



3014 (02-09-04)

**ANNUAL REPORT**

OF

Name: CITY OF OMRO WATER UTILITY

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Principal Office: 205 SOUTH WEBSTER AVENUE  
P.O. BOX 399  
OMRO, WI 54963

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For the Year Ended: DECEMBER 31, 1998

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

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



## TABLE OF CONTENTS

Schedule Name	Page
General Rules for Reporting	i
Signature Page	ii
Table of Contents	iii
Identification and Ownership	iv
<b>FINANCIAL SECTION</b>	
Income Statement	F-01
Income Statement Account Details	F-02
Income from Merchandising, Jobbing & Contract Work (Accts. 415-416)	F-03
Revenues Subject to Wisconsin Remainder Assessment	F-04
Distribution of Total Payroll	F-05
Balance Sheet	F-06
Net Utility Plant	F-07
Accumulated Provision for Depreciation and Amortization of Utility Plant	F-08
Net Nonutility Property (Accts. 121 & 122)	F-09
Accumulated Provision for Uncollectible Accounts-Cr. (Acct. 144)	F-10
Materials and Supplies	F-11
Unamortized Debt Discount & Expense & Premium on Debt (Accts. 181 and 251)	F-12
Capital Paid in by Municipality (Acct. 200)	F-13
Bonds (Acct. 221)	F-14
Notes Payable & Miscellaneous Long-Term Debt	F-15
Taxes Accrued (Acct. 236)	F-16
Interest Accrued (Acct. 237)	F-17
Contributions in Aid of Construction (Account 271)	F-18
Balance Sheet End-of-Year Account Balances	F-19
Return on Rate Base Computation	F-20
Return on Proprietary Capital Computation	F-21
Important Changes During the Year	F-22
Financial Section Footnotes	F-23
<b>WATER OPERATING SECTION</b>	
Water Operating Revenues & Expenses	W-01
Water Operating Revenues - Sales of Water	W-02
Sales for Resale (Acct. 466)	W-03
Other Operating Revenues (Water)	W-04
Water Operation & Maintenance Expenses	W-05
Taxes (Acct. 408 - Water)	W-06
Property Tax Equivalent (Water)	W-07
Water Utility Plant in Service	W-08
Source of Supply, Pumping and Purchased Water Statistics	W-10
Sources of Water Supply - Ground Waters	W-11
Sources of Water Supply - Surface Waters	W-12
Pumping & Power Equipment	W-13
Reservoirs, Standpipes & Water Treatment	W-14
Water Mains	W-15
Water Services	W-16
Meters	W-17
Hydrants and Distribution System Valves	W-18
Water Operating Section Footnotes	W-19

**IDENTIFICATION AND OWNERSHIP**

**Exact Utility Name:** CITY OF OMRO WATER UTILITY

**Utility Address:** 205 SOUTH WEBSTER AVENUE

P.O. BOX 399

OMRO, WI 54963

**When was utility organized?** 5/1/1941

**Report any change in name:**

**Effective Date:**

**Utility Web Site:**

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

**Name:** MRS JANET SCHELL

**Title:** CITY ADMINISTRATOR

**Office Address:**

205 SOUTH WEBSTER AVENUE

OMRO, WI 54963

**Telephone:** (920) 685 - 7011

**Fax Number:** (920) 685 - 7000

**E-mail Address:**

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

**Name:** MR THOMAS EDWARD UNKE CPA

**Title:** MANAGER

**Office Address:** VIRCHOW, KRAUSE AND COMPANY, LLP

4600 AMERICAN PARKWAY

P.O. BOX 7398

MADISON, WI 53707

**Telephone:** (608) 249 - 6622 EXT 294

**Fax Number:** (608) 249 - 8532

**E-mail Address:** tunke@virchowkrause.com

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

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

**Name:** VIRCHOW, KRAUSE AND COMPANY, LLP

**Title:**

**Office Address:** VIRCHOW, KRAUSE AND COMPANY, LLP

4600 AMERICAN PARKWAY

P.O. BOX 7398

MADISON, WI 53707

**Telephone:** (608) 249 - 6622

**Fax Number:** (608) 249 - 8532

**E-mail Address:** cpa@virchowkrause.com

**Date of most recent audit report:** 12/31/1998

**Period covered by most recent audit:** For the year ended December 31, 1998

### IDENTIFICATION AND OWNERSHIP

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

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**Name:** MR GARY MARKS

**Title:** CHIEF UTILITY OPERATOR

**Office Address:**

205 SOUTH WEBSTER AVENUE  
OMRO, WI 54963

**Telephone:** (920) 685 - 7000

**Fax Number:** (920) 685 - 7011

**E-mail Address:**

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**Name of utility commission/committee:** City Council

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

- MR DONALD DORHEIM, COUNCIL MEMBER
  - MR DARRYL ENLI, COUNCIL MEMBER
  - MR JAMES HARRON, COUNCIL MEMBER
  - MR ROGER JAEGER, COUNCIL MEMBER
  - MR STEVE JUNGWIRTH, COUNCIL MEMBER
  - MR MIKE KRAMER, CITY MAYOR
  - MR GORDON MORAN, COUNCIL MEMBER
- 

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

**If "yes," has the municipality, by ordinance, combined the water and sewer service into a single public utility, as provided by Wis. Stat. § 66.077 of the Wisconsin Statutes?** NO

**Date of Ordinance:**                     

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

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

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**Firm Name:** NONE

**Contact Person:**

**Title:**

**Telephone:**

**Fax Number:**

**E-mail Address:**

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

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

**INCOME STATEMENT**

Particulars (a)	This Year (b)	Last Year (c)	
<b>UTILITY OPERATING INCOME</b>			
Operating Revenues (400)	307,197	292,587	1
<b>Operating Expenses:</b>			
Operation and Maintenance Expense (401-402)	105,630	126,215	2
Depreciation Expense (403)	37,114	34,166	3
Amortization Expense (404-407)	0	2,072	4
Taxes (408)	44,024	43,881	5
<b>Total Operating Expenses</b>	<b>186,768</b>	<b>206,334</b>	
<b>Net Operating Income</b>	<b>120,429</b>	<b>86,253</b>	
Income from Utility Plant Leased to Others (412-413)	0	0	6
<b>Utility Operating Income</b>	<b>120,429</b>	<b>86,253</b>	
<b>OTHER INCOME</b>			
Income from Merchandising, Jobbing and Contract Work (415-416)	0	0	7
Income from Nonutility Operations (417)	0	0	8
Nonoperating Rental Income (418)	0	0	9
Interest and Dividend Income (419)	9,788	10,164	10
Miscellaneous Nonoperating Income (421)	0	106	11
<b>Total Other Income</b>	<b>9,788</b>	<b>10,270</b>	
<b>Total Income</b>	<b>130,217</b>	<b>96,523</b>	
<b>MISCELLANEOUS INCOME DEDUCTIONS</b>			
Miscellaneous Amortization (425)	0	0	12
Other Income Deductions (426)	0	0	13
<b>Total Miscellaneous Income Deductions</b>	<b>0</b>	<b>0</b>	
<b>Income Before Interest Charges</b>	<b>130,217</b>	<b>96,523</b>	
<b>INTEREST CHARGES</b>			
Interest on Long-Term Debt (427)	33,158	35,546	14
Amortization of Debt Discount and Expense (428)	1,933		15
Amortization of Premium on Debt--Cr. (429)			16
Interest on Debt to Municipality (430)	0	0	17
Other Interest Expense (431)	0	0	18
Interest Charged to Construction--Cr. (432)			19
<b>Total Interest Charges</b>	<b>35,091</b>	<b>35,546</b>	
<b>Net Income</b>	<b>95,126</b>	<b>60,977</b>	
<b>EARNED SURPLUS</b>			
Unappropriated Earned Surplus (Beginning of Year) (216)	594,821	533,844	20
Balance Transferred from Income (433)	95,126	60,977	21
Miscellaneous Credits to Surplus (434)	0	0	22
Miscellaneous Debits to Surplus--Debit (435)	0	0	23
Appropriations of Surplus--Debit (436)	0	0	24
Appropriations of Income to Municipal Funds--Debit (439)	0	0	25
<b>Total Unappropriated Earned Surplus End of Year (216)</b>	<b>689,947</b>	<b>594,821</b>	

### INCOME STATEMENT ACCOUNT DETAILS

1. Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.  
 2. Nonregulated sewer income should be reported as Income from Nonutility Operations, Account 417.

