



3015 (02-09-04)

**ANNUAL REPORT**

OF

Name: HIGHLAND MUNICIPAL WATER UTILITY

Principal Office: P.O. BOX 284  
HIGHLAND, WI 53543

For the Year Ended: DECEMBER 31, 2000

**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
Balance Sheet	F-05
Net Utility Plant	F-06
Accumulated Provision for Depreciation and Amortization of Utility Plant (Acct. 110)	F-07
Net Nonutility Property (Accts. 121 & 122)	F-08
Accumulated Provision for Uncollectible Accounts-Cr. (Acct. 144)	F-09
Materials and Supplies	F-10
Unamortized Debt Discount & Expense & Premium on Debt (Accts. 181 and 251)	F-11
Capital Paid in by Municipality (Acct. 200)	F-12
Bonds (Acct. 221)	F-13
Notes Payable & Miscellaneous Long-Term Debt	F-14
Taxes Accrued (Acct. 236)	F-15
Interest Accrued (Acct. 237)	F-16
Contributions in Aid of Construction (Account 271)	F-17
Balance Sheet End-of-Year Account Balances	F-18
Return on Rate Base Computation	F-19
Return on Proprietary Capital Computation	F-20
Important Changes During the Year	F-21
Financial Section Footnotes	F-22
 <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:** HIGHLAND MUNICIPAL WATER UTILITY

**Utility Address:** P.O. BOX 284  
HIGHLAND, WI 53543

**When was utility organized?** 1/1/1960

**Report any change in name:**

**Effective Date:**

**Utility Web Site:**

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

**Name:** THERESA C. MICHEK

**Title:** CLERK/TREASURER

**Office Address:**

P.O. BOX 284  
HIGHLAND, WI 53543

**Telephone:** (608) 929 - 7781

**Fax Number:** (608) 929 - 7781

**E-mail Address:**

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

**Name:** MARY A. JONES

**Title:** AUDIT MANAGER

**Office Address:** JONES & PURIN, INC.

217 E. GRACE STREET  
DODGEVILLE, WI 53533

**Telephone:** (608) 935 - 2440

**Fax Number:** (608) 935 - 5510

**E-mail Address:** PURIN@MHTC.NET

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

**Name:** MARY J. HEBGEN

**Title:** VILLAGE PRESIDENT

**Office Address:**

P.O. BOX 284  
HIGHLAND, WI 53543

**Telephone:** (608) 929 - 7781

**Fax Number:** (608) 929 - 7781

**E-mail Address:**

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

**IDENTIFICATION AND OWNERSHIP**

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

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**Name:** MARY A. JONES

**Title:** AUDIT MANAGER

**Office Address:** JONES & PURIN, INC.  
217 E. GRACE STREET  
DODGEVILLE, WI 53533

**Telephone:** (608) 935 - 2440

**Fax Number:** (608) 935 - 5510

**E-mail Address:** PURIN@MHTC.NET

**Date of most recent audit report:** 3/23/2001

**Period covered by most recent audit:** 2000

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

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**Name:** MARY J. HEBGEN

**Title:** VILLAGE PRESIDENT

**Office Address:**  
P.O. BOX 284  
HIGHLAND, WI 53543

**Telephone:** (608) 929 - 7781

**Fax Number:** (608) 929 - 7781

**E-mail Address:**

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**Name of utility commission/committee:** VILLAGE OF HIGHLAND BOARD MEMBERS

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

- LENICE GILBERTSON, BOARD MEMBER
- ANTHONY KASTER, BOARD MEMBER
- SCOTT MENSCH, BOARD MEMBER
- DENNIS RICHGELS, BOARD MEMBER
- CHARLES SCULLION, BOARD MEMBER
- GEORGE WALLENKAMP, BOARD MEMBER

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

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

**Date of Ordinance:**

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

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

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## IDENTIFICATION AND OWNERSHIP

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**Firm Name:**

**Contact Person:**

**Title:**

**Telephone:**

**Fax Number:**

**E-mail Address:**

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

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

NONE

**INCOME STATEMENT**

Particulars (a)	This Year (b)	Last Year (c)	
<b>UTILITY OPERATING INCOME</b>			
Operating Revenues (400)	99,583	94,848	1
<b>Operating Expenses:</b>			
Operation and Maintenance Expense (401)	65,491	32,545	2
Depreciation Expense (403)	17,272	17,219	3
Amortization Expense (404)	0	0	4
Taxes (408)	15,275	17,186	5
<b>Total Operating Expenses</b>	<b>98,038</b>	<b>66,950</b>	
<b>Net Operating Income</b>	<b>1,545</b>	<b>27,898</b>	
Income from Utility Plant Leased to Others (412-413)	0	0	6
<b>Utility Operating Income</b>	<b>1,545</b>	<b>27,898</b>	
<b>OTHER INCOME</b>			
Income from Merchandising, Jobbing and Contract Work (415-416)	0	0	7
Nonoperating Rental Income (418)	0	0	8
Interest and Dividend Income (419)	4,180	2,811	9
Miscellaneous Nonoperating Income (421)	0	0	10
<b>Total Other Income</b>	<b>4,180</b>	<b>2,811</b>	
<b>Total Income</b>	<b>5,725</b>	<b>30,709</b>	
<b>MISCELLANEOUS INCOME DEDUCTIONS</b>			
Miscellaneous Amortization (425)	0	0	11
Other Income Deductions (426)	0	0	12
<b>Total Miscellaneous Income Deductions</b>	<b>0</b>	<b>0</b>	
<b>Income Before Interest Charges</b>	<b>5,725</b>	<b>30,709</b>	
<b>INTEREST CHARGES</b>			
Interest on Long-Term Debt (427)	0	0	13
Amortization of Debt Discount and Expense (428)			14
Amortization of Premium on Debt--Cr. (429)			15
Interest on Debt to Municipality (430)	0	0	16
Other Interest Expense (431)	0	0	17
Interest Charged to Construction--Cr. (432)			18
<b>Total Interest Charges</b>	<b>0</b>	<b>0</b>	
<b>Net Income</b>	<b>5,725</b>	<b>30,709</b>	
<b>EARNED SURPLUS</b>			
Unappropriated Earned Surplus (Beginning of Year) (216)	306,140	275,431	19
Balance Transferred from Income (433)	5,725	30,709	20
Miscellaneous Credits to Surplus (434)	0	0	21
Miscellaneous Debits to Surplus--Debit (435)	0	0	22
Appropriations of Surplus--Debit (436)	0	0	23
Appropriations of Income to Municipal Funds--Debit (439)	0	0	24
<b>Total Unappropriated Earned Surplus End of Year (216)</b>	<b>311,865</b>	<b>306,140</b>	

