, going to calls, cutting faulty lines clear, or similar activities at times of emergency
 - h. Sampling, testing, changing, purifying, and replenishing insulating oil
 - i. Transferring loads, switching, and reconnecting circuits and equipment for maintenance purposes
 - j. Repairing line testing equipment
 - k. Trimming trees and clearing brush
 - l. Chemical treatment of right-of-way area when occurring subsequent to construction of line

3. Work of the following character on overhead services:
 - a. Moving position of service either on pole or on customers' premises
 - b. Pulling slack in service wire
 - c. Retying service wire
 - d. Refastening or tightening service bracket

594 Maintenance of Underground Lines

This account shall include the cost of labor, materials used and expenses incurred in the maintenance of underground distribution line facilities, the book cost of which is includible in Account 366, Underground Conduit, Account 367, Underground Conductors and Devices, and Account 369, Services, and of similar property leased from others. (*See Operation and Maintenance Expense Instruction 2.*)

Items

1. Work of the following character on underground conduit:
 - a. Cleaning ducts, manholes, and sewer connections
 - b. Moving or changing position of conduit or pipe
 - c. Minor alterations of handholes, manholes, or vaults
 - d. Refastening, repairing, or moving racks, ladders, or hangers in manholes or vaults
 - e. Plugging and shelving ducts
 - f. Repairs to sewers, drains, walls, and floors, rings and covers
2. Work of the following character on underground conductors and devices:
 - a. Repairing circuit breakers, switches, cutouts, network protectors, and associated relays and control wiring
 - b. Repairing grounds
 - c. Retraining and reconnecting cables in manhole including transfer of cables from one duct to another
 - d. Repairing conductors and splices
 - e. Repairing or moving junction boxes and potheads
 - f. Re-fireproofing cables and repairing supports
 - g. Repairing electrolysis preventive devices for cables
 - h. Repairing cable bonding systems
 - i. Sampling, testing, changing, purifying, and replenishing insulating oil
 - j. Transferring loads, switching and reconnecting circuits and equipment for maintenance purposes
 - k. Repairing line testing equipment
 - l. Repairing oil or gas equipment in high voltage cable system and replacement of oil or gas
3. Work of the following character on underground services:
 - a. Cleaning ducts
 - b. Repairing any underground service plant

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595 Maintenance of Line Transformers

This account shall include the cost of labor, materials used and expenses incurred in maintenance of distribution line transformers and other equipment, the book cost of which is includible in Account 368, Line Transformers, and of similar property leased from others. (See Operation and Maintenance Expense Instruction 2.)

596 Maintenance of Street Lighting and Signal Systems

This account shall include the cost of labor, materials used and expenses incurred in maintenance of plant, the book cost of which is includible in Account 373, Street Lighting and Signal Systems, and of similar property leased from others. (See Operation and Maintenance Expense Instruction 2.)

597 Maintenance of Meters

This account shall include the cost of labor, materials used and expenses incurred in the maintenance of meters and meter testing equipment, the book cost of which is includible in Account 370, Meters, and Account 395, Laboratory Equipment, respectively, and of similar property leased from others. (See Operation and Maintenance Expense Instruction 2.)

598 Maintenance of Miscellaneous Distribution Plant

This account shall include the cost of labor, materials used and expenses incurred in maintenance of plant, the book cost of which is includible in Account 371, Installations on Customers' Premises, and Account 372, Leased Property on Customers' Premises, and of similar property leased from others, and any other plant the maintenance of which is assignable to the distribution function and is not provided for elsewhere. (See Operation and Maintenance Expense Instruction 2.)

Items

1. Work of similar character to that listed in other distribution maintenance accounts
2. Maintenance of office furniture and equipment used by distribution system department

4. Customer Accounts Expenses

Operation

901 Supervision

This account shall include the cost of labor and expenses incurred in the general direction and supervision of customer accounting and collecting activities. Direct supervision of a specific activity shall be charged to Account 902, Meter Reading Expenses, or Account 903, Customer Records and Collection Expenses, as appropriate. (See Operation and Maintenance Expense Instruction 1.)

902 Meter Reading Expenses

This account shall include the cost of labor, materials used and expenses incurred in reading customer meters remotely or on site, and determining consumption.

Items

Labor:

1. Addressing forms for obtaining meter readings by mail or electronically
2. Changing and collecting meter charts, or computer programs used for billing purposes
3. Inspecting time clocks, checking seals etc., when performed by meter readers and the work represents a minor activity incidental to regular meter reading routine
4. Reading meters, including demand meters, and obtaining load information for billing purposes. Exclude and charge to Account 586, Meter Expenses, or to Account 903, Customer Records and Collection Expenses, as applicable, the cost of obtaining meter readings, first and final, if incidental to the operation of removing or resetting, sealing, or locking, and disconnecting or reconnecting meters
5. Computing consumption from meter reader's book, mailed in reports, or electronic records
6. Collecting from prepayment meters when incidental to meter reading
7. Maintaining record of customers' keys
8. Computing estimated or average consumption

Materials and Expenses:

9. Badges, lamps, and uniforms
10. Demand charts, meter books and binders and forms as well as computer supplies for recording readings, but not the cost of preparation
11. Postage and supplies used in obtaining meter readings by mail
12. Transportation, meals, and incidental expenses

903 Customer Records and Collection Expenses

This account shall include the cost of labor, material used and expenses incurred in work on customer applications, contracts, orders, credit investigations, billing and accounting, collections, and complaints.

Items

Labor:

1. Balancing collections, preparing collections for deposit, and preparing cash reports
2. Balancing customer accounts and controls
3. Checking consumption shown by meter readers' reports or automated meter reading (AMR) programs where incidental to preparation of billing data
4. Collecting revenues, including collection from prepayment meters unless incidental to meter reading operations

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5. Determining consumption and computing estimated or average consumption when performed by employees other than those engaged in reading meters or operating automated meter reading systems
 6. Disconnecting and reconnecting service because of nonpayment of bills
 7. Final meter reading of delinquent accounts when done by collectors incidental to regular activities
 8. Investigating customer credit and keeping of records pertaining to it, including records of uncollectible accounts written off
 9. Operating billing and bookkeeping equipment and software
 10. Posting collections and other credits or charges to customer accounts and extending unpaid balances
 11. Preparing address plates and addressing bills and delinquent notices.
 12. Preparing billing data electronically or by hand
 13. Preparing and delivering bills by mail or electronically
 14. Preparing, mailing or delivering delinquent notices and preparing reports of delinquent accounts
 15. Preparing meter reading sheets or electronic programs/spread sheets
 16. Receiving, recording, and handling of inquiries, complaints, and requests for investigations from customers, including preparation of necessary orders, but excluding the cost of carrying out such orders, which is chargeable to the account appropriate for the work called for by such orders
 17. Receiving, refunding or applying customer deposits and maintaining customer deposit, line extension, and other miscellaneous records
 18. Receiving, preparing, recording and handling routine orders for service, disconnections, transfers or meter tests initiated by the customer, excluding the cost of carrying out such orders, which is chargeable to the account appropriate for the work called for by such orders
 19. Statistical and tabulating work on customer accounts and revenues, but not including special analyses for sales department, rate department, or other general purposes, unless incidental to regular customer accounting routines.
 20. Verifying billing records with contracts or rate schedules
- Materials and Expenses:
21. Mailing and printing supplies including automated meter reading supplies
 22. Bank charges, exchange, and other fees for cashing and depositing customers' checks
 23. Cash overages and shortages
 24. Commissions or fees to others for collecting
 25. Forms for recording orders for services, removals, etc.
 26. Payments to credit organizations for investigations and reports
 27. Postage
 28. Rent of mechanical or electronic equipment
 29. Transportation expenses, including transportation of customer bills and meter books under centralized billing procedure or sharing of electronic records

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30. Transportation, meals, and incidental expenses

NOTE: The cost of work on meter history and meter location records is chargeable to Account 586, Meter Expenses.

904 Uncollectible Accounts

This account shall be charged with amounts sufficient to provide for losses from uncollectible utility revenues. Concurrent credits shall be made to Account 144, Accumulated Provision for Uncollectible Accounts-Credit. Losses from uncollectible accounts shall be charged to Account 144.

905 Miscellaneous Customer Accounts Expenses

This account shall include the cost of labor, materials used and expenses incurred not provided for in other accounts.

Items

Labor:

1. General clerical work
2. Miscellaneous labor

Materials and Expenses:

3. Communication service
4. Miscellaneous office supplies and expenses, stationery and printing, other than those specifically provided for in Account 902 and Account 903

5. Customer Service and Informational Expenses

Operation

906 Customer Service and Informational Expenses

This account shall include the cost of supervision, labor, and expenses incurred in customer service and informational activities, the purpose of which is to encourage safe and efficient use of the utility's service, to encourage conservation of the utility's service, and to assist present customers in answering specific inquiries as to the proper and economic use of the utility's service and the customer's equipment utilizing the service.

6. Sales Expenses

Operation

911 Supervision

This account shall include the cost of labor and expenses incurred in the general direction and supervision of sales activities, except merchandising. Direct supervision of a specific activity, such as demonstrating, selling, or advertising shall

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be charged to the account wherein the costs of such activity are included. (*See* Operation and Maintenance Expense Instruction 1.)