Description of Item (a)	Amount (b)	
<b>Revenues from Utility Plant Leased to Others (412):</b>		
NONE		1
<b>Total (Acct. 412):</b>	<b>0</b>	
<b>Expenses of Utility Plant Leased to Others (413):</b>		
NONE		2
<b>Total (Acct. 413):</b>	<b>0</b>	
<b>Income from Nonutility Operations (417):</b>		
NONE		3
<b>Total (Acct. 417):</b>	<b>0</b>	
<b>Nonoperating Rental Income (418):</b>		
NONE		4
<b>Total (Acct. 418):</b>	<b>0</b>	
<b>Interest and Dividend Income (419):</b>		
Investment Income	9,788	5
<b>Total (Acct. 419):</b>	<b>9,788</b>	
<b>Miscellaneous Nonoperating Income (421):</b>		
NONE	0	6
<b>Total (Acct. 421):</b>	<b>0</b>	
<b>Miscellaneous Amortization (425):</b>		
NONE		7
<b>Total (Acct. 425):</b>	<b>0</b>	
<b>Other Income Deductions (426):</b>		
NONE		8
<b>Total (Acct. 426):</b>	<b>0</b>	
<b>Miscellaneous Credits to Surplus (434):</b>		
NONE		9
<b>Total (Acct. 434):</b>	<b>0</b>	
<b>Miscellaneous Debits to Surplus (435):</b>		
NONE		10
<b>Total (Acct. 435)--Debit:</b>	<b>0</b>	
<b>Appropriations of Surplus (436):</b>		
Detail appropriations to (from) account 215		11
<b>Total (Acct. 436)--Debit:</b>	<b>0</b>	
<b>Appropriations of Income to Municipal Funds (439):</b>		
NONE		12
<b>Total (Acct. 439)--Debit:</b>	<b>0</b>	

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

Particulars (a)	Water (b)	Electric (c)	Sewer (d)	Gas (e)	Total (f)	
Revenues (account 415)					0	1
<b>Costs &amp; Expenses of Merchandising, Jobbing and Contract Work (416):</b>						
Cost of merchandise sold					0	2
Payroll					0	3
Materials					0	4
Taxes					0	5
<b>Other (list by major classes):</b>					0	6
<b>Total costs and expenses</b>	0	0	0	0	0	
<b>Net income (or loss)</b>	0	0	0	0	0	

### REVENUES SUBJECT TO WISCONSIN REMAINDER ASSESSMENT

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

Description (a)	Water Utility (b)	Electric Utility (c)	Sewer Utility (Regulated Only) (d)	Gas Utility (e)	Total (f)	
Total operating revenues	307,197	0	0	0	307,197	1
Less: interdepartmental sales	0		0	0	0	2
Less: interdepartmental rents	0	0		0	0	3
Less: return on net investment in meters charged to regulated sewer department. (Do not report if nonregulated sewer.)	0				0	4
Less: uncollectibles directly expensed as reported in water acct. 904 (690 class D), sewer acct. 843, and electric acct. 904 (590 class D) -or- Net write-offs when Accumulated Provision for Uncollectible Accounts (acct. 144) is maintained					0	5
<b>Other Increases or (Decreases) to Operating Revenues - Specify:</b>						
.					0	6
<b>Revenues subject to Wisconsin Remainder Assessment</b>	<b>307,197</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>307,197</b>	

### DISTRIBUTION OF TOTAL PAYROLL

1. Amount originally charged to clearing accounts as shown in column (b) should be shown as finally distributed in column (c).
2. The amount for clearing accounts in column (c) is entered as a negative for account "Clearing Accounts" and the distributions to accounts on all other lines in column (c) will be positive with the total of column (c) being zero.
3. Provide additional information in the schedule footnotes when necessary.

Accounts Charged (a)	Direct Payroll Distribution (b)	Allocation of Amounts Charged Clearing Accts. (c)	Total (d)	
Water operating expenses	47,402		47,402	1
Electric operating expenses			0	2
Gas operating expenses			0	3
Heating operating expenses			0	4
Sewer operating expenses			0	5
Merchandising and jobbing			0	6
Other nonutility expenses			0	7
Water utility plant accounts			0	8
Electric utility plant accounts			0	9
Gas utility plant accounts			0	10
Heating utility plant accounts			0	11
Sewer utility plant accounts			0	12
Accum. prov. for depreciation of water plant			0	13
Accum. prov. for depreciation of electric plant			0	14
Accum. prov. for depreciation of gas plant			0	15
Accum. prov. for depreciation of heating plant			0	16
Accum. prov. for depreciation of sewer plant			0	17
Clearing accounts			0	18
All other accounts			0	19
<b>Total Payroll</b>	<b>47,402</b>	<b>0</b>	<b>47,402</b>	

**BALANCE SHEET**

<b>Assets and Other Debits (a)</b>	<b>Balance End of Year (b)</b>	<b>Balance First of Year (c)</b>	
<b>UTILITY PLANT</b>			
Utility Plant (100)	1,954,071	1,946,226	<b>1</b>
Less: Accumulated Provision for Depreciation and Amortization of Utility Plant (110)	370,932	337,195	<b>2</b>
<b>Net Utility Plant</b>	<b>1,583,139</b>	<b>1,609,031</b>	
<b>OTHER PROPERTY AND INVESTMENTS</b>			
Nonutility Property (121)	0	0	<b>3</b>
Less: Accumulated Provision for Depreciation and Amortization of Nonutility Property (122)	0	0	<b>4</b>
<b>Net Nonutility Property</b>	<b>0</b>	<b>0</b>	
Investment in Municipality (123)	60,490	60,490	<b>5</b>
Other Investments (124)	53,834	68,976	<b>6</b>
Special Funds (125)	0	0	<b>7</b>
<b>Total Other Property and Investments</b>	<b>114,324</b>	<b>129,466</b>	
<b>CURRENT AND ACCRUED ASSETS</b>			
Cash and Working Funds (131)	269,231	191,034	<b>8</b>
Temporary Cash Investments (132)	105,064	105,064	<b>9</b>
Notes Receivable (141)	0	0	<b>10</b>
Customer Accounts Receivable (142)	44,942	48,277	<b>11</b>
Other Accounts Receivable (143)	0	0	<b>12</b>
Accumulated Provision for Uncollectible Accounts- -Cr. (144)	0	0	<b>13</b>
Receivables from Municipality (145)	2,240	375	<b>14</b>
Materials and Supplies (150)	6,295	5,897	<b>15</b>
Prepayments (165)	0	0	<b>16</b>
Other Current and Accrued Assets (170)	1,313	1,887	<b>17</b>
<b>Total Current and Accrued Assets</b>	<b>429,085</b>	<b>352,534</b>	
<b>DEFERRED DEBITS</b>			
Unamortized Debt Discount and Expense (181)	9,866	11,799	<b>18</b>
Extraordinary Property Losses (182)	0	0	<b>19</b>
Other Deferred Debits (183)	0	0	<b>20</b>
<b>Total Deferred Debits</b>	<b>9,866</b>	<b>11,799</b>	
<b>Total Assets and Other Debits</b>	<b>2,136,414</b>	<b>2,102,830</b>	