### INCOME STATEMENT ACCOUNT DETAILS

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

Description of Item (a)	Amount (b)	
<b>Revenues from Utility Plant Leased to Others (412):</b>		
NONE		1
<b>Total (Acct. 412):</b>	<b>0</b>	
<b>Expenses of Utility Plant Leased to Others (413):</b>		
NONE		2
<b>Total (Acct. 413):</b>	<b>0</b>	
<b>Nonoperating Rental Income (418):</b>		
NONE		3
<b>Total (Acct. 418):</b>	<b>0</b>	
<b>Interest and Dividend Income (419):</b>		
INTEREST ON BANK ACCOUNTS	4,143	4
INTEREST ON TAX ROLL ITEMS	37	5
<b>Total (Acct. 419):</b>	<b>4,180</b>	
<b>Miscellaneous Nonoperating Income (421):</b>		
NONE		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 and Expenses of Merchandising, Jobbing and Contract Work (416):</b>						
Cost of merchandise sold					0	2
Payroll					0	3
Materials					0	4
Taxes					0	5
<b>Other (list by major classes):</b>					0	6
<b>Total costs and expenses</b>	0	0	0	0	0	
<b>Net income (or loss)</b>	0	0	0	0	0	

### REVENUES SUBJECT TO WISCONSIN REMAINDER ASSESSMENT

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

Description (a)	Water Utility (b)	Electric Utility (c)	Sewer Utility (Regulated Only) (d)	Gas Utility (e)	Total (f)	
Total operating revenues	99,583	0	0	0	99,583	1
Less: interdepartmental sales	0		0	0	0	2
Less: interdepartmental rents					0	3
Less: return on net investment in meters charged to regulated sewer department. (Do not report if nonregulated sewer.)	0				0	4
Less: uncollectibles directly expensed as reported in water acct. 904 (690 class D), sewer acct. 843, and electric acct. 904 (590 class D) -or- Net write-offs when Accumulated Provision for Uncollectible Accounts (acct. 144) is maintained					0	5
<b>Other Increases or (Decreases) to Operating Revenues - Specify:</b>						
.					0	6
<b>Revenues subject to Wisconsin Remainder Assessment</b>	<b>99,583</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>99,583</b>	

### BALANCE SHEET

Assets and Other Debits (a)	Balance End of Year (b)	Balance First of Year (c)	
<b>UTILITY PLANT</b>			
Utility Plant (100)	934,893	930,931	1
Less: Accumulated Provision for Depreciation and Amortization of Utility Plant (110)	183,167	167,151	2
<b>Net Utility Plant</b>	<b>751,726</b>	<b>763,780</b>	
<b>OTHER PROPERTY AND INVESTMENTS</b>			
Nonutility Property (121)	0	0	3
Less: Accumulated Provision for Depreciation and Amortization of Nonutility Property (122)	0	0	4
<b>Net Nonutility Property</b>	<b>0</b>	<b>0</b>	
Investment in Municipality (123)	0	0	5
Other Investments (124)	1,029	624	6
Special Funds (125)	79,320	99,354	7
<b>Total Other Property and Investments</b>	<b>80,349</b>	<b>99,978</b>	
<b>CURRENT AND ACCRUED ASSETS</b>			
Cash and Working Funds (131)	9,438	6,729	8
Temporary Cash Investments (132)			9
Notes Receivable (141)	0	0	10
Customer Accounts Receivable (142)	16,084	14,370	11
Other Accounts Receivable (143)	0	0	12
Accumulated Provision for Uncollectible Accounts- -Cr. (144)	0	0	13
Receivables from Municipality (145)	2,131	1,599	14
Materials and Supplies (150)	4,319	4,062	15
Prepayments (165)	0	0	16
Other Current and Accrued Assets (170)			17
<b>Total Current and Accrued Assets</b>	<b>31,972</b>	<b>26,760</b>	
<b>DEFERRED DEBITS</b>			
Unamortized Debt Discount and Expense (181)	0	0	18
Extraordinary Property Losses (182)	0	0	19
Other Deferred Debits (183)	0	0	20
<b>Total Deferred Debits</b>	<b>0</b>	<b>0</b>	
<b>Total Assets and Other Debits</b>	<b>864,047</b>	<b>890,518</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)	182,831	182,831	21
Appropriated Earned Surplus (215)			22
Unappropriated Earned Surplus (216)	311,865	306,140	23
<b>Total Proprietary Capital</b>	<b>494,696</b>	<b>488,971</b>	
<b>LONG-TERM DEBT</b>			
Bonds (221)	0	0	24
Advances from Municipality (223)	0	30,000	25
Other long-Term Debt (224)	0	0	26
<b>Total Long-Term Debt</b>	<b>0</b>	<b>30,000</b>	
<b>CURRENT AND ACCRUED LIABILITIES</b>			
Notes Payable (231)	0	0	27
Accounts Payable (232)			28
Payables to Municipality (233)	0	260	29
Customer Deposits (235)			30
Taxes Accrued (236)	15,422	17,358	31
Interest Accrued (237)	0	0	32
Other Current and Accrued Liabilities (238)			33
<b>Total Current and Accrued Liabilities</b>	<b>15,422</b>	<b>17,618</b>	
<b>DEFERRED CREDITS</b>			
Unamortized Premium on Debt (251)	0	0	34
Customer Advances for Construction (252)			35
Other Deferred Credits (253)	0	0	36
<b>Total Deferred Credits</b>	<b>0</b>	<b>0</b>	
<b>OPERATING RESERVES</b>			
Miscellaneous Operating Reserves (265)			37
<b>Total Operating Reserves</b>	<b>0</b>	<b>0</b>	
<b>CONTRIBUTIONS IN AID OF CONSTRUCTION</b>			
Contributions in Aid of Construction (271)	353,929	353,929	38
<b>Total Liabilities and Other Credits</b>	<b>864,047</b>	<b>890,518</b>	