912 Demonstrating and Selling Expenses

This account shall include the cost of labor, materials used and expenses incurred in promotional, demonstrating, and selling activities, the object of which is to promote or retain the use of utility services by present and prospective customers, except by merchandising.

913 Advertising Expenses

This account shall include the cost of labor, materials used and expenses incurred in advertising designed to promote or retain the use of utility service, except advertising the sale of merchandise by the utility.

916 Miscellaneous Sales Expenses

This account shall include the cost of labor, materials used and expenses incurred in connection with sales activities, except merchandising, which are not includible in other sales expense accounts.

Items

Labor:

1. General clerical and stenographic work not assigned to specific functions
2. Special analysis of customer accounts and other statistical work for sales purposes not a part of the regular customer accounting and billing routine
3. Miscellaneous labor

Materials and Expenses:

4. Communication service
5. Printing, postage, and office supplies and expenses applicable to sales activities, except those chargeable to Account 913, Advertising Expenses

7. Administrative and General Expenses

Operation

920 Administrative and General Salaries

- A. This account shall include the compensation (salaries, bonuses, and other consideration for services, but not including directors' fees) of officers, executives, and other employees of the utility properly chargeable to utility operations and not chargeable directly to a particular operating function.
- B. This account may be subdivided in accordance with a classification appropriate to the departmental or other functional organization of the utility.

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921 Office Supplies and Expenses

- A. This account shall include office supplies and other expenses incurred in connection with the general administration of the utility's operations, which are assignable to specific administrative or general departments and are not specifically provided for in other accounts. This includes the expenses of the various administrative and general departments, the salaries and wages of which are included in Account 920, Administrative and General Salaries.
- B. This account may be subdivided in accordance with a classification appropriate to the departmental or other functional organization of the utility.

Items

1. Automobile service, including charges through clearing accounts
2. Bank service charges
3. Books, periodicals, bulletins and subscriptions to newspapers, newsletters, tax services, etc.
4. Building service expenses for customer accounts, sales and administrative and general purposes
5. Communication service: telephone, cell phone, two-way radio, internet, etc.
6. Cost of individual items of office equipment used by general departments, which are of small value or short life: printers, copiers, etc.
7. Meals, traveling and incidental expenses
8. Membership fees and dues in trade, technical, and professional associations paid by utility for employees (Utility memberships are included in Account 930.)
9. Office supplies and expenses
10. Payment of court costs, witness fees, and other expenses of legal department
11. Postage, printing and stationery

NOTE: Office expenses, which are clearly applicable to any group of operating expenses other than the administrative and general group, shall be included in the appropriate account in each functional group. Further, general expenses, which apply to the utility as a whole rather than to a particular administrative function, shall be included in Account 930, Miscellaneous General Expenses.

922 Administrative Expenses Transferred - Credit

This account shall be credited with administrative expenses recorded in Account 920 and Account 921, which are transferred to construction costs or to nonutility accounts.

923 Outside Services Employed

- A. This account shall include the fees and expenses of professional consultants and others for general services, which are not applicable to a particular operating function nor to other accounts. It shall include also the pay and expenses of

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persons engaged for a special or temporary administrative or general purpose in circumstances where the person so engaged is not considered as an employee of the utility.

- B. This account shall be maintained to permit ready summarization according to the nature of service and the person furnishing the same.

Items

1. Fees, pay and expenses of accountants and auditors, actuaries, appraisers, attorneys, engineering consultants, management consultants, negotiators, public relations counsel, tax consultants, etc.
2. Supervision fees and expenses paid under contracts for general management services

NOTE: Do not include inspection and brokerage fees and commissions chargeable to other accounts or fees and expenses in connection with security issues, which are included in the expenses of issuing securities.

924 Property Insurance

- A. This account shall include the cost of insurance or reserve accruals to protect the utility against losses and damages to owned or leased property used in its utility operations. It shall include also the cost of labor and related supplies and expenses incurred in property insurance activities.
- B. Recoveries from insurance companies or others for property damages shall be credited to the account charged with the cost of the damage. If the damaged property has been retired, the credit shall be to the appropriate account for accumulated provision for depreciation.
- C. Records shall be maintained to show the amount of coverage for each class of insurance carried, the property covered, and the applicable premiums. Any dividends distributed by mutual insurance companies shall be credited to the accounts to which the insurance premiums were charged.

Items

1. Amounts credited to Account 261, Property Insurance Reserve, for similar protection
2. Insurance inspection service
3. Insurance counsel, brokerage fees, and expenses
4. Premiums payable to insurance companies for fire, storm, burglary, explosion, lightning, fidelity, riot, and similar insurance
5. Special costs incurred in procuring insurance

NOTE A: The cost of insurance or reserve accruals capitalized shall be charged to construction either directly or by transfer to construction work orders from this account.

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NOTE B: The cost of insurance or reserve accruals for the following classes of property shall be charged as indicated:

- (1) Materials and supplies and stores equipment, to Account 163, Stores Expense, or appropriate materials account
- (2) Merchandise and jobbing property, to Account 416, Costs and Expenses of Merchandising, Jobbing and Contract Work
- (3) Nonutility property to the appropriate nonutility income account
- (4) Transportation and other general equipment, to appropriate clearing accounts that may be maintained
- (5) Utility plant leased to others, to Account 413, Expenses of Utility Plant Leased to Others

NOTE C: The cost of labor and related supplies and expenses of administrative and general employees who are only incidentally engaged in property insurance work may be included in Account 920 and Account 921, as appropriate.

925 Injuries and Damages

- A. This account shall include the cost of insurance or reserve accruals to protect the utility against injuries and damage claims of employees or others, losses of such character not covered by insurance, and expenses incurred in settlement of injuries and damages claims. It shall also include the cost of labor and related supplies and expenses incurred in injuries and damages activities.
- B. Reimbursements from insurance companies or others for expenses charged to this account and on account of injuries and damages and insurance dividends or refunds shall be credited to this account.

Items

1. Compensation paid while incapacitated as the result of occupational injuries (*See Note A.*)
2. Compensation payments under workers compensation laws
3. Cost of safety, accident prevention and similar educational activities
4. Fees and expenses of claim investigators
5. Losses not covered by insurance or reserve accruals on account of injuries or deaths to employees or others and damages to the property of others
6. Payment of awards to claimants for court costs and attorneys' services
7. Medical and hospital service and expenses for employees as the result of occupational injuries or resulting from claims of others
8. Premiums payable to insurance companies for protection against claims from injuries and damages by employees or others, such as public liability, property damage, casualty, employee liability, etc., and amounts credited to Account 262, Injuries and Damages Reserve, for similar protection.

NOTE A: Payments to or on behalf of employees for accident or death benefits, hospital expenses, medical supplies, or salaries while incapacitated for service or on leave of absence beyond periods normally allowed, when not the result of occupational injuries, shall be charged to Account 926, Employee Pensions and Benefits. (See also Note B of Account 926.)

NOTE B: The cost of injuries and damages or reserve accruals capitalized shall be charged to construction directly or by transfer to construction work orders from this account.

NOTE C: Exclude the time and expenses of employees (except those engaged in injuries and damages activities) spent in attendance at safety and accident prevention educational meetings, if occurring during the regular work period.

NOTE D: The cost of labor and related supplies and expenses of administrative and general employees who are only incidentally engaged in injuries and damages activities may be included in Account 920 and Account 921, as appropriate.

926 Employee Pensions and Benefits

- A. This account shall include (1) pensions paid to or on behalf of retired employees, (2) accruals to provide for pensions, (3) payments for the purchase of annuities for the purpose, when the utility has definitely, by contract, committed itself to a pension plan under which the pension funds are irrevocably devoted to pension purposes, and (4) payments for employee accident, sickness, hospital, and death benefits, or related insurance. Include, also, expenses incurred in medical, educational or recreational activities for the benefit of employees and administrative expenses in connection with employee pensions and benefits.
- B. The utility shall maintain a complete record of accruals or payments for pensions and be prepared to furnish full information to the Commission of the plan under which it has created or proposes to create a pension fund and a copy of the declaration of trust or resolution under which the pension plan is established.
- C. There shall be credited to this account the portion of pensions and benefits expenses which is applicable to nonutility operations or which is charged to construction, unless such amounts are distributed directly to the accounts involved and are not included in the first instance.
- D. Records in support of this account shall be maintained so that the total pensions expense, the total benefits expense, the administrative expenses included in this account, and the amounts of pensions and benefits expenses transferred to construction or other accounts will be readily available.

Items

1. Accruals for and payments for accident, sickness, hospital, and death benefits or insurance
2. Accruals for or payments to pension funds or to insurance companies for pension purposes
3. Expenses in connection with educational and recreational activities for the benefit of employees
4. Group and life insurance premiums (credit dividends received)
5. Payments to employees incapacitated for service or on leave of absence beyond periods normally allowed, when not the result of occupational injuries, or in excess of statutory awards
6. Payments for medical and hospital services and expenses of employees when not the result of occupational injuries
7. Payment of pensions under nonaccrual or nonfunded basis

NOTE A: The cost of labor and related supplies and expenses of administrative and general employees who are only incidentally engaged in employee pension and benefit activities may be included in Account 920 and Account 921, as appropriate.

NOTE B: Salaries paid to employees during periods of nonoccupational sickness may be charged to the appropriate labor account rather than to employee benefits.