### BALANCE SHEET

Liabilities and Other Credits (a)	Balance End of Year (b)	Balance First of Year (c)	
<b>PROPRIETARY CAPITAL</b>			
Capital Paid in by Municipality (200)	201,803	201,803	21
Appropriated Earned Surplus (215)			22
Unappropriated Earned Surplus (216)	689,947	594,821	23
<b>Total Proprietary Capital</b>	<b>891,750</b>	<b>796,624</b>	
<b>LONG-TERM DEBT</b>			
Bonds (221)	500,000	540,000	24
Advances from Municipality (223)	103,260	129,075	25
Other Long-Term Debt (224)	0		26
<b>Total Long-Term Debt</b>	<b>603,260</b>	<b>669,075</b>	
<b>CURRENT AND ACCRUED LIABILITIES</b>			
Notes Payable (231)	0		27
Accounts Payable (232)	7,879	4,918	28
Payables to Municipality (233)	0	0	29
Customer Deposits (235)			30
Taxes Accrued (236)	41,057	40,023	31
Interest Accrued (237)	5,237	5,584	32
Other Current and Accrued Liabilities (238)	8,748	8,748	33
<b>Total Current and Accrued Liabilities</b>	<b>62,921</b>	<b>59,273</b>	
<b>DEFERRED CREDITS</b>			
Unamortized Premium on Debt (251)	0	0	34
Customer Advances for Construction (252)			35
Other Deferred Credits (253)	0	0	36
<b>Total Deferred Credits</b>	<b>0</b>	<b>0</b>	
<b>OPERATING RESERVES</b>			
Property Insurance Reserve (261)			37
Injuries and Damages Reserve (262)			38
Pensions and Benefits Reserve (263)			39
Miscellaneous Operating Reserves (265)			40
<b>Total Operating Reserves</b>	<b>0</b>	<b>0</b>	
<b>CONTRIBUTIONS IN AID OF CONSTRUCTION</b>			
Contributions in Aid of Construction (271)	578,483	577,858	41
<b>Total Liabilities and Other Credits</b>	<b>2,136,414</b>	<b>2,102,830</b>	

### NET UTILITY PLANT

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

Particulars (a)	Water (b)	Sewer (c)	Gas (d)	Electric (e)	
<b>Plant Accounts:</b>					
Utility Plant in Service (101)	1,954,071	0	0	0	1
Utility Plant Purchased or Sold (102)					2
Utility Plant in Process of Reclassification (103)					3
Utility Plant Leased to Others (104)					4
Property Held for Future Use (105)					5
Completed Construction not Classified (106)					6
Construction Work in Progress (107)					7
Utility Plant Acquisition Adjustments (108)					8
Other Utility Plant Adjustments (109)					9
<b>Total Utility Plant</b>	1,954,071	0	0	0	
<b>Accumulated Provision for Depreciation and Amortization:</b>					
Accumulated Provision for Depreciation of Utility Plant in Service (110)	370,932	0	0	0	10
<b>Total Accumulated Provision</b>	370,932	0	0	0	
<b>Net Utility Plant</b>	1,583,139	0	0	0	

## ACCUMULATED PROVISION FOR DEPRECIATION AND AMORTIZATION OF UTILITY PLANT

Depreciation Accruals (Credits) during the year:

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

Particulars (a)	Water (b)	(c)	(d)	(e)	Total (f)	
<b>Balance first of year</b>	337,195				<b>337,195</b>	1
<b>Credits During Year</b>						2
<b>Accruals:</b>						3
Charged depreciation expense (403)	37,114				<b>37,114</b>	4
Depreciation expense on meters						5
charged to sewer (see Note 3)	2,773				<b>2,773</b>	6
Accruals charged other						7
accounts (specify):						8
					<b>0</b>	9
Salvage					<b>0</b>	10
Other credits (specify):						11
					<b>0</b>	12
<b>Total credits</b>	<b>39,887</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39,887</b>	13
<b>Debits during year</b>						14
Book cost of plant retired	6,150				<b>6,150</b>	15
Cost of removal					<b>0</b>	16
Other debits (specify):						17
					<b>0</b>	18
<b>Total debits</b>	<b>6,150</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,150</b>	19
<b>Balance End of Year</b>	<b>370,932</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>370,932</b>	20
<b>Composite Depreciation Rate?</b>	No					21
If yes, what is the rate?						22

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

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

Description (a)	Balance First of Year (b)	Additions During Year (c)	Deductions During Year (d)	Balance End of Year (e)	
Nonregulated sewer plant	0			0	1
<b>Other (specify):</b>					
NONE	0			0	2
<b>Total Nonutility Property (121)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Less accum. prov. depr. & amort. (122)	0			0	3
<b>Net Nonutility Property</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

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

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

### MATERIALS AND SUPPLIES

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

Account	Total End of Year	Amount Prior Year
Electric utility total	0	0
Water utility	6,295	5,897
Sewer utility		0
Gas utility		0
Merchandise		0
Other materials & supplies		0
<b>Total Materials and Supplies</b>	<b>6,295</b>	<b>5,897</b>

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

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

Debt Issue to Which Related (a)	Written Off During Year		Balance End of Year (d)	
	Amount (b)	Account Charged or Credited (c)		
<b>Unamortized debt discount &amp; expense (181)</b>				
1992 MORTGAGE REVENUE BONDS	1,933	428	9,866	1
<b>Total</b>			<u><u>9,866</u></u>	
<b>Unamortized premium on debt (251)</b>				
NONE				2
<b>Total</b>			<u><u>0</u></u>	

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

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

<b>Particulars (a)</b>	<b>Amount (b)</b>	
Balance first of year	201,803	1
<b>Changes during year (explain):</b>		<b>2</b>
<b>Balance end of year</b>	<u><u>201,803</u></u>	

**BONDS (ACCT. 221)**

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

Description of Issue (a)	Date of Issue (b)	Final Maturity Date (c)	Interest Rate (d)	Principal Amount End of Year (e)	
1992 MORTGAGE REVENUE BONDS	12/01/1992	11/01/2002	3.00%	500,000	1
<b>Total Bonds (Account 221):</b>				<b>500,000</b>	

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

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

Account and Description of Obligation (a and b)	Date of Issue (c)	Final Maturity Date (d)	Interest Rate (e)	Principal Amount End of Year (f)	
<b>Advances (223)</b>					
ADVANCE FROM FUND 403	12/31/1996	12/31/2002	0.00%	103,260	1
<b>Total for Account 223</b>				<b>103,260</b>	