### NET UTILITY PLANT

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

Particulars (a)	Water (b)	Sewer (c)	Gas (d)	Electric (e)	
<b>Plant Accounts:</b>					
Utility Plant in Service (100)	934,893	0	0	0	1
Utility Plant Purchased or Sold (391)					2
Utility Plant in Process of Reclassification (392)					3
Utility Plant Leased to Others (393)					4
Property Held for Future Use (394)					5
Construction Work in Progress (395)					6
Utility Plant Acquisition Adjustments (396)					7
Other Utility Plant Adjustments (397)					8
<b>Total Utility Plant</b>	934,893	0	0	0	
<b>Accumulated Provision for Depreciation and Amortization:</b>					
Accumulated Provision for Depreciation of Utility Plant in Service (110)	183,167	0	0	0	9
<b>Total Accumulated Provision</b>	183,167	0	0	0	
<b>Net Utility Plant</b>	751,726	0	0	0	

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

Depreciation Accruals (Credits) during the year:

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

Particulars (a)	Water (b)	(c)	(d)	(e)	Total (f)	
<b>Balance first of year</b>	167,151				<b>167,151</b>	<b>1</b>
<b>Credits During Year</b>						<b>2</b>
<b>Accruals:</b>						<b>3</b>
Charged depreciation expense (403)	17,272				<b>17,272</b>	<b>4</b>
Depreciation expense on meters						<b>5</b>
charged to sewer (see Note 3)	564				<b>564</b>	<b>6</b>
Accruals charged other						<b>7</b>
accounts (specify):						<b>8</b>
					<b>0</b>	<b>9</b>
Salvage					<b>0</b>	<b>10</b>
Other credits (specify):						<b>11</b>
					<b>0</b>	<b>12</b>
<b>Total credits</b>	<b>17,836</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,836</b>	<b>13</b>
<b>Debits during year</b>						<b>14</b>
Book cost of plant retired	1,820				<b>1,820</b>	<b>15</b>
Cost of removal					<b>0</b>	<b>16</b>
Other debits (specify):						<b>17</b>
					<b>0</b>	<b>18</b>
<b>Total debits</b>	<b>1,820</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,820</b>	<b>19</b>
<b>Balance End of Year</b>	<b>183,167</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>183,167</b>	<b>20</b>
<b>Composite Depreciation Rate?</b>	Yes					<b>21</b>
If yes, what is the rate?	1.93%					<b>22</b>

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

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

Description (a)	Balance First of Year (b)	Additions During Year (c)	Deductions During Year (d)	Balance End of Year (e)	
Nonregulated sewer plant	0			0	1
<b>Other (specify):</b>					
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	4,319	4,062
Sewer utility		0
Gas utility		0
Merchandise		0
Other materials & supplies		0
<b>Total Materials and Supplies</b>	<b>4,319</b>	<b>4,062</b>

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

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

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

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

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

Particulars (a)	Amount (b)	
Balance first of year	182,831	1
<b>Changes during year (explain):</b>		<b>2</b>
<b>Balance end of year</b>	<u><u>182,831</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)
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NONE

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

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

Account and Description of Obligation (a and b)	Date of Issue (c)	Final Maturity Date (d)	Interest Rate (e)	Principal Amount End of Year (f)	
<b>Advances (223)</b>					
NONE	00/00/0000	00/00/0000	0.00%	0	1
<b>Total for Account 223</b>				<b>0</b>	

**TAXES ACCRUED (ACCT. 236)**

Particulars (a)	Amount (b)	
Balance first of year	17,358	1
<b>Accruals:</b>		
Charged water department expense	15,422	2
Charged electric department expense		3
Charged sewer department expense	264	4
<b>Other (explain):</b>		
NONE		5
<b>Total Accruals and other credits</b>	<u>15,686</u>	
<b>Taxes paid during year:</b>		
County, state and local taxes	17,505	6
Social Security taxes		7
PSC Remainder Assessment	117	8
<b>Other (explain):</b>		
NONE		9
<b>Total payments and other debits</b>	<u>17,622</u>	
<b>Balance end of year</b>	<u><u>15,422</u></u>	

### INTEREST ACCRUED (ACCT. 237)

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

Description of Issue (a)	Interest Accrued Balance First of Year (b)	Interest Accrued During Year (c)	Interest Paid During Year (d)	Interest Accrued Balance End of Year (e)	
<b>Bonds (221)</b>					
NONE	0			0	1
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Advances from Municipality (223)</b>					
NONE	0			0	2
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Other long-Term Debt (224)</b>					
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>0</b>	<b>0</b>	<b>0</b>	<b>0</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	353,929	0	0	0	0	<b>353,929</b>	1
<b>Add credits during year:</b>							
For Services						0	2
For Mains						0	3
<b>Other (specify):</b>						0	4
<b>Deduct charges (specify):</b>						0	5
<b>Balance End of Year</b>	<b>353,929</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>353,929</b>	
Amount of federal and state grants in aid received for utility construction included in End of Year totals						0	6