928 Regulatory Commission Expenses

- A. This account shall include all expenses (except pay of regular employees only incidentally engaged in such work) properly included in utility operating expenses, incurred by the utility in connection with formal cases before regulatory commissions, or other regulatory bodies, or cases in which such a body is a party, including payments made to a regulatory commission for fees assessed against the utility for pay and expenses of such commission, its officers, agents, and employees, and also including payments made to the United States for the administration of the Federal Power Act.
- B. Amounts of regulatory commission expenses which by approval or direction of the Commission are to be spread over future periods, shall be charged to Account 186, Miscellaneous Deferred Debits, and amortized by charges to this account.

Items

1. Salaries, fees, retainers, and expenses of counsel, solicitors, attorneys, accountants, engineers, clerks, attendants, witnesses, and others engaged in the prosecution of, or defense against petitions or complaints presented to regulatory bodies, or in the valuation of property owned or used by the utility in connection with such cases

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2. Office supplies and expenses, payments to public service or other regulatory commissions, stationery and printing, traveling expenses, and other expenses incurred directly in connection with formal cases before regulatory commissions

NOTE: Exclude from this account and include in other appropriate operating expense accounts expenses incurred in the improvement of service, additional inspection, or rendering reports, which are made necessary by the rules and regulations, or orders, of regulatory bodies.

929 Duplicate Charges - Credit

This account shall include concurrent credits for charges which may be made to operating expenses or to other accounts of the utility for the use of utility service from its own supply. Include, also, offsetting credits for any other charges made to operating expenses for which there is no direct money outlay.

930 Miscellaneous General Expenses

This account shall include the cost of labor and expenses incurred in connection with the general management of the utility not provided for elsewhere.

Items

Labor:

1. Miscellaneous labor not elsewhere provided for

Expenses:

2. Communication service not chargeable to other accounts
3. Contributions for conventions and meetings of the industry
4. Experimental and general research work for the industry
5. Industry association dues for company memberships
6. Institutional or goodwill advertising
7. Public notice of financial, operating, and other data required by regulatory statutes
8. Publishing and distributing annual reports
9. Trustee and registrar fees and expenses

931 Rents

This account shall include rents properly included in utility operating expenses for the property of others used, occupied, or operated in connection with the customer accounts, sales and general and administrative functions of the utility. (See Operation and Maintenance Expense Instruction 3)

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Maintenance

932 Maintenance of General Plant

- A. This account shall include the cost assignable to customer accounts, sales and administrative and general functions of labor, materials used and expenses incurred in the maintenance of property, the book cost of which is included in Account 390, Structures and Improvements, Account 391, Office Furniture and Equipment, Account 397, Communication Equipment, Account 398, Miscellaneous Equipment, and of similar property leased from others. Include, also the cost of repairing for reuse materials, which previously were included in those accounts. (*See Operation and Maintenance Expense Instruction 2*)
- B. Maintenance expenses on office furniture and equipment used elsewhere than in general, commercial and sales offices shall be charged to the following accounts:

Steam Power Generation	Account 514
Hydraulic Power Generation	Account 545
Other Power Generation	Account 554
Transmission	Account 573
Distribution	Account 598
Merchandise and Jobbing	Account 416
Garages, shops, etc.	Appropriate clearing account, if used

NOTE: Maintenance of plant included in other general equipment accounts shall be included in this account unless charged to clearing accounts or to the particular functional maintenance expense account indicated by use of the equipment.

Operation and Maintenance Expenses – Class C

Introduction

Structure of the Expense Accounts

The expense section of this system of accounts shall be comprised of six major expense groups: (1) Power Production Expenses; (2) Transmission Expenses; (3) Distribution Expenses; (4) Customer Accounts Expenses; (5) Sales Expenses; and (6) Administrative and General Expenses.

Reimbursements

Reimbursements of actual costs incurred in connection with joint operations or projects, repairing plant due to damage by others, and obligations to make changes in utility plant (such as highway relocations), shall be credited to the accounts originally charged.

Instructions

1. Operation Supervision and Labor

The supervision and labor included in the operating expense accounts shall consist of the pay and expenses of superintendents, engineers, clerks, other employees and consultants engaged in supervising and directing the operations and maintenance of each utility function. Wherever allocations are necessary in order to arrive at the amount to be included in any account, underlying records shall reflect the method and basis of allocation.

Items

Labor:

1. Establishing organizational setup of departments and executing changes
2. Formulating and reviewing routines of departments and executing changes
3. General training and instruction of employees by supervisors whose pay is chargeable to this account. Specific instruction and training in a particular type of work is chargeable to the appropriate functional account
4. Preparing instructions for operations and maintenance activities
5. Preparing or reviewing budgets, estimates, and drawings relating to operation or maintenance for department approval
6. Reviewing and analyzing operating results
7. Secretarial work for supervisory personnel, but not general clerical work chargeable to other accounts
8. Special tests to determine efficiency of equipment operation

Expenses:

9. Consulting fees and expenses
10. Meals, traveling and incidental expenses

2. Maintenance

- A. The cost of maintenance chargeable to the various operating expense and clearing accounts includes labor, materials, overheads and other expenses incurred in maintenance work. A list of work operations applicable generally to utility plant is included below.
- B. Materials recovered in connection with the maintenance of property shall be credited to the same account to which the maintenance cost was charged.
- C. If the book cost of any property is carried in Account 102, Utility Plant Purchases or Sold, the cost of maintaining such property shall be charged to the accounts for maintenance of property of the same class and use, the book cost of which is carried in other utility plant in service accounts. Maintenance of property leased from others shall be treated as provided in Operating Expense Instruction 3.

Items

- 1. Direct field supervision of maintenance
- 2. Inspecting, testing, and reporting on condition of plant specifically to determine the need for repairs, replacements, rearrangements and changes and inspecting and testing the adequacy of repairs which have been made
- 3. Net cost of installing, maintaining, and removing temporary facilities to prevent interruptions in service
- 4. Rearranging and changing the location of plant not retired
- 5. Repairing for reuse materials recovered from plant
- 6. Replacing or adding minor items of plant which do not constitute a retirement unit (*See Utility Plant Instruction 9.*)
- 7. Testing for, locating and resolving problems
- 8. Work performed specifically for the purpose of preventing failure, restoring serviceability or maintaining life of plant

3. Rents

- A. The rent expense accounts provided under the several functional groups of expense accounts shall include all rents, including taxes paid by the lessee on leased property, for property used in utility operations, except (1) minor amounts paid for occasional or infrequent use of any property or equipment and all amounts paid for use of equipment that, if owned, would be included in plant Account 391 to Account 398, inclusive, which shall be treated as an expense item and included in the appropriate functional account and (2) rents which are chargeable to clearing accounts, and distributed to the appropriate account. If rents cover property used for more than one function, such as production and transmission, or by more than one department, the rents shall be apportioned to the appropriate rent expense or clearing accounts of each department on an actual, or, if necessary, an estimated basis.
- B. When a portion of property or equipment rented from others for use in connection with utility operations is subleased, the revenue derived from such subleasing shall be

credited to the rent revenue account in operating revenues; provided, however, that in case the rent was charged to a clearing account, amounts received from subleasing the property shall be credited to such clearing account.

- C. The cost, when incurred by the lessee, of operating and maintaining leased property, shall be charged to the accounts appropriate for the expense if the property were owned.
- D. The cost incurred by the lessee of additions and replacements to utility plant leased from others shall be accounted for as provided in Utility Plant Instruction 5.

NOTE: The aggregate of the rents included in the functional operating expense accounts shall be included in the income statement in Account 401, Operation Expense. However, where the rents are significant the aggregate amount shall be shown separately in the income statement.

Operation and Maintenance Expenses

1. Power Production Expenses

A. Steam Power Generation

Operation

- 500 Operation Supervision and Labor
- 501 Fuel
- 502 Operation Supplies and Expenses
- 503 Steam from Other Sources
- 504 Steam Transferred – Credit

Maintenance

- 506 Maintenance of Steam Production Plant

B. Hydraulic Power Generation

Operation

- 530 Operation Supervision and Labor
- 531 Water for Power
- 532 Operation Supplies and Expenses

Maintenance

- 535 Maintenance of Hydraulic Production Plant

C. Other Power Generation

Operation

- 538 Operation Supervision and Labor
- 539 Fuel
- 540 Operation Supplies and Expense

Maintenance

- 543 Maintenance of Other Power Production Plant

D. Other Power Supply Expenses

Operation

- 545 Purchased Power
- 546 Other Expenses

2. Transmission Expenses

Operation

- 550 Operation Supervision and Labor
- 551 Operation Supplies and Expenses

Maintenance

- 553 Maintenance of Transmission Plant

3. Distribution Expenses

Operation

- 560 Operation Supervision Expenses
- 561 Line and Station Labor
- 562 Line and Station Supplies and Expenses
- 565 Street Lighting and Signal System Expenses
- 566 Meter Expenses
- 567 Customer Installations Expenses
- 569 Miscellaneous Distribution Expenses

Maintenance

- 571 Maintenance of Structures and Equipment
- 572 Maintenance of Lines
- 573 Maintenance of Line Transformers
- 574 Maintenance of Street Lighting and Signal Systems
- 575 Maintenance of Meters
- 576 Maintenance of Miscellaneous Distribution Plant

4. Customer Accounts Expenses

Operation

- 901 Meter Reading Labor
- 902 Accounting and Collecting Labor
- 903 Supplies and Expenses
- 904 Uncollectible Accounts

5. Customer Service and Informational Expenses

Operation

- 906 Customer Service and Informational Expenses

6. Sales Expenses

Operation

- 910 Sales Expenses

7. Administrative and General Expenses

Operation

- 920 Administrative and General Salaries
- 921 Office Supplies and Expenses
- 922 Administrative Expenses Transferred – Credit
- 923 Outside Services Employed
- 924 Property Insurance
- 925 Injuries and Damages
- 926 Employee Pensions and Benefits
- 928 Regulatory Commission Expenses
- 930 Miscellaneous General Expenses
- 933 Transportation Expenses

Maintenance

- 935 Maintenance of General Plant

Account Descriptions

1. Power Production Expenses

A. Steam Power Generation

Operation

500 Operation Supervision and Labor

This account shall include the cost of supervision and labor incurred in the general supervision and direction of the operation of steam power generating stations. Direct supervision of specific activities, such as fuel handling, boiler-room operations, generator operations, etc., shall be charged to the appropriate account. (See Operation and Maintenance Expense Instruction 1.)