**TAXES ACCRUED (ACCT. 236)**

Particulars (a)	Amount (b)	
Balance first of year	40,023	1
<b>Accruals:</b>		
Charged water department expense	44,024	2
Charged electric department expense		3
Charged sewer department expense	1,137	4
<b>Other (explain):</b>		
NONE		5
<b>Total Accruals and other credits</b>	<b>45,161</b>	
<b>Taxes paid during year:</b>		
County, state and local taxes	40,023	6
Social Security taxes	3,704	7
PSC Remainder Assessment	400	8
<b>Other (explain):</b>		
NONE		9
<b>Total payments and other debits</b>	<b>44,127</b>	
<b>Balance end of year</b>	<b>41,057</b>	

### INTEREST ACCRUED (ACCT. 237)

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

Description of Issue (a)	Interest Accrued Balance First of Year (b)	Interest Accrued During Year (c)	Interest Paid During Year (d)	Interest Accrued Balance End of Year (e)	
<b>Bonds (221)</b>					
1992 MORTGAGE REVENUE BONDS	5,584	33,158	33,505	5,237	1
<b>Subtotal</b>	<b>5,584</b>	<b>33,158</b>	<b>33,505</b>	<b>5,237</b>	
<b>Advances from Municipality (223)</b>					
NONE	0			0	2
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Other Long-Term Debt (224)</b>					
NONE	0			0	3
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Notes Payable (231)</b>					
NONE	0			0	4
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total</b>	<b>5,584</b>	<b>33,158</b>	<b>33,505</b>	<b>5,237</b>	

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

Particulars (a)	Water (b)	Electric		Sewer (e)	Gas (f)	Total (g)	
		Distribution (c)	Other (d)				
Balance First of Year	577,858	0	0	0	0	<b>577,858</b>	1
<b>Add credits during year:</b>							
For Services	625					<b>625</b>	2
For Mains						<b>0</b>	3
<b>Other (specify):</b>							
NONE						<b>0</b>	4
<b>Deduct charges (specify):</b>							
NONE						<b>0</b>	5
<b>Balance End of Year</b>	<b>578,483</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>578,483</b>	
Amount of federal and state grants in aid received for utility construction included in End of Year totals						<b>0</b>	6

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

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

Particulars (a)	Balance End of Year (b)	
<b>Investment in Municipality (123):</b>		
Receivable from TIF	60,490	1
<b>Total (Acct. 123):</b>	<b>60,490</b>	
<b>Other Investments (124):</b>		
Special assessments receivable	53,834	2
<b>Total (Acct. 124):</b>	<b>53,834</b>	
<b>Special Funds (125):</b>		
NONE		3
<b>Total (Acct. 125):</b>	<b>0</b>	
<b>Notes Receivable (141):</b>		
NONE		4
<b>Total (Acct. 141):</b>	<b>0</b>	
<b>Customer Accounts Receivable (142):</b>		
Water	44,942	5
Electric		6
Sewer (Regulated)		7
<b>Other (specify):</b>		
NONE		8
<b>Total (Acct. 142):</b>	<b>44,942</b>	
<b>Other Accounts Receivable (143):</b>		
Sewer (Non-regulated)		9
Merchandising, jobbing and contract work		10
<b>Other (specify):</b>		
NONE		11
<b>Total (Acct. 143):</b>	<b>0</b>	
<b>Receivables from Municipality (145):</b>		
Amounts placed on tax roll	2,240	12
<b>Total (Acct. 145):</b>	<b>2,240</b>	
<b>Prepayments (165):</b>		
NONE		13
<b>Total (Acct. 165):</b>	<b>0</b>	
<b>Extraordinary Property Losses (182):</b>		
NONE		14
<b>Total (Acct. 182):</b>	<b>0</b>	
<b>Other Deferred Debits (183):</b>		
NONE		15
<b>Total (Acct. 183):</b>	<b>0</b>	

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

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

<b>Particulars (a)</b>	<b>Balance End of Year (b)</b>
<hr/>	
<b>Payables to Municipality (233):</b>	
NONE	16
<b>Total (Acct. 233):</b>	<b>0</b>
<hr/>	
<b>Other Deferred Credits (253):</b>	
NONE	17
<b>Total (Acct. 253):</b>	<b>0</b>
<hr/>	

### RETURN ON RATE BASE COMPUTATION

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

Average Rate Base (a)	Water (b)	Electric (c)	Sewer (d)	Gas (e)	Total (f)	
<b>Add Average:</b>						
Utility Plant in Service	1,950,148	0	0	0	1,950,148	1
Materials and Supplies	6,096	0	0	0	6,096	2
<b>Other (specify):</b>					<b>0</b>	<b>3</b>
<b>Less Average:</b>						
Reserve for Depreciation	354,063	0	0	0	354,063	4
Customer Advances for Construction					0	5
Contributions in Aid of Construction	578,170	0	0	0	578,170	6
<b>Other (specify):</b>					<b>0</b>	<b>7</b>
<b>Average Net Rate Base</b>	<b>1,024,011</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,024,011</b>	
Net Operating Income	120,429	0	0	0	120,429	8
<b>Net Operating Income as a percent of Average Net Rate Base</b>	<b>11.76%</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>11.76%</b>	

## RETURN ON PROPRIETARY CAPITAL COMPUTATION

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

Description (a)	Amount (b)	
<b>Average Proprietary Capital</b>		
Capital Paid in by Municipality	201,803	1
Appropriated Earned Surplus	0	2
Unappropriated Earned Surplus	642,384	3
<b>Other (Specify):</b>		4
<b>Total Average Proprietary Capital</b>	<b>844,187</b>	
<b>Net Income</b>		
Net Income	95,126	5
<b>Percent Return on Proprietary Capital</b>	<b>11.27%</b>	

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## IMPORTANT CHANGES DURING THE YEAR

Report changes of any of the following types:

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**1. Acquisitions.**

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**2. Leaseholder changes.**

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**3. Extensions of service.**

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

The utility recognized revenue growth during the year due the sale of water to additional retail customers lcoated in the Town of Omro.

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

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

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**7. Any additional matters.**

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## FINANCIAL SECTION FOOTNOTES

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### Notes Payable & Miscellaneous Long-Term Debt (Page F-15)

The utility's advance from the general fund was established with a zero percent interest rate.

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### Contributions in Aid of Construction (Account 271) (Page F-18)

The utility added two services in 1998. One service was added to provide separate billing for two customers. Therefore, it was not billed as a new water connection.

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**FINANCIAL SECTION FOOTNOTES**

**Identification and Ownership (Page iv)**

June 7, 1999

Mrs. Janet Schettl, City Administrator  
City of Omro Water Utility  
205 South Webster Avenue  
Omro, WI 54963-1351

1998 Analytical Review DWCCA-4400-PJL

Dear Mrs. Schettl:

The Public Service Commission (PSC) is in the process of completing an analytical review of your utility's 1998 annual report. The purposes of an analytical review are to detect possible reporting or accounting related errors and to identify significant fluctuations from established trends in reported data not sufficiently explained in the annual report. It is our hope that our review will supply information that will enable us to better provide guidance to your utility regarding proper utility accounting and the preparation of future annual reports. In order to complete this review, we request the following information:

As directed in the headnotes of the Water Operation & Maintenance Expenses schedule on page W-5, please explain all significant changes in the expense accounts and follow this procedure in the future.

We appreciate your cooperation in providing the above information. These recommendations are intended to provide accounting assistance and should not be construed as criticisms of utility personnel. If you have any questions, please feel free to contact me at (608) 267-9198. Please respond within 30 days of this letter. If we have no questions regarding your response, you can consider the review closed.