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

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

Particulars (a)		Balance End of Year (b)
<b>Investment in Municipality (123):</b>		
NONE		1
<b>Total (Acct. 123):</b>		<b>0</b>
<b>Other Investments (124):</b>		
SPECIAL ASSESSMENTS RECEIVABLE	1,029	2
<b>Total (Acct. 124):</b>		<b>1,029</b>
<b>Special Funds (125):</b>		
BOND AND INTEREST REDEMPTION FUND	16,771	3
1988 CONSTRUCTION FUND	62,549	4
<b>Total (Acct. 125):</b>		<b>79,320</b>
<b>Notes Receivable (141):</b>		
NONE		5
<b>Total (Acct. 141):</b>		<b>0</b>
<b>Customer Accounts Receivable (142):</b>		
Water	16,084	6
Electric		7
Sewer (Regulated)		8
<b>Other (specify):</b>		
NONE		9
<b>Total (Acct. 142):</b>		<b>16,084</b>
<b>Other Accounts Receivable (143):</b>		
Sewer (Non-regulated)		10
Merchandising, jobbing and contract work		11
<b>Other (specify):</b>		
NONE		12
<b>Total (Acct. 143):</b>		<b>0</b>
<b>Receivables from Municipality (145):</b>		
2000 METER COST ALLOCATIONS FROM SEWER	1,778	13
2000 TAX ROLL ITEMS	353	14
<b>Total (Acct. 145):</b>		<b>2,131</b>
<b>Prepayments (165):</b>		
NONE		15
<b>Total (Acct. 165):</b>		<b>0</b>
<b>Extraordinary Property Losses (182):</b>		
NONE		16
<b>Total (Acct. 182):</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>Other Deferred Debits (183):</b>	
NONE	17
<b>Total (Acct. 183):</b>	<b>0</b>
<hr/>	
<b>Payables to Municipality (233):</b>	
NONE	18
<b>Total (Acct. 233):</b>	<b>0</b>
<hr/>	
<b>Other Deferred Credits (253):</b>	
NONE	19
<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	932,912	0	0	0	932,912	1
Materials and Supplies	4,190	0	0	0	4,190	2
<b>Other (specify):</b>					<b>0</b>	<b>3</b>
<b>Less Average:</b>						
Reserve for Depreciation	175,159	0	0	0	175,159	4
Customer Advances for Construction					0	5
Contributions in Aid of Construction	353,929	0	0	0	353,929	6
<b>Other (specify):</b>					<b>0</b>	<b>7</b>
<b>Average Net Rate Base</b>	<b>408,014</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>408,014</b>	
Net Operating Income	1,545	0	0	0	1,545	8
<b>Net Operating Income as a percent of Average Net Rate Base</b>	<b>0.38%</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>0.38%</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	182,831	1
Appropriated Earned Surplus	0	2
Unappropriated Earned Surplus	309,002	3
<b>Other (Specify):</b>		4
<b>Total Average Proprietary Capital</b>	<b>491,833</b>	
<b>Net Income</b>		
Net Income	5,725	5
<b>Percent Return on Proprietary Capital</b>	<b>1.16%</b>	

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## IMPORTANT CHANGES DURING THE YEAR

Report changes of any of the following types:

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1. Acquisitions.

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2. Leaseholder changes.

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3. Extensions of service.

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4. Estimated changes in revenues due to rate changes.

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5. Obligations incurred or assumed, excluding commercial paper.

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6. Formal proceedings with the Public Service Commission.

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7. Any additional matters.

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## FINANCIAL SECTION FOOTNOTES

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### Signature Page (Page ii)

ACCOUNTANTS' COMPILATION REPORT

TO THE VILLAGE BOARD  
VILLAGE OF HIGHLAND  
HIGHLAND, WISCONSIN

WE HAVE COMPILED THE VARIOUS SCHEDULES INCLUDED IN THE 2000 PUBLIC SERVICE COMMISSION REPORT FOR THE VILLAGE OF HIGHLAND WATER UTILITY AS OF DECEMBER 31, 2000 AND FOR THE YEAR THEN ENDED, IN ACCORDANCE WITH STATEMENTS ON STANDARDS FOR ACCOUNTING AND REVIEW SERVICES ISSUED BY THE AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS.

A COMPILATION IS LIMITED TO PRESENTING IN THE FORM PRESCRIBED BY THE STATE OF WISCONSIN PUBLIC SERVICE COMMISSION INFORMATION THAT IS THE REPRESENTATION OF MANAGEMENT. WE HAVE NOT AUDITED OR REVIEWED THE VARIOUS SCHEDULES INCLUDED IN THE 2000 PUBLIC SERVICE COMMISSION REPORT AND, ACCORDINGLY, DO NOT EXPRESS AN OPINION OR ANY OTHER FORM OF ASSURANCE ON THEM.

THE SCHEDULES INCLUDED IN THE 2000 PUBLIC SERVICE COMMISSION REPORT ARE PRESENTED IN ACCORDANCE WITH THE REQUIREMENTS OF THE STATE OF WISCONSIN PUBLIC SERVICE COMMISSION, WHICH DIFFER FROM GENERALLY ACCEPTED ACCOUNTING PRINCIPLES. ACCORDINGLY, THE SCHEDULES INCLUDED IN THE 2000 PUBLIC SERVICE COMMISSION REPORT ARE NOT DESIGNED FOR THOSE WHO ARE NOT INFORMED ABOUT SUCH DIFFERENCES.

JONES & PURIN, INC.