Items

Boiler Room Labor:

1. Supervising steam production
2. Operating fuel conveying, storage, weighing and processing equipment within boiler plant
3. Operating boiler and boiler auxiliary equipment
4. Operating boiler feed water purification and treatment equipment
5. Operating ash collecting and disposal equipment located inside the plant
6. Operating boiler plant electrical equipment
7. Keeping boiler plant log and records and preparing reports on boiler plant operations
8. Testing boiler water
9. Testing, checking, and adjusting meters, gauged and other instruments in boiler plant
10. Cleaning boiler plant equipment when not incidental to maintenance work
11. Repacking glands and replacing gauge glasses where the work involved is of a minor nature and is performed by regular operating crews. Where the work is of a major character such as that performed on high pressure boilers the item should be considered as maintenance.

Electric Plant Labor:

12. Supervising electric production
13. Operating turbines, engines, generators and exciters
14. Operating condensers, circulating water systems and other auxiliary apparatus
15. Operating generator cooling system
16. Operating lubrication and oil control system, including oil purification
17. Operating switchboards, switch gear and electric control and protective equipment
18. Keeping electric plant log and records and preparing reports on electric plant operations
19. Testing, checking and adjusting meters, gauges, and other instruments, relays, controls and other equipment in the electric plant

Operation and Maintenance Expenses – Class C – Account Descriptions

20. Cleaning electric plant equipment when not incidental to maintenance work

21. Repacking glands and replacing gauge glasses

Miscellaneous Labor:

22. General clerical and stenographic work at plant

23. Guarding and patrolling plant and yard

24. Building service

25. Care of grounds including snow removal, cutting grass, etc.

26. Miscellaneous labor

501 Fuel

A. This account shall include the cost of fuel used in the production of steam for the generation of electricity, including expenses in unloading fuel from the shipping media and handling thereof up to the point where the fuel enters the first boiler plant bunker, hopper, bucket, tank or holder of the boiler-house structure.

Records shall be maintained to show the quantity, Btu content and cost of each type of fuel used.

B. The cost of fuel shall be charged initially to Account 151, Fuel, and cleared to this account, on the basis of the fuel used. Fuel handling expenses may be charged to this account as incurred or charged initially to Account 152, Fuel Stock Expenses. In the latter event, they shall be cleared to this account on the basis of the fuel used.

Items

Labor:

1. Supervising purchasing and handling of fuel

2. All routine fuel analyses

3. Unloading from shipping facility and putting in storage

4. Moving of fuel in storage and transferring fuel from one station to another

5. Handling from storage or shipping facility to first bunker, hopper, bucket, tank or holder of boiler-house structure

6. Operation of mechanical equipment, such as locomotives, trucks, cars, boats, barges, cranes, etc.

Materials and Expenses:

7. Cost of fuel including freight, switching, demurrage and other transportation charges

8. Excise taxes, insurance, purchasing commissions and similar items

9. Stores expenses to extent applicable to fuel

10. Transportation and other expenses in moving fuel in storage

11. Tools, lubricants and other supplies

12. Operating supplies for mechanical equipment

13. Residual disposal expenses less any proceeds from sale of residuals

NOTE: Abnormal fuel handling expenses occasioned by emergency conditions shall be charged to expense as incurred.

Operation and Maintenance Expenses – Class C – Account Descriptions

502 Operation Supplies and Expenses

This account shall include the cost of materials used and expenses incurred in the operation of steam power generating stations.

Items

1. Boiler compounds, chemicals and boiler inspection fees
2. Lubricants and control system oils
3. Boiler feed water purchased and pumping supplies
4. Generator cooling gases
5. Circulating water purification supplies
6. Cooling water purchased
7. Motor and generator brushes
8. General operating supplies, such as tools, gaskets, packing waste, gauge glasses, hose, indicating lamps, record and report forms, etc.
9. First-aid supplies and safety equipment
10. Employees' service facilities expenses
11. Building service supplies
12. Communication service
13. Miscellaneous office supplies and expenses, printing and stationery
14. Transportation expenses
15. Meals, traveling and incidental expenses
16. Rents of steam production plant

503 Steam from Other Sources

This account shall include the cost of steam purchased or transferred from another department of the utility or from others under a joint facility operating arrangement, for use in prime movers devoted to the production of electricity.

NOTE: The records shall be so kept as to show separately for each company from which steam is purchased, the point of delivery, the quantity, the price, and the total charge. When steam is transferred from another department or from others under a joint operating arrangement, the utility shall be prepared to show full details of the cost of producing such steam, the basis of the charge to electric generation and the extent and manner of use by each department or party involved.

504 Steam Transferred--Credit

A. This account shall include credits for expenses of producing steam which are charged to others or to other utility departments under a joint operating arrangement. Include also credits for steam expenses chargeable to other electric accounts outside of the steam generation group. Full details of the basis of determination of the cost of steam transferred shall be maintained.

Operation and Maintenance Expenses – Class C – Account Descriptions

- B. If the charges to others or to other departments of the utility include an amount for depreciation, taxes and return on the joint steam facilities, such portion of the charge shall be credited, in the case of others, to Account 454, Rent from Electric Property, and in the case of other departments of the utility, to Account 455, Interdepartmental Rents.

Maintenance

506 Maintenance of Steam Production Plant

This account shall include the cost of labor, materials used and expenses incurred in the maintenance of steam production plant the book cost of which is includible in plant Account 311 to Account 316, inclusive, and of similar property leased from others. (See Operation and Maintenance Expense Instruction 2.)

B. Hydraulic Power Generation

Operation

530 Operation Supervision and Labor

This account shall include the cost of supervision and labor incurred in the general supervision and direction of the operation of hydraulic power generating stations.

Items

Hydraulic Labor:

1. Supervising hydraulic operation
2. Removing debris and ice from trash racks, reservoirs and waterways
3. Patrolling reservoirs and waterways
4. Operating intakes, spillways, sluiceways, and outlet works
5. Operating bubbler, heater or other de-icing systems
6. Ice and log jam work
7. Operating navigation facilities
8. Operations relating to conservation of game, fish, forests, etc.
9. Insect control activities

Electric Labor:

10. Supervising electric production
11. Operating prime movers, generators and auxiliary equipment
12. Operating generator cooling system
13. Operating lubrication and oil control systems, including oil purification
14. Operating switchboards, switchgear, and electric control and protection equipment
15. Keeping plant log and records and preparing reports on plant operations
16. Testing, checking and adjusting meters, gauges, and other instruments, relays, controls, and other equipment in the plant
17. Cleaning plant equipment when not incidental to maintenance work
18. Repacking glands

Operation and Maintenance Expenses – Class C – Account Descriptions

Miscellaneous Labor:

19. General clerical and stenographic work
20. Guarding and patrolling plant and yard
21. Building service
22. Care of grounds, including snow removal, cutting grass, etc.
23. Snow removal from roads and bridges
24. Miscellaneous labor

531 Water for Power

This account shall include the cost of water used for hydraulic power generation.

Items

1. Cost of water purchased from others, including water tolls paid reservoir companies
2. Periodic payments for licenses or permits from any governmental agency for water rights, or payments based on the use of the water
3. Periodic payments for riparian rights
4. Periodic payments for headwater benefits or for detriments to others
5. Cloud seeding

532 Operation Supplies and Expenses

This account shall include the cost of materials used and expenses incurred in the operation of hydraulic power generating stations.

Items

1. Insect control materials
2. Lubricants, packing, and other supplies used in operation of hydraulic equipment
3. Supplies and expenses in conservation of game, fish, forests, etc.
4. Transportation expense
5. Control system oils
6. Motor and generator brushes
7. General operating supplies, such as tools, gaskets, packing, waste, hose, indicating lamps, record and report forms, etc.
8. First-aid supplies and safety equipment
9. Employees' service facilities expenses
10. Building service supplies
11. Communication service
12. Office supplies printing and stationery
13. Transportation expenses
14. Fuel
15. Meals, traveling and incidental expenses
16. Rent of hydraulic power production plant

Operation and Maintenance Expenses – Class C – Account Descriptions

Maintenance

535 Maintenance of Hydraulic Production Plant

This account shall include the cost of labor, materials used and expenses incurred in the maintenance of hydraulic production plant the book cost of which is includible in plant Account 331 to Account 336, inclusive, and of similar property leased from others. (See Operation and Maintenance Expense Instruction 2.)