Sincerely,

Peter J. Leege  
Financial Specialist  
Division of Water, Compliance, and Consumer Affairs

PJL:tlk:w:\compl\1998 analytical review letters\6 7 1999 rev letters L 1.doc

Response received 6/29, notes added to page W-5. PJL

**WATER OPERATING REVENUES & EXPENSES**

Particulars (a)	Amounts (b)	
<b>Operating Revenues</b>		
<b>Sales of Water</b>		
Sales of Water (460-467)	291,935	1
<b>Total Sales of Water</b>	<b>291,935</b>	
<b>Other Operating Revenues</b>		
Forfeited Discounts (470)	3,123	2
Miscellaneous Service Revenues (471)	237	3
Rents from Water Property (472)	0	4
Interdepartmental Rents (473)	0	5
Other Water Revenues (474)	11,902	6
Amortization of Construction Grants (475)	0	7
<b>Total Other Operating Revenues</b>	<b>15,262</b>	
<b>Total Operating Revenues</b>	<b>307,197</b>	
<b>Operation and Maintenance Expenses</b>		
Source of Supply Expenses (600-605)	0	8
Pumping Expenses (620-625)	13,694	9
Water Treatment Expenses (630-635)	20,148	10
Transmission and Distribution Expenses (640-655)	3,978	11
Customer Accounts Expenses (901-904)	21,468	12
Sales Expenses (910)	0	13
Administrative and General Expenses (920-935)	46,342	14
<b>Total Operation and Maintenance Expenses</b>	<b>105,630</b>	
<b>Other Operating Expenses</b>		
Depreciation Expense (403)	37,114	15
Amortization Expense (404-407)		16
Taxes (408)	44,024	17
<b>Total Other Operating Expenses</b>	<b>81,138</b>	
<b>Total Operating Expenses</b>	<b>186,768</b>	
<b>NET OPERATING INCOME</b>	<b>120,429</b>	

## WATER OPERATING REVENUES - SALES OF WATER

1. Where customer meters record cubic feet, multiply by 7.48 to obtain number of gallons.
2. Report estimated gallons for unmetered sales.
3. Sales to multiple dwelling buildings through a single meter serving 3 or more family units should be classified commercial.
4. Bulk sales should be account 460.

Particulars (a)	Average No. Customers (b)	Thousands of Gallons of Water Sold (c)	Amounts (d)	
<b>Operating Revenues</b>				
<b>Sales of Water</b>				
Unmetered Sales to General Customers (460)				
Residential	2	1	425	1
Commercial				2
Industrial				3
<b>Total Unmetered Sales to General Customers (460)</b>	<b>2</b>	<b>1</b>	<b>425</b>	
Metered Sales to General Customers (461)				
Residential	1,073	48,083	148,068	4
Commercial	116	20,315	43,958	5
Industrial	7	1,236	3,026	6
<b>Total Metered Sales to General Customers (461)</b>	<b>1,196</b>	<b>69,634</b>	<b>195,052</b>	
Private Fire Protection Service (462)	6		206	7
Public Fire Protection Service (463)	1		87,047	8
Other Sales to Public Authorities (464)	18	4,249	9,205	9
Sales to Irrigation Customers (465)				10
Sales for Resale (466)		0	0	11
Interdepartmental Sales (467)				12
<b>Total Sales of Water</b>	<b>1,223</b>	<b>73,884</b>	<b>291,935</b>	

### SALES FOR RESALE (ACCT. 466)

Use a separate line for each delivery point.

Customer Name (a)	Point of Delivery (b)	Thousands of Gallons Sold (c)	Revenues (d)
NONE	0		1
<b>Total</b>		<u>0</u>	<u>0</u>

### OTHER OPERATING REVENUES (WATER)

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

Particulars (a)	Amount (b)	
<b>Public Fire Protection Service (463):</b>		
Amount billed (usually per rate schedule F-1)	87,047	1
Wholesale fire protection billed		2
Amount billed for fighting fires outside utility's service areas (usually per rate schedule F-2 or BW-1)		3
<b>Other (specify):</b>		
NONE		4
<b>Total Public Fire Protection Service (463)</b>	<b>87,047</b>	
<b>Forfeited Discounts (470):</b>		
Customer late payment charges	3,123	5
<b>Other (specify):</b>		
NONE		6
<b>Total Forfeited Discounts (470)</b>	<b>3,123</b>	
<b>Miscellaneous Service Revenues (471):</b>		
Miscellaneous	237	7
<b>Total Miscellaneous Service Revenues (471)</b>	<b>237</b>	
<b>Rents from Water Property (472):</b>		
NONE		8
<b>Total Rents from Water Property (472)</b>	<b>0</b>	
<b>Interdepartmental Rents (473):</b>		
NONE		9
<b>Total Interdepartmental Rents (473)</b>	<b>0</b>	
<b>Other Water Revenues (474):</b>		
Return on net investment in meters charged to sewer department	2,902	10
<b>Other (specify):</b>		
Water tower rental	9,000	11
<b>Total Other Water Revenues (474)</b>	<b>11,902</b>	
<b>Amortization of Construction Grants (475):</b>		
NONE		12
<b>Total Amortization of Construction Grants (475)</b>	<b>0</b>	

## WATER OPERATION & MAINTENANCE EXPENSES

Each expense account that has an increase or a decrease when compared to the previous year of greater than 25 percent, but not less than \$5,000, shall be fully explained in the schedule footnotes.

Particulars (a)	Amount (b)	
<b>SOURCE OF SUPPLY EXPENSES</b>		
Operation Labor (600)		1
Purchased Water (601)		2
Operation Supplies and Expenses (602)		3
Maintenance of Water Source Plant (605)		4
<b>Total Source of Supply Expenses</b>	<b>0</b>	
 <b>PUMPING EXPENSES</b>		
Operation Labor (620)	678	5
Fuel for Power Production (621)		6
Fuel or Power Purchased for Pumping (622)	7,689	7
Operation Supplies and Expenses (623)	1,331	8
Maintenance of Pumping Plant (625)	3,996	9
<b>Total Pumping Expenses</b>	<b>13,694</b>	
 <b>WATER TREATMENT EXPENSES</b>		
Operation Labor (630)	11,263	10
Chemicals (631)	7,550	11
Operation Supplies and Expenses (632)	499	12
Maintenance of Water Treatment Plant (635)	836	13
<b>Total Water Treatment Expenses</b>	<b>20,148</b>	
 <b>TRANSMISSION AND DISTRIBUTION EXPENSES</b>		
Operation Labor (640)		14
Operation Supplies and Expenses (641)	600	15
Maintenance of Distribution Reservoirs and Standpipes (650)	550	16
Maintenance of Mains (651)	947	17
Maintenance of Services (652)	629	18
Maintenance of Meters (653)	495	19
Maintenance of Hydrants (654)	757	20
Maintenance of Other Plant (655)		21
<b>Total Transmission and Distribution Expenses</b>	<b>3,978</b>	

## WATER OPERATION & MAINTENANCE EXPENSES

Each expense account that has an increase or a decrease when compared to the previous year of greater than 25 percent, but not less than \$5,000, shall be fully explained in the schedule footnotes.