DODGEVILLE, WISCONSIN  
MARCH 23, 2001

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## FINANCIAL SECTION FOOTNOTES

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### Identification and Ownership - Commission/Committee (Page iv)

August 24, 2001

Ms. Mary Jones, Audit Manager  
Jones & Purin, Inc.  
217 East Grace Street  
Dodgeville, WI 53533

2000 Analytical Review DWCCA-2530-PJL

Dear Ms. Jones:

Thank you for your response to our letter of May 30, 2001, concerning the analytical review of your 2000 annual report. Your answer has been helpful in providing information that will enable us to better provide guidance to you regarding proper utility accounting and the preparation of future annual reports. However, we feel the following items need further clarification before we can complete this analytical review. The items are numbered from our previous letter.

3. Regarding the calculation of the Public Fire Protection charge, no adjustment to the 2001 calculation is necessary. Please do be sure to use our worksheet as a guide for calculating all future Public Fire Protection charges.

Of greater concern to us is the fact that it appears that plant additions have not been properly accounted for in past years, or not recorded at all. For example, while the letter from Theresa Michek dated June 13, 2001, states that there were 4 hydrants added in 2000, 3 hydrants added in 1999 and 4 hydrants added in 1997, those numbers do not correctly correspond to what was reported on the Hydrants and Distribution System Valves schedule for any of those years. Also, the above referenced letter refers to mains added in 2000, but the annual report shows no mains added on page W-15 and no dollars added to Account 343 on page W-8. This is also the case in 1999. In 1997, while there are mains reported as added on page W-15 of the annual report, the number of feet added is different than what is reported in the June 13, 2001 letter.

Please provide an explanation for the differences detailed above and explain for how many of the years that Jones & Purin, Inc. have worked with the utility this problem has existed.

4. The \$650 paid by the customer for the service addition should have been recorded as a contribution in Account 271 on page F-17, not in Account 474 on page W-4. Please reclass those dollars in the 2001 annual report.

We appreciate your cooperation in providing the above information. If you have any questions, please feel free to contact me at (608) 267-9198. Please respond within 30 days of this letter. If it is convenient for you to respond by e-mail, please do so. My e-mail address is leegep@psc.state.wi.us. If we have no questions regarding your response, you can consider the review closed.

Sincerely,

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## FINANCIAL SECTION FOOTNOTES

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

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cc: Theresa C. Michek, Clerk Treasurer

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## FINANCIAL SECTION FOOTNOTES

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

May 30, 2001

Ms. Theresa C. Michek, Clerk Treasurer  
Highland Municipal Water Utility  
P.O. Box 284  
Highland, WI 53543-0284

2000 Analytical Review DWCCA-2530-PJL

Dear Ms. Michek:

The Public Service Commission staff is in the process of completing an analytical review of your utility's 2000 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 this 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:

1. In item number one of our letter of June 19, 2000, (copy enclosed) regarding our review of the utility's 1999 annual report, we questioned why there was no social security tax reported in Account 408 on page W-6. Again in the 2000 report this tax is not reported separately on page W-6. Please confirm that the social security taxes will be reported on line 3 of Account 408 in the future.

2. In the utility's response to item number 2 of the above referenced letter, it was indicated that the 6 inch water meter would be tested in 2000. However, it is not indicated in column (g) of the Meters schedule on page W-17 that that meter was tested. Please explain.

3. During our review, we noted that according to our calculations, the amount the utility reports for public fire protection service billed per Rate Schedule F-1 in Account 463 on the Other Revenues (Water) schedule, page W-4, differs from our calculation by \$3,491 (see enclosed worksheet). Please provide an explanation of how the utility arrived at the number reported on line 1 of Account 463, Public Fire Protection Service on page W-4.

4. In the footnotes to the Water Services schedule on page W-16, it is explained that one of the new services added during the year was charged to the customer by special assessment. However, we note that there are no contributions for water services reported in Account 271 on page F-17. Also, there is \$650 reported in Account 474, Other Water Revenues on page W-4 described as special assessments. Please explain.

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 it is convenient for you to respond by e-mail, please do so. My e-mail address is leegep@psc.state.wi.us. If we have nc

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## FINANCIAL SECTION FOOTNOTES

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questions regarding your response, you can consider the review closed.

Sincerely,

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

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Enclosure

\*\*\*\*\*

Response received 6/14/01:

- #1, will report social security in the proper place in the future.
  - #2, The 6" meter will be tested the week of 6/4/01.
  - #3, per attached letter from clerk, annual reports have not been properly updated with main and service additions.
-

**WATER OPERATING REVENUES & EXPENSES**

Particulars (a)	Amounts (b)	
<b>Operating Revenues</b>		
<b>Sales of Water</b>		
Sales of Water (460-467)	97,812	1
<b>Total Sales of Water</b>	<b>97,812</b>	
<b>Other Operating Revenues</b>		
Forfeited Discounts (470)	171	2
Other Water Revenues (474)	1,600	3
Amortization of Construction Grants (475)	0	4
<b>Total Other Operating Revenues</b>	<b>1,771</b>	
<b>Total Operating Revenues</b>	<b>99,583</b>	
<b>Operation and Maintenance Expenses</b>		
Plant Operation and Maintenance Expenses (600-660)	59,531	5
General Operating Expenses (680-690)	5,960	6
<b>Total Operation and Maintenance Expenses</b>	<b>65,491</b>	
<b>Other Operating Expenses</b>		
Depreciation Expense (403)	17,272	7
Amortization Expense (404)		8
Taxes (408)	15,275	9
<b>Total Other Operating Expenses</b>	<b>32,547</b>	
<b>Total Operating Expenses</b>	<b>98,038</b>	
<b>NET OPERATING INCOME</b>	<b>1,545</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				1
Commercial				2
Industrial				3
<b>Total Unmetered Sales to General Customers (460)</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Metered Sales to General Customers (461)				
Residential	328	15,843	45,821	4
Commercial	53	2,313	7,754	5
Industrial				6
<b>Total Metered Sales to General Customers (461)</b>	<b>381</b>	<b>18,156</b>	<b>53,575</b>	
Private Fire Protection Service (462)				7
Public Fire Protection Service (463)	1		40,972	8
Other Sales to Public Authorities (464)	11	962	3,265	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>393</b>	<b>19,118</b>	<b>97,812</b>	

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

Use a separate line for each delivery point.