C. Other Power Generation

Operation

538 Operation Supervision and Labor

This account shall include the cost of supervision and labor incurred in the operation of other power generating stations.

Items

Generating Labor:

1. Supervising other power generation operation
2. Operating prime movers, generators and auxiliary apparatus and switching and other electric equipment
3. Keeping plant log and records and preparing reports on plant operations
4. Testing, checking, cleaning, oiling and adjusting equipment

Miscellaneous Labor:

5. General clerical and stenographic work
6. Guarding and patrolling plant and yard
7. Building service
8. Care of grounds, including snow removal, cutting grass, etc.
9. Miscellaneous labor

539 Fuel

This account shall include the cost delivered at the station (See Account 750, Materials and Supplies,) of all fuel, such as gas, oil, kerosene, and gasoline used in other power generation.

540 Operation Supplies and Expenses

This account shall include the cost of materials used and expenses incurred in the operation of other power generating stations.

Items

1. Dynamo, motor, and generator brushes
2. Lubricants and control system oils
3. Water for cooling engines and generators
4. Building service supplies

5. First-aid supplies and safety equipment
6. Communication service
7. Employees' service facilities expenses
8. Office supplies, printing and stationery
9. Transportation expense
10. Meals, traveling and incidental expenses
11. Fuel for heating
12. Water for fire protection or general use
13. Miscellaneous supplies, such as hand tools, drills, saw blades, files, etc.
14. Rents of other power generation plant

Maintenance

543 Maintenance of Other Power Production Plant

This account shall include the cost of labor, materials used and expenses incurred in the maintenance of other power generation plant, the book cost of which is includible in plant Account 341 to Account 346, inclusive, and of similar property leased from others. (*See Operation and Maintenance Expense Instruction 2.*)

D. Other Power Supply Expenses

Operation

545 Purchased Power

- A. This account shall include the cost at point of receipt by the utility of electricity purchased for resale. It shall include, also, net settlements for exchange of electricity or power, such as economy energy, off-peak for on-peak energy, spinning reserve capacity, etc. In addition, the account shall include the net settlements for transactions under pooling or interconnection agreements wherein there is a balancing of debits and credits for energy, capacity, etc. Distinct purchases and sales shall not be recorded as exchanges and net amounts only recorded merely because debit and credit amounts are combined in the voucher settlement.
- B. The records supporting this account shall show, by months, the demands and demand charges, kilowatt-hours and prices thereof, under each purchase contract and the charges and credits under each exchange or power pooling contract.

546 Other Expenses

- A. This account shall be charged with any production expenses, including expenses incurred directly in connection with the purchase of electricity, which are not specifically provided for in other production expense accounts. Charges to this account shall be supported so that a description of each type of charge will be readily available.

- B. Recoveries from insurance companies, under use and occupancy provisions of policies, of amounts in reimbursement of excessive or added production costs for which the insurance company is liable under the terms of the policy shall be credited to this account.

2. Transmission Expenses

Operation

550 Operation Supervision and Labor

This account shall include the cost of supervision and labor incurred in the operation of the transmission system.

Items

Load Dispatching Labor:

1. Directing switching
2. Arranging and controlling clearances for construction, maintenance, test and emergency purposes
3. Controlling system voltages
4. Obtaining reports on the weather and special events
5. Preparing operating reports and data for billing and budget purposes

Station Labor:

6. Supervising station operation
7. Adjusting station equipment where such adjustment primarily affects performance, such as regulating the flow of cooling water, adjusting current in fields of a machine or changing voltage of regulators, changing station transformer taps
8. Inspecting, testing and calibrating station equipment for the purpose of checking its performance
9. Keeping station log and records and preparing reports on station operation
10. Operation switching and other station equipment
11. Standing watch, guarding, and patrolling station and station yard
12. Sweeping, mopping, and tidying station
13. Care of grounds, including snow removal, cutting grass, etc.

Line Labor:

14. Supervising line operation
15. Inspecting and testing lightning arresters, circuit breakers, switches, and grounds
16. Load tests of circuits
17. Routine line patrolling
18. Routine voltage surveys made to determine the condition or efficiency of transmission system
19. Transferring loads, switching and reconnecting circuits and equipment for operating purposes (Switching for construction or maintenance purposes is not includible in this account)
20. Routine inspection and cleaning of manholes, conduit, network and transformer vaults

Operation and Maintenance Expenses – Class C – Account Descriptions

21. Electrolysis surveys
22. Inspecting and adjusting line testing equipment such as voltmeters, ammeters, wattmeters, etc.
23. Regulation and addition of oil or gas in high voltage cable systems

Miscellaneous Labor:

24. General records of physical characteristics of lines and stations, such as capacities, etc.
25. Ground resistance records
26. Janitor work at transmission office buildings, including care of grounds, snow removal, cutting grass, etc.
27. Joint pole maps and records
28. Line load and voltage records
29. Preparing maps and prints
30. General clerical and stenographic work
31. Miscellaneous labor

551 Operation Supplies and Expenses

This account shall include the cost of materials used and expenses incurred in the operation of the transmission system.

Items

1. Building service expenses
2. Operating supplies, such as lubricants, commutator brushes, water, and rubber goods
3. Station meter and instrument supplies, such as ink and charts
4. Station record and report forms
5. Communication service
6. First-aid supplies
7. Tool expense
8. Transportation expenses
9. Meals, traveling, and incidental expenses
10. Rents of transmission plant

Maintenance

553 Maintenance of Transmission Plant

This account shall include the cost of labor, materials used and expenses incurred in the maintenance of transmission plant the book cost of which is includible in plant Account 351 to Account 359, inclusive, and of similar property leased from others. (See Operation and Maintenance Expense Instruction 2.)

Items

1. Work of the following character on poles, towers and fixtures:
 - a. Installing or removing additional clamps or strain insulators on guys in place

Operation and Maintenance Expenses – Class C – Account Descriptions

- b. Moving line or guy pole in relocation of the same pole or section of line
 - c. Painting poles, towers, crossarms or pole extensions
 - d. Readjusting and changing position of guys or braces
 - e. Realigning and straightening poles, crossarms, braces and other pole fixtures
 - f. Reconditioning reclaimed pole fixtures
 - g. Relocating crossarms, racks, brackets, and other fixtures on pole
 - h. Repairing or realigning pins, racks, or brackets
 - i. Repairing pole supported platform
 - j. Shaving, cutting, rot, or treating poles or crossarms in use or salvaged for reuse
 - k. Repairs by others to jointly owned poles
 - l. Stubbing poles already in service
 - m. Supporting fixtures and conductors and transferring them to new pole during pole replacement
 - n. Maintenance of pole signs, stencils, tags, etc.
2. Work of the following character on overhead conductors and devices:
- a. Overhauling and repairing line cutouts, line switches, line breakers, etc.
 - b. Cleaning insulators and bushing
 - c. Refusing cutouts
 - d. Repairing line oil circuit breakers and associated relays and control wiring
 - e. Repairing grounds
 - f. Resagging, retying, or rearranging position or spacing of conductors
 - g. Standing by phones, going to calls, cutting faulty lines clear, or similar activities at times of emergencies
 - h. Sampling, testing, changing, purifying, and replenishing insulating oil
 - i. Repairing line testing equipment
 - j. Transferring loads, switching and reconnecting circuits and equipment for maintenance purposes
 - k. Trimming trees and clearing brush
 - l. Chemical treatment of right-of-way areas when occurring subsequent to construction of line
3. Work of the following character on roads and trails:
- a. Repairing roadway, bridges, etc.
 - b. Trimming trees and brush to maintain previous roadway clearance
 - c. Snow removal from roads and trails
 - d. Maintenance work on publicly owned roads and trails when done by utility at its expense
4. Work of the following character on underground conduit:
- a. Cleaning ducts, manholes, and sewer connections
 - b. Minor alterations of manholes, handholes, or vaults
 - c. Refastening, repairing, or moving racks, ladders, or hangers in manholes, or vaults

- d. Plugging and shelving or replugging ducts
- e. Repairs to sewers and drains, walls and floors, rings and covers
- 5. Work of the following character on underground conductors and devices:
 - a. Repairing oil circuit breakers, switches, cutouts, and control wiring
 - b. Repairing grounds
 - c. Retraining and reconnecting cables in manhole, including transfer of cables from one duct to another
 - d. Repairing conductors and splices
 - e. Repairing or moving junction boxes and potheads
 - f. Refireproofing of cables and repairing supports
 - g. Repairing electrolysis preventive devices for cables
 - h. Repairing cable bonding systems
 - i. Sampling, testing, changing, purifying and replenishing insulating oil
 - j. Transferring loads, switching and reconnecting circuits and equipment for maintenance purposes
 - k. Repairing line testing equipment
 - l. Repairs to oil or gas equipment in high voltage cable system and replacement of oil or gas

3. Distribution Expenses

Operation

560 Operation Supervision Expenses

This account shall include the cost of labor and expenses incurred in the general supervision and direction of the operation of the distribution system. Direct supervision of specific activities, such as station operation, line operation, meter department operation, etc., shall be charged to the appropriate account.