<b>Particulars (a)</b>	<b>Amount (b)</b>	
<b>CUSTOMER ACCOUNTS EXPENSES</b>		
Meter Reading Labor (901)	1,328	<b>22</b>
Accounting and Collecting Labor (902)	11,377	<b>23</b>
Supplies and Expenses (903)	7,033	<b>24</b>
Uncollectible Accounts (904)	1,730	<b>25</b>
<b>Total Customer Accounts Expenses</b>	<b>21,468</b>	
 <b>SALES EXPENSES</b>		
Sales Expenses (910)		<b>26</b>
<b>Total Sales Expenses</b>	<b>0</b>	
 <b>ADMINISTRATIVE AND GENERAL EXPENSES</b>		
Administrative and General Salaries (920)	18,194	<b>27</b>
Office Supplies and Expenses (921)	3,066	<b>28</b>
Administrative Expenses Transferred--Credit (922)		<b>29</b>
Outside Services Employed (923)	3,950	<b>30</b>
Property Insurance (924)	3,671	<b>31</b>
Injuries and Damages (925)		<b>32</b>
Employee Pensions and Benefits (926)	14,556	<b>33</b>
Regulatory Commission Expenses (928)		<b>34</b>
Miscellaneous General Expenses (930)	1,093	<b>35</b>
Transportation Expenses (933)	1,812	<b>36</b>
Maintenance of General Plant (935)		<b>37</b>
<b>Total Administrative and General Expenses</b>	<b>46,342</b>	
 <b>Total Operation and Maintenance Expenses</b>	 <b>105,630</b>	

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

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

Description of Tax (a)	Method Used to Allocate Between Departments (b)	Amount (c)	
Property Tax Equivalent		41,057	1
Less: Local and School Tax Equivalent on Meters Charged to Sewer Department		1,137	2
<b>Net property tax equivalent</b>		<b>39,920</b>	
Social Security		3,704	3
PSC Remainder Assessment		400	4
Other (specify): NONE			5
<b>Total tax expense</b>		<b>44,024</b>	

### PROPERTY TAX EQUIVALENT (WATER)

1. No property tax equivalent shall be determined for sewer utilities or town sanitary district water utilities.
2. Tax rates are those issued in November (usually) of the year being reported and are available from the municipal treasurer. Report the tax rates in mills to six (6) decimal places.
3. The assessment ratio is available from the municipal treasurer. Report the ratio as a decimal to six (6) places.
4. The utility plant balance first of year should include the gross book values of plant in service, property held for future use and construction work in progress.
5. An "other tax rate" is included in the "Net Local and School Tax Rate Calculation" to the extent that it is local. An example is a local library tax. Fully explain the rate in the Property Tax Equivalent schedule footnotes.
6. The Property Tax Equivalent to be reported for the year is determined pursuant to Wis. Stat § 66.069(1)(c). Report the higher of the current year calculation or the tax equivalent reported in the 1994 PSC annual report, unless, the municipality has authorized a lower amount, then that amount is reported as the property tax equivalent.
7. If the municipality has authorized a lower amount, the authorization description and date of the authorization must be reported in the Property Tax Equivalent schedule footnotes.

Particulars (a)	Units (b)	Total (c)	County A (d)	County B (e)	County C (f)	County D (g)	
County name			Winnebago				1
<b>SUMMARY OF TAX RATES</b>							<b>2</b>
State tax rate	mills		0.210000				3
County tax rate	mills		5.260000				4
Local tax rate	mills		8.429100				5
School tax rate	mills		12.200000				6
Voc. school tax rate	mills		1.820000				7
Other tax rate - Local	mills		0.000000				8
Other tax rate - Non-Local	mills		0.000000				9
<b>Total tax rate</b>	mills		<b>27.919100</b>				<b>10</b>
Less: state credit	mills		1.541000				11
<b>Net tax rate</b>	mills		<b>26.378100</b>				<b>12</b>
<b>PROPERTY TAX EQUIVALENT CALCULATION</b>							<b>13</b>
<b>Local Tax Rate</b>	mills		<b>8.429100</b>				<b>14</b>
<b>Combined School Tax Rate</b>	mills		<b>14.020000</b>				<b>15</b>
<b>Other Tax Rate - Local</b>	mills		<b>0.000000</b>				<b>16</b>
<b>Total Local &amp; School Tax</b>	mills		<b>22.449100</b>				<b>17</b>
<b>Total Tax Rate</b>	mills		<b>27.919100</b>				<b>18</b>
<b>Ratio of Local and School Tax to Total</b>	dec.		<b>0.804077</b>				<b>19</b>
<b>Total tax net of state credit</b>	mills		<b>26.378100</b>				<b>20</b>
<b>Net Local and School Tax Rate</b>	mills		<b>21.210018</b>				<b>21</b>
Utility Plant, Jan. 1	\$	<b>1,946,226</b>	1,946,226				22
Materials & Supplies	\$	<b>5,897</b>	5,897				23
<b>Subtotal</b>	\$	<b>1,952,123</b>	<b>1,952,123</b>				<b>24</b>
Less: Plant Outside Limits	\$	<b>0</b>	0				25
<b>Taxable Assets</b>	\$	<b>1,952,123</b>	<b>1,952,123</b>				<b>26</b>
Assessment Ratio	dec.		0.991600				27
<b>Assessed Value</b>	\$	<b>1,935,725</b>	<b>1,935,725</b>				<b>28</b>
<b>Net Local &amp; School Rate</b>	mills		<b>21.210018</b>				<b>29</b>
<b>Tax Equiv. Computed for Current Year</b>	\$	<b>41,057</b>	<b>41,057</b>				<b>30</b>
Tax Equivalent per 1994 PSC Report	\$	40,023					31
Any lower tax equivalent as authorized by municipality (see note 6)	\$						32 33
<b>Tax equiv. for current year (see note 6)</b>	\$	<b>41,057</b>					<b>34</b>

### WATER UTILITY PLANT IN SERVICE

1. All adjustments, corrections and reclassifications should be reported in Column (f), Adjustments.
2. Explain fully as a schedule footnote the nature of all entries reported in Column (f), Adjustments.
3. Explain as a schedule footnote the dollar additions and retirements reported in Columns (c) and (e) for each account over \$50,000 not supported by statistical schedules.
4. Use only the account titles listed. If the utility has subaccounts other than accounts 372.1 and 397.1, combine them into one total and detail by subaccount as a schedule footnote.

Accounts (a)	Balance First of Year (b)	Additions During Year (c)	
<b>INTANGIBLE PLANT</b>			
Organization (301)	0		1
Franchises and Consents (302)	0		2
Miscellaneous Intangible Plant (303)	0		3
<b>Total Intangible Plant</b>	<b>0</b>	<b>0</b>	
<b>SOURCE OF SUPPLY PLANT</b>			
Land and Land Rights (310)	0		4
Structures and Improvements (311)	0		5
Collecting and Impounding Reservoirs (312)	0		6
Lake, River and Other Intakes (313)	0		7
Wells and Springs (314)	6,987		8
Infiltration Galleries and Tunnels (315)	0		9
Supply Mains (316)	0		10
Other Water Source Plant (317)	0		11
<b>Total Source of Supply Plant</b>	<b>6,987</b>	<b>0</b>	
<b>PUMPING PLANT</b>			
Land and Land Rights (320)	1,207		12
Structures and Improvements (321)	23,685		13
Boiler Plant Equipment (322)	0		14
Other Power Production Equipment (323)	0		15
Steam Pumping Equipment (324)	0		16
Electric Pumping Equipment (325)	48,057		17
Diesel Pumping Equipment (326)	0		18
Hydraulic Pumping Equipment (327)	0		19
Other Pumping Equipment (328)	0		20
<b>Total Pumping Plant</b>	<b>72,949</b>	<b>0</b>	
<b>WATER TREATMENT PLANT</b>			
Land and Land Rights (330)	0		21
Structures and Improvements (331)	0		22
Water Treatment Equipment (332)	57,467	399	23
<b>Total Water Treatment Plant</b>	<b>57,467</b>	<b>399</b>	
<b>TRANSMISSION AND DISTRIBUTION PLANT</b>			
Land and Land Rights (340)	250		24
Structures and Improvements (341)	0		25