<b>Customer Name (a)</b>	<b>Point of Delivery (b)</b>	<b>Thousands of Gallons Sold (c)</b>	<b>Revenues (d)</b>
------------------------------	----------------------------------	--	-------------------------

NONE

### OTHER OPERATING REVENUES (WATER)

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

Particulars (a)	Amount (b)	
<b>Public Fire Protection Service (463):</b>		
Amount billed (usually per rate schedule F-1)	40,972	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>40,972</b>	
<b>Forfeited Discounts (470):</b>		
Customer late payment charges	171	5
<b>Other (specify):</b>		
NONE		6
<b>Total Forfeited Discounts (470)</b>	<b>171</b>	
<b>Other Water Revenues (474):</b>		
Return on net investment in meters charged to sewer department	950	7
<b>Other (specify):</b>		
SPECIAL ASSESSMENTS	650	8
<b>Total Other Water Revenues (474)</b>	<b>1,600</b>	
<b>Amortization of Construction Grants (475):</b>		
NONE		9
<b>Total Amortization of Construction Grants (475)</b>	<b>0</b>	

## WATER OPERATION & MAINTENANCE EXPENSES

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

Particulars (a)	Amount (b)	
<b>PLANT OPERATION AND MAINTENANCE EXPENSES</b>		
Salaries and Wages (600)	14,000	1
Purchased Water (610)		2
Fuel or Power Purchased for Pumping (620)	3,630	3
Chemicals (630)	185	4
Supplies and Expenses (640)	5,510	5
Repairs of Water Plant (650)	35,206	6
Transportation Expenses (660)	1,000	7
<b>Total Plant Operation and Maintenance Expenses</b>	<b>59,531</b>	
 <b>GENERAL OPERATING EXPENSES</b>		
Administrative and General Salaries (680)	1,500	8
Office Supplies and Expenses (681)	838	9
Outside Services Employed (682)	1,293	10
Insurance Expense (684)	2,000	11
Employees Pensions and Benefits (686)		12
Regulatory Commission Expenses (688)		13
Miscellaneous General Expenses (689)	329	14
Uncollectible Accounts (690)		15
<b>Total General Operating Expenses</b>	<b>5,960</b>	
 <b>Total Operation and Maintenance Expenses</b>	<b>65,491</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		15,422	1
Less: Local and School Tax Equivalent on Meters Charged to Sewer Department		264	2
<b>Net property tax equivalent</b>		<b>15,158</b>	
Social Security			3
PSC Remainder Assessment		117	4
Other (specify): NONE			5
<b>Total tax expense</b>		<b>15,275</b>	

### PROPERTY TAX EQUIVALENT (WATER)

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

Particulars (a)	Units (b)	Total (c)	County A (d)	County B (e)	County C (f)	County D (g)	
County name			Iowa				1
<b>SUMMARY OF TAX RATES</b>							<b>2</b>
State tax rate	mills		0.243780				3
County tax rate	mills		6.733940				4
Local tax rate	mills		3.408210				5
School tax rate	mills		16.240760				6
Voc. school tax rate	mills		2.190620				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>28.817310</b>				<b>10</b>
Less: state credit	mills		2.288670				11
<b>Net tax rate</b>	mills		<b>26.528640</b>				<b>12</b>
<b>PROPERTY TAX EQUIVALENT CALCULATION</b>							<b>13</b>
<b>Local Tax Rate</b>	mills		<b>3.408210</b>				<b>14</b>
<b>Combined School Tax Rate</b>	mills		<b>18.431380</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>21.839590</b>				<b>17</b>
<b>Total Tax Rate</b>	mills		<b>28.817310</b>				<b>18</b>
<b>Ratio of Local and School Tax to Total</b>	dec.		<b>0.757864</b>				<b>19</b>
<b>Total tax net of state credit</b>	mills		<b>26.528640</b>				<b>20</b>
<b>Net Local and School Tax Rate</b>	mills		<b>20.105090</b>				<b>21</b>
Utility Plant, Jan. 1	\$	930,931	930,931				22
Materials & Supplies	\$	4,062	4,062				23
<b>Subtotal</b>	\$	<b>934,993</b>	<b>934,993</b>				<b>24</b>
Less: Plant Outside Limits	\$	0	0				25
<b>Taxable Assets</b>	\$	<b>934,993</b>	<b>934,993</b>				<b>26</b>
Assessment Ratio	dec.		0.820402				27
<b>Assessed Value</b>	\$	<b>767,070</b>	<b>767,070</b>				<b>28</b>
<b>Net Local &amp; School Rate</b>	mills		<b>20.105090</b>				<b>29</b>
<b>Tax Equiv. Computed for Current Year</b>	\$	<b>15,422</b>	<b>15,422</b>				<b>30</b>
Tax Equivalent per 1994 PSC Report	\$	21,429					31
Any lower tax equivalent as authorized by municipality (see note 6)	\$	15,422					32 33
<b>Tax equiv. for current year (see note 6)</b>	\$	<b>15,422</b>					<b>34</b>