561 Line and Station Labor

This account shall include the cost of labor incurred in the operation of distribution lines and stations.

Items

Line Labor:

- 1. Supervising line operation
- 2. Changing line transformer taps
- 3. Inspecting and testing lightning arrester, line circuit breakers, switches, and grounds
- 4. Inspecting and testing line transformers for the purpose of determining load, temperature, or operating performance
- 5. Pat rolling lines
- 6. Load tests and voltages surveys of feeders, circuits, and line transformers
- 7. Removing line transformers and voltage regulators with or without replacement

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8. Installing line transformers or voltage regulators with or without change in capacity provided that the cost of first installation of these items is included in Account 368, Line Transformers
9. Voltage surveys, either routine or upon request of customers, including voltage tests at customer's main switch
10. Transferring loads, switching and reconnecting circuits and equipment for operation purposes
11. Electrolysis surveys
12. Inspecting and adjusting line testing equipment

Station Labor:

13. Supervising station operation
14. Adjusting station equipment where such adjustment primarily affects performance, such as regulating the flow of cooling water, adjusting current in fields of a machine, changing voltage of regulators, or changing station transformer taps
15. Keeping station log and records and preparing reports on station operation
16. Inspecting testing, and calibrating station equipment for the purpose of checking its performance
17. Operating switching and other station equipment
18. Standing watch, guarding and patrolling station and station yard
19. Sweeping, mopping, and tidying station
20. Care of grounds, including snow removal, cutting grass, etc.

562 Line and Station Supplies and Expenses

This account shall include the cost of materials used and expenses incurred in the operation of distribution lines and stations.

Items

1. Building service expenses
2. Operating supplies, such as lubricants, commutator brushes, water, and rubber goods
3. Station meter and instrument supplies, such as ink and charts
4. Station record and report forms
5. Tool expense
6. Transportation expense
7. Meals, traveling and incidental expenses

565 Street Lighting and Signal System Expenses

This account shall include the cost of labor, materials used and expenses incurred in the operation of street lighting and signal system plant.

Items

Labor:

1. Supervising street lighting and signal systems operation

Operation and Maintenance Expenses – Class C – Account Descriptions

2. Replacing lamps and incidental cleaning of glassware and fixtures in connection therewith
3. Routine patrolling for lamp outages, extraneous nuisances or encroachments, etc.
4. Testing lines and equipment including voltage and current measurement
5. Winding and inspection of time switch and other controls

Materials and Expenses:

6. Street lamp renewals
7. Transportation and tool expense
8. Meals, traveling, and incidental expenses

566 Meter Expenses

This account shall include the cost of labor, materials used and expenses incurred in the operation of customer meters and associated equipment.

Items

Labor:

1. Supervising meter operation
2. Clerical work on meter history and associated equipment record cards, test cards, and reports
3. Disconnecting and reconnecting, removing and reinstalling, sealing and unsealing meters and other metering equipment in connection with initiating or terminating services including the cost of obtaining meter readings, if incidental to such operation
4. Consolidating meter installations due to elimination of separate meters for different rates of service
5. Changing or relocating meters, instrument transformers, time switches, and other metering equipment
6. Resetting time controls, checking operation of demand meters and other metering equipment, when done as an independent operation
7. Inspecting and adjusting meter testing equipment
8. Inspecting and testing meters, instrument transformers, time switches, and other metering equipment on premises or in shops excluding inspecting and testing incidental to maintenance

Materials and Expenses:

9. Meter seals and miscellaneous meter supplies
10. Transportation expenses
11. Meals, traveling, and incidental expenses
12. Tool expenses

NOTE: The cost of the first setting and testing of a meter is chargeable to utility plant Account 370, Meters.

Operation and Maintenance Expenses – Class C – Account Descriptions

567 Customer Installations Expenses

This account shall include the cost of labor, materials used and expenses incurred in work on customer installations and in inspecting premises and in rendering services to customers of the nature of those indicated by the list of items hereunder.

Operation and Maintenance Expenses – Class C – Account Descriptions

Items

Labor:

1. Supervising customer installations work
2. Inspecting premises, including check of wiring for code compliance
3. Investigating, locating, and clearing grounds on customers' wiring
4. Investigating service complaints, including load tests of motors and lighting and power circuits on customers' premises; field investigations of complaints on bills or of voltage
5. Installing, removing, renewing, and changing lamps and fuses
6. Radio interference work including erection of new aerials on customers' premises and patrolling of lines, testing of lightning arresters, inspection of pole hardware, etc., and examination on or off premises of customers' appliances, wiring, or equipment to locate radio interference
7. Installing, connecting, reinstalling, or removing leased property on customers' premises
8. Testing, adjusting, and repairing customers' fixtures and appliances in shop or on premises
9. Cost of changing customers' equipment due to changes in service characteristics
10. Investigation of current diversion including setting and removal of check meters and securing special readings thereon; special calls by employees in connection with discovery and settlement of current diversion; changes in customer wiring and any other labor cost identifiably as caused by current diversion

Materials and Expenses:

11. Lamp and fuse renewals
12. Materials used in servicing customers' fixtures, appliances and equipment
13. Power, light, heat, telephone, and other expenses of appliance repair department
14. Tool expense
15. Transportation expense, including pickup and delivery charges
16. Meals, traveling and incidental expenses
17. Rewards paid for discovery of current diversion

NOTE A: Amounts billed customers for any work, the cost of which is charged to this account, shall be credited to this account. Any excess over costs resulting therefrom shall be transferred to Account 451, Miscellaneous Service Revenues.

NOTE B: Do not include in this account expenses incurred in connection with merchandising, jobbing and contract work.

569 Miscellaneous Distribution Expenses

This account shall include the cost of labor, materials used and expenses incurred in distribution system operation not provided for elsewhere.

Operation and Maintenance Expenses – Class C – Account Descriptions

Items

Labor:

1. General records of physical characteristics of lines and substations, such as capacities, etc.
2. Ground resistance records
3. Joint pole maps and records
4. Distribution system voltage and load records
5. Preparing maps and prints
6. Service interruption and trouble records
7. General clerical and stenographic work except that chargeable to Account 566, Meter Expenses
8. Operating records covering poles, transformers, manholes, cables, and other distribution facilities. Exclude meter records chargeable to Account 566, Meter Expenses, and station records chargeable to Account 561, Line and Station Labor
9. Janitor work at distribution office buildings including snow removal, cutting grass, etc.

Materials and Expenses:

10. Communication service
11. Building service expenses
12. Miscellaneous office supplies and expenses, printing and stationery, maps and records and first-aid supplies
13. Rents of distribution plant

Maintenance

571 Maintenance of Structures and Equipment

This account shall include the cost of labor, materials used and expenses incurred in maintenance of structures, the book cost of which is includible in Account 361, Structures and Improvements, Account 362, Station Equipment, and Account 363, Storage Battery Equipment, and of similar property leased from others. (*See Operation and Maintenance Expense Instruction 2.*)

572 Maintenance of Lines

This account shall include the cost of labor, materials used and expenses incurred in the maintenance of distribution line facilities, the book cost of which is includible in Account 364, Poles, Towers and Fixtures, Account 365, Overhead Conductors and Devices, Account 366, Underground Conduit, Account 367, Underground Conductors and Devices, and Account 369, Services, and of similar property leased from others. (*See Operation and Maintenance Expense Instruction 2.*)

1. Work of the following character on poles, towers, and fixtures:
 - a. Installing additional clamps or removing clamps or strain insulators, on guys in place
 - b. Moving line or guy pole in relocation of pole or section of line

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- c. Painting poles, towers, crossarms, or pole extensions
 - d. Readjusting and changing position of guys or braces
 - e. Realigning and straightening poles, crossarms, braces, pins, racks, brackets, and other pole fixtures
 - f. Reconditioning reclaimed pole fixtures
 - g. Relocating crossarms, racks, brackets, and other fixtures on pole
 - h. Repairing pole supported platform
 - i. Repairs by others to jointly owned poles
 - j. Shaving, cutting rot, or treating poles or crossarms in use or salvage for reuse
 - k. Stubbing poles already in service
 - l. Supporting conductors, transformers, and other fixtures and transferring them to new poles during pole replacement
 - m. Maintaining pole signs, stencils, tags, etc.
2. Work of the following character on overhead conductors and devices:
- a. Overhauling and repairing line cutouts, line switches, line breakers, and capacitor installations
 - b. Cleaning insulators and bushings
 - c. Refusing line cutouts
 - d. Repairing line oil circuit breakers and associated relays and control wiring
 - e. Repairing grounds
 - f. Resagging, retying, or rearranging position or spacing of conductors
 - g. Standing by phones, going to calls, cutting faulty lines clear, or similar activities at times of emergencies
 - h. Sampling, testing, changing, purifying, and replenishing insulating oil
 - i. Transferring leads, switching, and reconnecting circuits and equipment for maintenance purposes
 - j. Repairing line testing equipment
 - k. Trimming trees and clearing brush
 - l. Chemical treatment or right-of-way area when occurring subsequent to construction of line
3. Work of the following character on underground conduit:
- a. Cleaning ducts, manholes, and sewer connections
 - b. Moving or changing position of conduit or pipe
 - c. Minor alterations of handholes, manholes, or vaults
 - d. Refastening, repairing or moving racks, ladders, or hangers in manholes or vaults
 - e. Plugging and shelving ducts
 - f. Repairs to sewers, drains, walls and floors, rings and covers
4. Work of the following character on underground conductors and devices:
- a. Repairing circuit breakers, switches, cutouts, network protectors, and associated relays and control wiring