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

Accounts (d)	Retirements During Year (e)	Adjustments Increase or (Decrease) (f)	Balance End of Year (g)
<b>INTANGIBLE PLANT</b>			
Organization (301)			0 1
Franchises and Consents (302)			0 2
Miscellaneous Intangible Plant (303)			0 3
<b>Total Intangible Plant</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SOURCE OF SUPPLY PLANT</b>			
Land and Land Rights (310)			0 4
Structures and Improvements (311)			0 5
Collecting and Impounding Reservoirs (312)			0 6
Lake, River and Other Intakes (313)			0 7
Wells and Springs (314)			6,987 8
Infiltration Galleries and Tunnels (315)			0 9
Supply Mains (316)			0 10
Other Water Source Plant (317)			0 11
<b>Total Source of Supply Plant</b>	<b>0</b>	<b>0</b>	<b>6,987</b>
<b>PUMPING PLANT</b>			
Land and Land Rights (320)			1,207 12
Structures and Improvements (321)			23,685 13
Boiler Plant Equipment (322)			0 14
Other Power Production Equipment (323)			0 15
Steam Pumping Equipment (324)			0 16
Electric Pumping Equipment (325)			48,057 17
Diesel Pumping Equipment (326)			0 18
Hydraulic Pumping Equipment (327)			0 19
Other Pumping Equipment (328)			0 20
<b>Total Pumping Plant</b>	<b>0</b>	<b>0</b>	<b>72,949</b>
<b>WATER TREATMENT PLANT</b>			
Land and Land Rights (330)			0 21
Structures and Improvements (331)			0 22
Water Treatment Equipment (332)			57,866 23
<b>Total Water Treatment Plant</b>	<b>0</b>	<b>0</b>	<b>57,866</b>
<b>TRANSMISSION AND DISTRIBUTION PLANT</b>			
Land and Land Rights (340)			250 24
Structures and Improvements (341)			0 25

### WATER UTILITY PLANT IN SERVICE

1. All adjustments, corrections and reclassifications should be reported in Column (f), Adjustments.
2. Explain fully as a schedule footnote the nature of all entries reported in Column (f), Adjustments.
3. Explain as a schedule footnote the dollar additions and retirements reported in Columns (c) and (e) for each account over \$50,000 not supported by statistical schedules.
4. Use only the account titles listed. If the utility has subaccounts other than accounts 372.1 and 397.1, combine them into one total and detail by subaccount as a schedule footnote.

Accounts (a)	Balance First of Year (b)	Additions During Year (c)	
<b>TRANSMISSION AND DISTRIBUTION PLANT</b>			
Distribution Reservoirs and Standpipes (342)	391,843		26
Transmission and Distribution Mains (343)	969,906		27
Fire Mains (344)	0		28
Services (345)	160,041	1,200	29
Meters (346)	108,113	8,440	30
Hydrants (348)	127,133		31
Other Transmission and Distribution Plant (349)	0		32
<b>Total Transmission and Distribution Plant</b>	<b>1,757,286</b>	<b>9,640</b>	
<b>GENERAL PLANT</b>			
Land and Land Rights (389)	0		33
Structures and Improvements (390)	0		34
Office Furniture and Equipment (391)	8,075		35
Computer Equipment (391.1)	14,317	1,207	36
Transportation Equipment (392)	13,225		37
Stores Equipment (393)	2,531		38
Tools, Shop and Garage Equipment (394)	6,455	2,749	39
Laboratory Equipment (395)	0		40
Power Operated Equipment (396)	0		41
Communication Equipment (397)	1,979		42
SCADA Equipment (397.1)	0		43
Miscellaneous Equipment (398)	4,955		44
Other Tangible Property (399)	0		45
<b>Total General Plant</b>	<b>51,537</b>	<b>3,956</b>	
<b>Total utility plant in service directly assignable</b>	<b>1,946,226</b>	<b>13,995</b>	
Common Utility Plant Allocated to Water Department	0		46
<b>Total utility plant in service</b>	<b>1,946,226</b>	<b>13,995</b>	

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

Accounts (d)	Retirements During Year (e)	Adjustments Increase or (Decrease) (f)	Balance End of Year (g)
<b>TRANSMISSION AND DISTRIBUTION PLANT</b>			
Distribution Reservoirs and Standpipes (342)			391,843 26
Transmission and Distribution Mains (343)			969,906 27
Fire Mains (344)			0 28
Services (345)	2,000		159,241 29
Meters (346)	4,150		112,403 30
Hydrants (348)			127,133 31
Other Transmission and Distribution Plant (349)			0 32
<b>Total Transmission and Distribution Plant</b>	<b>6,150</b>	<b>0</b>	<b>1,760,776</b>
<b>GENERAL PLANT</b>			
Land and Land Rights (389)			0 33
Structures and Improvements (390)			0 34
Office Furniture and Equipment (391)			8,075 35
Computer Equipment (391.1)			15,524 36
Transportation Equipment (392)			13,225 37
Stores Equipment (393)			2,531 38
Tools, Shop and Garage Equipment (394)			9,204 39
Laboratory Equipment (395)			0 40
Power Operated Equipment (396)			0 41
Communication Equipment (397)			1,979 42
SCADA Equipment (397.1)			0 43
Miscellaneous Equipment (398)			4,955 44
Other Tangible Property (399)			0 45
<b>Total General Plant</b>	<b>0</b>	<b>0</b>	<b>55,493</b>
<b>Total utility plant in service directly assignable</b>	<b>6,150</b>	<b>0</b>	<b>1,954,071</b>
Common Utility Plant Allocated to Water Department			0 46
<b>Total utility plant in service</b>	<b>6,150</b>	<b>0</b>	<b>1,954,071</b>

## SOURCE OF SUPPLY, PUMPING AND PURCHASED WATER STATISTICS

Month (a)	Sources of Water Supply			Total Gallons All Methods (000's) (e)	
	Purchased Water Gallons (000's) (b)	Surface Water Gallons (000's) (c)	Ground Water Gallons (000's) (d)		
January			6,504	6,504	1
February			5,946	5,946	2
March			6,900	6,900	3
April			6,308	6,308	4
May			7,608	7,608	5
June			7,076	7,076	6
July			8,706	8,706	7
August			7,641	7,641	8
September			6,728	6,728	9
October			6,524	6,524	10
November			6,090	6,090	11
December			6,414	6,414	12
<b>Total for year</b>	<b>0</b>	<b>0</b>	<b>82,445</b>	<b>82,445</b>	
Less: Measured or estimated water used in main flushing and water treatment during year				2,335	13
Less: Other utility use					14
Other utility use explanation:					15
Water pumped into distribution system				80,110	16
Less: Water sold				73,884	17
Losses and unaccounted for				6,226	18
Percent unaccounted for to the nearest whole percent (%)				8%	19
If more than 25%, indicate causes and state what action has been taken to reduce water loss:					20
Maximum gallons pumped by all methods in any one day during reporting year				447	21
Date of maximum: 5/30/1998					22
Cause of maximum:					23
Filled swimming pool.					
Minimum gallons pumped by all methods in any one day during reporting year				15	24
Date of minimum: 12/19/1998					25
Total KWH used for pumping for the year				122,131	26
If water is purchased: Vendor Name:					27
Point of Delivery:					28