### WATER UTILITY PLANT IN SERVICE

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

Accounts (a)	Balance First of Year (b)	Additions During Year (c)	
<b>INTANGIBLE PLANT</b>			
Organization (301)	200		1
Franchises and Consents (302)	0		2
Miscellaneous Intangible Plant (303)	0		3
<b>Total Intangible Plant</b>	<b>200</b>	<b>0</b>	
<b>SOURCE OF SUPPLY PLANT</b>			
Land and Land Rights (310)	0		4
Structures and Improvements (311)	11,312		5
Collecting and Impounding Reservoirs (312)	0		6
Lake, River and Other Intakes (313)	0		7
Wells and Springs (314)	29,354		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>40,666</b>	<b>0</b>	
<b>PUMPING PLANT</b>			
Land and Land Rights (320)	0		12
Structures and Improvements (321)	4,571		13
Boiler Plant Equipment (322)	0		14
Other Power Production Equipment (323)	0		15
Steam Pumping Equipment (324)	0		16
Electric Pumping Equipment (325)	37,133		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>41,704</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)	1,713		23
<b>Total Water Treatment Plant</b>	<b>1,713</b>	<b>0</b>	
<b>TRANSMISSION AND DISTRIBUTION PLANT</b>			
Land and Land Rights (340)	8,750		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)			200 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>200</b>
<b>SOURCE OF SUPPLY PLANT</b>			
Land and Land Rights (310)			0 4
Structures and Improvements (311)			11,312 5
Collecting and Impounding Reservoirs (312)			0 6
Lake, River and Other Intakes (313)			0 7
Wells and Springs (314)			29,354 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>40,666</b>
<b>PUMPING PLANT</b>			
Land and Land Rights (320)			0 12
Structures and Improvements (321)			4,571 13
Boiler Plant Equipment (322)			0 14
Other Power Production Equipment (323)			0 15
Steam Pumping Equipment (324)			0 16
Electric Pumping Equipment (325)			37,133 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>41,704</b>
<b>WATER TREATMENT PLANT</b>			
Land and Land Rights (330)			0 21
Structures and Improvements (331)			0 22
Water Treatment Equipment (332)			1,713 23
<b>Total Water Treatment Plant</b>	<b>0</b>	<b>0</b>	<b>1,713</b>
<b>TRANSMISSION AND DISTRIBUTION PLANT</b>			
Land and Land Rights (340)			8,750 24
Structures and Improvements (341)			0 25

### WATER UTILITY PLANT IN SERVICE

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

Accounts (a)	Balance First of Year (b)	Additions During Year (c)	
<b>TRANSMISSION AND DISTRIBUTION PLANT</b>			
Distribution Reservoirs and Standpipes (342)	310,125		26
Transmission and Distribution Mains (343)	394,222		27
Fire Mains (344)	0		28
Services (345)	53,319	1,079	29
Meters (346)	32,018	2,298	30
Hydrants (348)	42,631		31
Other Transmission and Distribution Plant (349)	0		32
<b>Total Transmission and Distribution Plant</b>	<b>841,065</b>	<b>3,377</b>	
<b>GENERAL PLANT</b>			
Land and Land Rights (370)	0		33
Structures and Improvements (371)	0		34
Office Furniture and Equipment (372)	2,622	2,000	35
Computer Equipment (372.1)	1,549		36
Transportation Equipment (373)	0		37
Other General Equipment (379)	1,412	405	38
Other Tangible Property (390)	0		39
<b>Total General Plant</b>	<b>5,583</b>	<b>2,405</b>	
<b>Total utility plant in service directly assignable</b>	<b>930,931</b>	<b>5,782</b>	
Common Utility Plant Allocated to Water Department	0		40
<b>Total utility plant in service</b>	<b>930,931</b>	<b>5,782</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)			310,125 26
Transmission and Distribution Mains (343)			394,222 27
Fire Mains (344)			0 28
Services (345)			54,398 29
Meters (346)	1,820		32,496 30
Hydrants (348)			42,631 31
Other Transmission and Distribution Plant (349)			0 32
<b>Total Transmission and Distribution Plant</b>	<b>1,820</b>	<b>0</b>	<b>842,622</b>
<b>GENERAL PLANT</b>			
Land and Land Rights (370)			0 33
Structures and Improvements (371)			0 34
Office Furniture and Equipment (372)			4,622 35
Computer Equipment (372.1)			1,549 36
Transportation Equipment (373)			0 37
Other General Equipment (379)			1,817 38
Other Tangible Property (390)			0 39
<b>Total General Plant</b>	<b>0</b>	<b>0</b>	<b>7,988</b>
<b>Total utility plant in service directly assignable</b>	<b>1,820</b>	<b>0</b>	<b>934,893</b>
Common Utility Plant Allocated to Water Department			0 40
<b>Total utility plant in service</b>	<b>1,820</b>	<b>0</b>	<b>934,893</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			1,699	1,699	1
February			1,594	1,594	2
March			1,703	1,703	3
April			1,697	1,697	4
May			1,812	1,812	5
June			1,661	1,661	6
July			1,878	1,878	7
August			1,916	1,916	8
September			1,822	1,822	9
October			1,668	1,668	10
November			1,820	1,820	11
December			1,958	1,958	12
<b>Total for year</b>	<b>0</b>	<b>0</b>	<b>21,228</b>	<b>21,228</b>	
Less: Measured or estimated water used in main flushing and water treatment during year				1,155	13
Less: Other utility use					14
Other utility use explanation:					15
Water pumped into distribution system				<b>20,073</b>	16
Less: Water sold				19,118	17
Losses and unaccounted for				<b>955</b>	18
Percent unaccounted for to the nearest whole percent (%)				<b>5%</b>	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				99	21
Date of maximum: 8/26/2000					22
Cause of maximum:					23
LEAK					
Minimum gallons pumped by all methods in any one day during reporting year				22	24
Date of minimum: 2/5/2000					25
Total KWH used for pumping for the year				70,456	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>	
WELL-HIGHLAND	1	455	8	50,000	Yes	<b>1</b>
WELL-HIGHLAND	2	930	15	100,000	Yes	<b>2</b>

## SOURCES OF WATER SUPPLY - SURFACE WATERS

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

### PUMPING & POWER EQUIPMENT

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

Particulars (a)	Unit A (b)	Unit B (c)	Unit C (d)
Identification	1	2	1
Location	HIGHLAND	HIGHLAND	2
Purpose	P	P	3
Destination	D	D	4
Pump Manufacturer	UNKNOWN	WELLINGTON	5
Year Installed	1983	1968	6
Type	SUBMERSIBLE	VERTICAL TURBINE	7
Actual Capacity (gpm)	100	350	8
Pump Motor or Standby Engine Mfr	UNKNOWN	GENERAL ELECTRIC	9
Year Installed	1983	1968	10
Type	ELECTRIC	ELECTRIC	11
Horsepower	20	60	12