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- b. Repairing grounds
- c. Retraining and reconnecting cables in manhole including transfer of cables from one duct to another
- d. Repairing conductors and splices
- e. Repairing or moving junction boxes and potheads
- f. Refireproofing cables and repairing supports
- g. Repairing electrolysis preventive devices for cables
- h. Repairing cable bonding systems
- i. Sampling, testing, changing, purifying and replenishing insulating oil
- j. Transferring loads, switching and reconnecting circuits and equipment for maintenance purposes
- k. Repairing line testing equipment
- l. Repairing oil or gas equipment in high voltage cable system and replacement of oil or gas

5. Work of the following character on services:

- a. Moving position of service either on pole or on customers' premises
- b. Pulling slack in service wire
- c. Retying service wire
- d. Refastening or tightening service bracket
- e. Cleaning ducts

573 Maintenance of Line Transformers

This account shall include the cost of labor, materials used and expenses incurred in maintenance of distribution line transformers, the book cost of which is includible in Account 368, Line Transformers, and of similar property leased from others. (*See Operation and Maintenance Expense Instruction 2.*)

574 Maintenance of Street Lighting and Signal Systems

This account shall include the cost of labor, materials used and expenses incurred in maintenance of plant, the book cost of which is includible in Account 373, Street Lighting and Signal Systems, and of similar property leased from others. (*See Operation and Maintenance Expense Instruction 2.*)

575 Maintenance of Meters

This account shall include the cost of labor, materials used and expenses incurred in the maintenance of meters and meter testing equipment, the book cost of which is includible in Account 370, Meters, and Account 395, Laboratory Equipment, respectively, and of similar property leased from others. (*See Operation and Maintenance Expense Instruction 2.*)

576 Maintenance of Miscellaneous Distribution Plant

This account shall include the cost of labor, materials used and expenses incurred in maintenance of plant, the book cost of which is includible in Account 371, Installations on Customers' Premises, and Account 372, Leased Property on Customers' Premises, and of similar property leased from others, and any other plant the maintenance of which is assignable to the distribution function and is not provided for elsewhere. (See Operation and Maintenance Expense Instruction 2.)

Items

1. Work of similar character to that listed in other distribution maintenance accounts
2. Maintenance of office furniture and equipment used by distribution system department

4. Customer Accounts Expenses

Operation

901 Meter Reading Labor

This account shall include the cost of labor incurred in reading customer meters, and determining consumption when performed by employees engaged in reading meters.

Items

1. Addressing forms for obtaining meter readings by mail
2. Changing and collecting meter charts used for billing purposes
3. Checking seals, etc., when performed by meter readers and the work represents a minor activity incidental to regular meter reading routine
4. Collecting from prepayment meters when incidental to meter reading
5. Computing consumption from meter reader's book or from reports by mail when done by employees engaged in reading meters
6. Computing estimated or average consumption when performed by employees engaged in reading meters
7. Reading meters, including demand meters, and obtaining load information for billing purposes. Exclude and charge to Account 566, Meter Expenses, or to Account 902, Accounting and Collecting Labor, as applicable, the cost of obtaining meter readings, first and final, if incidental to the operation of removing or resetting, sealing, or locking, and disconnecting, or reconnecting meters.

902 Accounting and Collecting Labor

This account shall include the cost of labor incurred in work on customer applications, contracts, orders, credit investigations, billing and accounting, collections and complaints.

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Items

1. Balancing collections, preparing collections for deposit, and preparing cash reports
2. Balancing customer accounts and controls
3. Checking consumption shown by meter readers' reports where incidental to preparation of billing data
4. Collecting revenues, including collection from prepayment meters unless incidental to meter reading operations
5. Determining consumption and computing estimated or average consumption when performed by employees other than those engaged in reading meters
6. Disconnecting and reconnecting service because of nonpayment of bills
7. Final meter reading of delinquent accounts when done by collectors incidental to regular activities
8. Investigating customer credit and keeping of records pertaining to it, including records of uncollectible accounts written off
9. Operating billing and bookkeeping equipment
10. Posting collections and other credits or charges to customer accounts and extending unpaid balances
11. Preparing address plates and addressing bills and delinquent notices.
12. Preparing billing data
13. Preparing bills for delivery, and mailing or delivering bills
14. Preparing, mailing or delivering delinquent notices and preparing reports of delinquent accounts
15. Preparing meter reading sheets
16. Receiving, recording, and handling of inquiries, complaints, and requests for investigations from customers, including preparation of necessary orders, but excluding the cost of carrying out such orders, which is chargeable to the account appropriate for the work called for by such orders
17. Receiving, refunding or applying customer deposits and maintaining customer deposit, line extension, and other miscellaneous records
18. Receiving, preparing, recording and handling routine orders for service, disconnections, transfers or meter tests initiated by the customer, excluding the cost of carrying out such orders, which is chargeable to the account appropriate for the work called for by such orders
19. Statistical and tabulating work on customer accounts and revenues, but not including special analysis for sales department, rate department, or other general purposes, unless incidental to regular customer accounting routines.
20. Verifying billing records with contracts or rate schedules

903 Supplies and Expenses

This account shall include the cost of materials used and expenses incurred in meter reading, billing and collecting, and related customer accounts activities.

Items

1. Address plates and supplies
2. Badges, lamps, and uniforms

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3. Bank charges, exchange, and other fees for cashing and depositing customers' checks
4. Cash overages and shortages
5. Commissions or fees to others for collecting
6. Forms for recording orders for services, removals, etc.
7. Meals and incidental expenses
8. Meter books and binders and forms for recording readings, but not the cost of preparation
9. Payments to credit organizations for investigations and reports
10. Postage and supplies used in obtaining meter readings by mail and in mailing bills
11. Rent of mechanical equipment
12. Transportation expenses, including transportation of customer bills and meter books under centralized billing procedure
13. Uniforms, identification and safety equipment

904 Uncollectible Accounts

This account shall be charged with amounts sufficient to provide for losses from uncollectible utility revenues. Concurrent credits shall be made to Account 144, Accumulated Provision for Uncollectible Accounts-Credit. Losses from uncollectible accounts shall be charged to Account 144.

5. Customer Service and Informational Expenses

906 Customer service and informational expenses

This account shall include the cost of supervision, labor, and expenses incurred in customer service and informational activities, the purpose of which is to encourage safe and efficient use of the utility's service, to encourage conservation of the utility's service, and to assist present customers in answering specific inquiries as to the proper and economic use of the utility's service and the customer's equipment utilizing the service.

6. Sales Expenses

Operation

910 Sales Expenses

This account shall include the cost of labor and expenses incurred for the purpose of promoting the sale of electricity, other than merchandising, jobbing or contract work activities.

Items

1. Advertising
2. Demonstrating Uses of Utility Service
3. Home Service Activities

4. Solicitation of New Business

7. Administrative and General Expenses

Operation

920 Administrative and General Salaries

This account shall include the compensation (salaries, bonuses, and other consideration for services, but not including directors' fees) of officers, executives, and other employees of the utility properly chargeable to utility operations and not chargeable directly to a particular operating function.

921 Office Supplies and Expenses

This account shall include office supplies and other expenses incurred in connection with the general administration of the utility's operations, which are assignable to specific administrative or general departments and are not specifically provided for in other accounts.

Items

1. Automobile service, including charges through clearing accounts
2. Bank service charges
3. Books, periodicals, bulletins and subscriptions to newspapers, newsletters, tax services, etc.
4. Building service expenses for customer accounts, sales and administrative and general purposes
5. Communication service: telephone, cell phone, two-way radio, internet, etc.
6. Cost of individual items of office equipment used by general departments, which are of small value or short life: printers, copiers, etc.
7. Meals, traveling and incidental expenses
8. Membership fees and dues in trade, technical, and professional associations paid by utility for employees (Utility memberships are included in Account 930.)
9. Office supplies and expenses: printers, copiers, etc.
10. Payment of court costs, witness fees, and other expenses of legal department
11. Postage, printing and stationery

922 Administrative Expenses Transferred - Credit

This account shall be credited with administrative expenses recorded in Account 920 and Account 921, which are transferred to construction costs or to nonutility accounts.

923 Outside Services Employed

- A. This account shall include the fees and expenses of professional consultants and others for general services, which are not applicable to a particular operating

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function nor to other accounts. It shall include also the pay and expenses of persons engaged for a special or temporary administrative or general purpose in circumstances where the person so engaged is not considered as an employee of the utility.

- B. This account shall be maintained to permit ready summarization according to the nature of service and the person furnishing the same.

Items

1. Fees, pay and expenses of accountants and auditors, actuaries, appraisers, attorneys, engineering consultants, management consultants, negotiators, public relations counsel, tax consultants, etc.
2. Supervision fees and expenses paid under contracts for general management services

NOTE: Do not include inspection and brokerage fees and commissions chargeable to other accounts or fees and expenses in connection with security issues, which are included in the expenses of issuing securities.