**SOURCES OF WATER SUPPLY - GROUND WATERS**

<b>Location (a)</b>	<b>Identification Number (b)</b>	<b>Depth in feet (c)</b>	<b>Well Diameter in inches (d)</b>	<b>Yield Per Day in gallons (e)</b>	<b>Currently In Service? (f)</b>	
1941 ACTIVE WELL	#1	202	10	302,400	Yes	<b>1</b>
1939 ACTIVE KRAFT BUILDING WE #2		285	10	331,200	Yes	<b>2</b>

## SOURCES OF WATER SUPPLY - SURFACE WATERS

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

### PUMPING & POWER EQUIPMENT

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

Particulars (a)	Unit A (b)	Unit B (c)	Unit C (d)	
Identification	#1	#2		1
Location	OMRO	OMRO		2
Purpose	P	P		3
Destination	D	D		4
Pump Manufacturer	FB MORSE	FB MORSE		5
Year Installed	1990	1989		6
Type	CENTRIFUGAL	CENTRIFUGAL		7
Actual Capacity (gpm)	210	230		8
Pump Motor or Standby Engine Mfr	U.S. ELECTRIC	U.S. ELECTRIC		10
Year Installed	1990	1989		11
Type	ELECTRIC	ELECTRIC		12
Horsepower	25	25		13

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

## RESERVOIRS, STANDPIPES & WATER TREATMENT

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

Particulars (a)	Unit A (b)	Unit B (c)	Unit C (d)	
Identification number or name	SPHEROID STEEL TOWER	WELL #2		1
<b>RESERVOIRS, STANDPIPES OR ELEVATED TANKS</b>				<b>2</b>
Type: R (reservoir), S (standpipe) or ET (elevated tank)	ET			3
Year constructed	1988			4
Primary material (earthen, steel, concrete, other)	STEEL			5
Elevation difference in feet (See Headnote 3.)	180			6
Total capacity in gallons	400,000			7
<b>WATER TREATMENT PLANT</b>				<b>8</b>
Disinfection, type of equipment (gas, liquid, powder, other)	LIQUID	LIQUID		9
Points of application (wellhouse, central facilities, booster station, other)	WELLHOUSE	WELLHOUSE		10
Filters, type (gravity, pressure, other, none)	GRAVITY	GRAVITY		11
Rated capacity of filter plant (m.g.d.) (note: 1,200,000 gal/day = 1.2 m.g.d.)	100.0000	100.0000		12
Is a corrosion control chemical used (yes, no)?	Y	Y		13
Is water fluoridated (yes, no)?	Y	Y		14

### WATER MAINS

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

Number of Feet								
Pipe Material (a)	Main Function (b)	Diameter in Inches (c)	First of Year (d)	Added During Year (e)	Retired During Year (f)	Adjustments Increase or (Decrease) (g)	End of Year (h)	
M	D	1.000	531	0	0	0	531	1
M	D	2.000	72	0	0	0	72	2
P	D	2.000	1,121	0	0	0	1,121	3
M	D	4.000	982	0	0	0	982	4
M	D	6.000	18,362	0	0	0	18,362	5
P	D	6.000	38,522	0	0	0	38,522	6
M	D	8.000	9,963	0	0	0	9,963	7
P	D	8.000	23,745	0	0	0	23,745	8
M	D	10.000	1,221	0	0	0	1,221	9
<b>Total Within Municipality</b>			<b>94,519</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>94,519</b>	
<b>Total Utility</b>			<b>94,519</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>94,519</b>	

### WATER SERVICES

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

Pipe Material (a)	Diameter in Inches (b)	First of Year (c)	Added During Year (d)	Removed or Permanently Disconnected During Year (e)	Adjustments Increase or (Decrease) (f)	End of Year (g)	Utility Owned Services Not In Use at End of Year (h)	
L	0.375	262	0	0	0	262		1
M	0.750	609	0	0	0	609		2
M	1.000	198	2	0	0	200		3
M	1.250	8	0	0	0	8		4
M	2.000	17	0	0	0	17		5
M	4.000	3	0	1	0	2		6
M	6.000	1	0	0	0	1		7
<b>Total Utility</b>		<b>1,098</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1,099</b>	<b>0</b>	

### METERS

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

#### Number of Utility-Owned Meters

Size of Meter (a)	First of Year (b)	Added During Year (c)	Retired During Year (d)	Adjustments Increase or (Decrease) (e)	End of Year (f)	Tested During Year (g)	
0.750	1,140	73	60	0	1,153	0	1
1.000	20	0	0	0	20	0	2
1.250	5	0	0	0	5	0	3
1.500	12	0	1	0	11	0	4
2.000	15	0	0	0	15	0	5
3.000	3	0	1	0	2	0	6
4.000	1	0	0	0	1	0	7
6.000	1	0	0	0	1	1	8
<b>Total:</b>	<b>1,197</b>	<b>73</b>	<b>62</b>	<b>0</b>	<b>1,208</b>	<b>1</b>	

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

Size of Meter (h)	Residential (i)	Commercial (j)	Industrial (k)	Public Authority (l)	Wholesale, Inter-Department or Utility Use (m)	In Stock and Deduct Meters (n)	Total (o)	
0.750	1,043	82	1	10	0	17	1,153	1
1.000	5	10	2	3	0	0	20	2
1.250	0	4	1	0	0	0	5	3
1.500	0	7	2	1	0	1	11	4
2.000	1	7	1	5	0	1	15	5
3.000	0	1	0	1	0	0	2	6
4.000	0	0	0	1	0	0	1	7
6.000	0	1	0	0	0	0	1	8
<b>Total:</b>	<b>1,049</b>	<b>112</b>	<b>7</b>	<b>21</b>	<b>0</b>	<b>19</b>	<b>1,208</b>	

### HYDRANTS AND DISTRIBUTION SYSTEM VALVES

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

Hydrant Type (a)	Number In Service First of Year (b)	Added During Year (c)	Removed During Year (d)	Adjustments Increase or (Decrease) (e)	Number In Service End of Year (f)	
<b>Fire Hydrants</b>						
Outside of Municipality	160				160	<b>1</b>
Within Municipality	0				0	<b>2</b>
<b>Total Fire Hydrants</b>	<b>160</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>160</b>	
<b>Flushing Hydrants</b>						
	0				0	<b>3</b>
<b>Total Flushing Hydrants</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**Wis. Admin. Code § 185.87 requires that a schedule shall be adopted and followed for operating each system valve and hydrant at least once each two years. Report the number operated during the year**

Number of hydrants operated during year:

Number of distribution system valves end of year:

Number of distribution valves operated during year:

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## WATER OPERATING SECTION FOOTNOTES

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

Acct. 623 1997 expense high due to non-routine expenses. 1998 amounts are consistent with prior years not including 1997.

Acct. 630 Less labor expense was included in the water utility in 1998. All labor is shared with the city and sewer department. This creates labor fluctuations from year to year depending on the needs of each department.

Acct. 651 There was only one main break in 1998 compared to several in 1997

Acct. 903 The utility incurred expenditures for new software training in 1998.

Acct. 920 More administrative and general salaries were recorded in the water utility in 1998. Administrative and general salaries are recorded in three departments based on actual time spent. These expenses can vary from year to year depending on city and utility activities.

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### Water Services (Page W-16)

The services added during the year were financed by the utility and customers.

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