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

## RESERVOIRS, STANDPIPES & WATER TREATMENT

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

Particulars (a)	Unit A (b)	Unit B (c)	Unit C (d)
Identification number or name	1		1
<b>RESERVOIRS, STANDPIPES OR ELEVATED TANKS</b>			<b>2</b>
Type: R (reservoir), S (standpipe) or ET (elevated tank)	R		3
Year constructed	1938		4
Primary material (earthen, steel, concrete, other)	OTHER		5
Elevation difference in feet (See Headnote 3.)	250		6
Total capacity in gallons	65,000		7
<b>WATER TREATMENT PLANT</b>			<b>8</b>
Disinfection, type of equipment (gas, liquid, powder, other)	OTHER		9
Points of application (wellhouse, central facilities, booster station, other)	OTHER		10
Filters, type (gravity, pressure, other, none)	OTHER		11
Rated capacity of filter plant (m.g.d.) (note: 1,200,000 gal/day = 1.2 m.g.d.)	650.0000		12
Is a corrosion control chemical used (yes, no)?	N		13
Is water fluoridated (yes, no)?	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	4.000	7,134	0	0	0	7,134	1
M	D	6.000	10,838	0	0	0	10,838	2
P	D	6.000	1,807	0	0	0	1,807	3
M	D	8.000	850	0	0	0	850	4
P	D	8.000	3,233	0	0	0	3,233	5
P	D	10.000	2,650	0	0	0	2,650	6
<b>Total Within Municipality</b>			<b>26,512</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26,512</b>	
<b>Total Utility</b>			<b>26,512</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26,512</b>	

### WATER SERVICES

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

Pipe Material (a)	Diameter in Inches (b)	First of Year (c)	Added During Year (d)	Removed or Permanently Disconnected During Year (e)	Adjustments Increase or (Decrease) (f)	End of Year (g)	Utility Owned Services Not In Use at End of Year (h)	
M	0.625	3	0	0	0	3		1
M	0.750	341	2	0	0	343		2
M	1.000	8	0	0	0	8		3
M	2.000	1	0	0	0	1		4
<b>Total Utility</b>		<b>353</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>355</b>	<b>0</b>	

### METERS

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

#### 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	375	28	26	0	377	40	1
1.000	4	0	0	0	4	1	2
1.500	2	0	0	0	2	0	3
2.000	4	0	0	0	4	1	4
3.000	2	0	0	0	2	0	5
6.000	1	0	0	0	1	0	6
<b>Total:</b>	<b>388</b>	<b>28</b>	<b>26</b>	<b>0</b>	<b>390</b>	<b>42</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	326	40	0	8	0	3	377	1
1.000	0	3	0	1	0	0	4	2
1.500	0	2	0	0	0	0	2	3
2.000	0	2	0	2	0	0	4	4
3.000	0	1	0	1	0	0	2	5
6.000	0	0	0	1	0	0	1	6
<b>Total:</b>	<b>326</b>	<b>48</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>3</b>	<b>390</b>	

### HYDRANTS AND DISTRIBUTION SYSTEM VALVES

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

Hydrant Type (a)	Number In Service First of Year (b)	Added During Year (c)	Removed During Year (d)	Adjustments Increase or (Decrease) (e)	Number In Service End of Year (f)	
<b>Fire Hydrants</b>						
Outside of Municipality	0				0	1
Within Municipality	47				47	2
<b>Total Fire Hydrants</b>	<b>47</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>47</b>	
<b>Flushing Hydrants</b>						
	0				0	3
<b>Total Flushing Hydrants</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**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:	47
Number of distribution system valves end of year:	62
Number of distribution valves operated during year:	62

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## WATER OPERATING SECTION FOOTNOTES

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

CONSISTENT WITH PRIOR YEARS, THE WATER UTILITY REIMBURSED THE GENERAL FUND FOR THE MAINTENANCE WORKERS' SALARIES AND FOR CLERICAL SALARY. THESE AMOUNTS INCLUDE CHARGES FOR SOCIAL SECURITY AND MEDICARE TAXES; THEREFORE, NO PAYROLL TAXES ARE INCLUDED IN ACCOUNT 408. MAINTENANCE SALARIES INCREASED BY \$2,000 TO MORE ACCURATELY REFLECT THE UTILITY'S SHARE OF THESE EXPENSES FOR 2000.

REPAIRS OF WATER PLANT INCREASED SIGNIFICANTLY IN 2000 DUE TO REPAIRS TO THE PUMP AT WELL #2. SEE COPY OF INVOICE IN THE AMOUNT OF \$35,206 ENCLOSED. (Invoice recieved with annual report filing was placed in correspondence file, PJJ)

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

Per review:  
SS tax was \$1,071, just was not reported in the proper place.

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

ON NOVEMBER 4, 1996, A RESOLUTION WAS PASSED BY THE VILLAGE BOARD AUTHORIZING THE VILLAGE TO PAY THE LESSER OF THE TAX EQUIVALENT AS ALLOWED BY WIS. STATUTE 66.069 (1)(C) OR THE PRIOR YEAR'S ALLOWED AMOUNT.

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### Water Services (Page W-16)

TWO ADDITIONAL SERVICES WERE ADDED DURING THE YEAR. ONE SERVICE WAS PAID FOR BY THE UTILITY. THE COST OF ONE SERVICE WAS CHARGED TO THE CUSTOMER BY SPECIAL ASSESSMENT.

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### Meters (Page W-17)

Per review:  
The 6" meter will be tested the week of 6/4/01.

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