924 Property Insurance

- A. This account shall include the cost of insurance or reserve accruals to protect the utility against losses and damages to owned or leased property used in its utility operations. It shall include also the cost of labor and related supplies and expenses incurred in property insurance activities.
- B. Recoveries from insurance companies or others for property damages shall be credited to the account charged with the cost of the damage. If the damaged property has been retired, the credit shall be to the appropriate account for accumulated provision for depreciation.
- C. Records shall be maintained to show the amount of coverage for each class of insurance carried, the property covered, and the applicable premiums. Any dividends distributed by mutual insurance companies shall be credited to the accounts to which the insurance premiums were charged.

Items

1. Amounts credited to Account 261, Property Insurance Reserve, for similar protection
2. Insurance inspection service
3. Insurance counsel, brokerage fees, and expenses
4. Premiums payable to insurance companies for fire, storm, burglary, explosion, lightning, fidelity, riot, and similar insurance
5. Special costs incurred in procuring insurance

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NOTE A: The cost of insurance or reserve accruals capitalized shall be charged to construction either directly or by transfer to construction work orders from this account.

NOTE B: The cost of insurance or reserve accruals for the following classes of property shall be charged as indicated:

1. Materials and supplies and stores equipment, to Account 163, Stores Expense, or appropriate materials account
2. Merchandise and jobbing property, to Account 416, Costs and Expenses of Merchandising, Jobbing and Contract Work
3. Nonutility property to the appropriate nonutility income account
4. Transportation and garage equipment, to Account 933, Transportation Expenses
5. Utility plant leased to others, to Account 413, Expenses of Utility Plant Leased to Others

NOTE C: The cost of labor and related supplies and expenses of administrative and general employees who are only incidentally engaged in property insurance work may be included in Account 920 and Account 921, as appropriate.

925 Injuries and Damages

- A. This account shall include the cost of insurance or reserve accruals to protect the utility against injuries and damage claims of employees or others, losses of such character not covered by insurance, and expenses incurred in settlement of injuries and damages claims. It shall also include the cost of labor and related supplies and expenses incurred in injuries and damages activities.
- B. Reimbursements from insurance companies or others for expenses charged to this account and on account of injuries and damages and insurance dividends or refunds shall be credited to this account.

Items

1. Compensation paid while incapacitated as the result of occupational injuries. (*See Note A.*)
2. Compensation payments under workers compensation laws.
3. Cost of safety, accident prevention and similar educational activities.
4. Fees and expenses of claim investigators.
5. Losses not covered by insurance or reserve accruals on account of injuries or deaths to employees or others and damages to the property of others.
6. Medical and hospital service and expenses for employees as the result of occupational injuries or resulting from claims of others.
7. Payment of awards to claimants for court costs and attorneys' services.
8. Premiums payable to insurance companies for protection against claims from injuries and damages by employees or others, such as public liability,

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property damage, casualty, employee liability, etc., and amounts credited to Account 262, Injuries and Damages Reserve, for similar protection.

Note A: Payments to or on behalf of employees for accident or death benefits, hospital expenses, medical supplies, or salaries while incapacitated for service or on leave of absence beyond periods normally allowed, when not the result of occupational injuries, shall be charged to Account 926, Employee Pensions and Benefits. (See also Note B of Account 926.)

NOTE B: The cost of injuries and damages or reserve accruals capitalized shall be charged to construction directly or by transfer to construction work orders from this account.

NOTE C: Exclude the time and expenses of employees (except those engaged in injuries and damages activities) spent in attendance at safety and accident prevention educational meetings, if occurring during the regular work period.

NOTE D: The cost of labor and related supplies and expenses of administrative and general employees who are only incidentally engaged in injuries and damages activities may be included in Account 920 and Account 921, as appropriate.

926 Employee Pensions and Benefits

- A. This account shall include (1) pensions paid to or on behalf of retired employees, (2) accruals to provide for pensions, (3) payments for the purchase of annuities for the purpose, when the utility has definitely, by contract, committed itself to a pension plan under which the pension funds are irrevocably devoted to pension purposes, and (4) payments for employee accident, sickness, hospital, and death benefits, or related insurance. Include, also, expenses incurred in medical, educational or recreational activities for the benefit of employees and administrative expenses in connection with employee pensions and benefits.
- B. The utility shall maintain a complete record of accruals or payments for pensions and be prepared to furnish full information to the Commission of the plan under which it has created or proposes to create a pension fund and a copy of the declaration of trust or resolution under which the pension plan is established.
- C. There shall be credited to this account the portion of pensions and benefits expenses which is applicable to nonutility operations or which is charged to construction, unless such amounts are distributed directly to the accounts involved and are not included in the first instance.
- D. Records in support of this account shall be maintained so that the total pensions expense, the total benefits expense, the administrative expenses included in this

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account, and the amounts of pensions and benefits expenses transferred to construction or other accounts will be readily available.

Items

1. Accruals for and payments for accident, sickness, hospital, and death benefits or insurance
2. Accruals for or payments to pension funds or to insurance companies for pension purposes
3. Expenses in connection with educational and recreational activities for the benefit of employees
4. Group and life insurance premiums (credit dividends received)
5. Payments to employees incapacitated for service or on leave of absence beyond periods normally allowed, when not the result of occupational injuries, or in excess of statutory awards
6. Payments for medical and hospital services and expenses of employees when not the result of occupational injuries
7. Payment of pensions under nonaccrual or nonfunded basis

NOTE A: This cost of labor and related supplies and expenses of administrative and general employees who are only incidentally engaged in employee pension and benefit activities may be included in Account 920 and Account 921, as appropriate.

NOTE B: Salaries paid to employees during periods of nonoccupational sickness may be charged to the appropriate labor account rather than to employee benefits.

928 Regulatory Commission Expenses

- A. This account shall include all expenses (except pay of regular employees only incidentally engaged in such work) properly included in utility operating expenses, incurred by the utility in connection with formal cases before regulatory commissions, or other regulatory bodies, or cases in which such a body is a party, including payments made to a regulatory commission for fees assessed against the utility for pay and expenses of such commission, its officers, agents, and employees.
- B. Amounts of regulatory commission expenses which by approval or direction of the Commission are to be spread over future periods, shall be charged to Account 186, Miscellaneous Deferred Debits, and amortized by charges to this account.

Items

1. Salaries, fees, retainers, and expenses of counsel, solicitors, attorneys, accountants, engineers, clerks, attendants, witnesses, and others engaged in the prosecution of, or defense against petitions or complaints presented to regulatory bodies, or in the valuation of property owned or used by the utility in connection with such cases

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2. Office supplies and expenses, payments to public service or other regulatory commissions, stationery and printing, traveling expenses, and other expenses incurred directly in connection with formal cases before regulatory commissions

NOTE: Exclude from this account and include in other appropriate operating expense accounts expenses incurred in the improvement of service, additional inspection, or rendering reports, which are made necessary by the rules and regulations, or orders, of regulatory bodies.

930 Miscellaneous General Expenses

This account shall include the cost of labor and expenses incurred in connection with the general management of the utility not provided for elsewhere.

Items

Labor:

- C. Miscellaneous labor not elsewhere provided for

Expenses:

- D. Communication service not chargeable to other accounts
- E. Contributions for conventions and meetings of the industry
- F. Experimental and general research work for the industry
- G. Industry association dues for company memberships
- H. Institutional or goodwill advertising
- I. Public notice of financial, operating, and other data required by regulatory statutes
- J. Publishing and distributing annual reports
- K. Trustee and registrar fees and expenses
- L. Rents for plant used in customer accounts, sales, or administrative and general functions

933 Transportation Expenses

- A. This account shall include the cost of labor, materials used and expenses incurred in the operation and maintenance of general transportation equipment of the utility.
- B. This account may be used as a clearing account in which event the charges shall be cleared by apportionment to the appropriate operating expense, utility plant, or other accounts on a basis which will distribute the expenses equitably. Credits to this account shall be made in such detail as to permit ready analysis.

Items

1. Depreciation of transportation equipment
2. Insurance on transportation equipment
3. License fees for vehicles and drivers
4. Rents for equipment and garages
5. Repairs of transportation equipment
6. Supplies, such as gas, oil, tires, tubes, grease, etc.

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NOTE: Transportation expenses applicable to construction shall not be included in operating expenses.

Maintenance

935 Maintenance of General Plant

- A. This account shall include the cost assignable to customer accounts, sales and administrative and general functions of labor, materials used and expenses incurred in the maintenance of property, the book cost of which is included in Account 390, Structures and Improvements, Account 391, Office Furniture and Equipment, Account 397, Communication Equipment, and Account 398, Miscellaneous Equipment, and of similar property leased from others. Include, also the cost of repairing for reuse materials, which previously were included in those accounts. (*See Operation and Maintenance Expenses Instruction 2.*)
- B. Maintenance expenses on office furniture and equipment used elsewhere than in general, commercial and sales offices shall be charged to the following accounts:

Steam Generation	Account 506
Hydraulic Generation	Account 535
Other Generation	Account 543
Transmission	Account 553
Distribution	Account 576
Merchandise and Jobbing	Account 416
Garages, Shops, etc.	Appropriate general expense or clearing account.

NOTE: Maintenance of plant included in other general equipment accounts shall be included in this account unless charged to clearing accounts or to the particular functional maintenance expense account indicated by the use of the equipment.