



3015 (02-09-04)

ANNUAL REPORT

OF

Name: HAWKINS MUNICIPAL WATER AND SEWER UTILITY

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

For the Year Ended: DECEMBER 31, 2001

WATER, ELECTRIC, OR JOINT UTILITY
TO
PUBLIC SERVICE COMMISSION OF WISCONSIN

P.O. Box 7854
Madison, WI 53707-7854
(608) 266-3766

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

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IDENTIFICATION AND OWNERSHIP

Exact Utility Name: HAWKINS MUNICIPAL WATER AND SEWER UTILITY

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

When was utility organized? 1/1/1941

Report any change in name:

Effective Date:

Utility Web Site:

Utility employee in charge of correspondence concerning this report:

Name: MS JANICE KRINGS
Title: CLERK-TREASURER

Office Address:

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

Telephone: (715) 585 - 6322

Fax Number: (715) 585 - 2373

E-mail Address:

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

Name:

Title:

Office Address: VIRCHOW, KRAUSE & COMPANY
2411 N. HILLCREST PARKWAY SUITE 6
P.O. BOX 1148
EAU CLAIRE, WI 54702-1148

Telephone: (715) 833 - 1717

Fax Number: (715) 836 - 7877

E-mail Address:

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

Name: PHILIPP ORME
Title: VILLAGE PRESIDENT

Office Address:

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

Telephone: (715) 585 - 6322

Fax Number: (715) 585 - 2373

E-mail Address:

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

IDENTIFICATION AND OWNERSHIP

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

Name:

Title:

Office Address: VIRCHOW, KRAUSE & COMPANY
2411 N. HILLCREST PARKWAY SUITE 6
P.O. BOX 1148
EAU CLAIRE, WI 54702-1148

Telephone: (715) 833 - 1717

Fax Number: (715) 836 - 7877

E-mail Address:

Date of most recent audit report: 1/31/2001

Period covered by most recent audit: 1/1/00 TO 12/31/00

Names and titles of utility management including manager or superintendent:

Name: MR CARL HARTMAN

Title: SUPERINTENDENT

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

Telephone: (715) 585 - 6322

Fax Number: (715) 585 - 2373

E-mail Address:

Name: MS JANICE KRINGS

Title: CLERK-TREASURER

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

Telephone: (715) 585 - 6322

Fax Number: (715) 585 - 2373

E-mail Address:

Name of utility commission/committee: VILLAGE BOARD

Names of members of utility commission/committee:

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

Is sewer service rendered by the utility? YES

If "yes," has the municipality, by ordinance, combined the water and sewer service into a single public utility, as provided by Wis. Stat. § 66.0819 of the Wisconsin Statutes?YES

Date of Ordinance: 7/1/1958

Are any of the utility administrative or operational functions under contract or agreement with an outside provider for the year covered by this annual report and/or current year (i.e., operation

IDENTIFICATION AND OWNERSHIP

of water or sewer treatment plant)? NO

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

Firm Name:

Contact Person:

Title:

Telephone:

Fax Number:

E-mail Address:

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)	
UTILITY OPERATING INCOME			
Operating Revenues (400)	35,749	103,174	1
Operating Expenses:			
Operation and Maintenance Expense (401)	15,788	59,079	2
Depreciation Expense (403)	8,616	42,095	3
Amortization Expense (404)	0	0	4
Taxes (408)	9,081	9,191	5
Total Operating Expenses	33,485	110,365	
Net Operating Income	2,264	(7,191)	
Income from Utility Plant Leased to Others (412-413)	0	0	6
Utility Operating Income	2,264	(7,191)	
OTHER INCOME			
Income from Merchandising, Jobbing and Contract Work (415-416)	0	0	7
Nonoperating Rental Income (418)	0	0	8
Interest and Dividend Income (419)	3,191	4,451	9
Miscellaneous Nonoperating Income (421)	6,602	0	10
Total Other Income	9,793	4,451	
Total Income	12,057	(2,740)	
MISCELLANEOUS INCOME DEDUCTIONS			
Miscellaneous Amortization (425)	0	0	11
Other Income Deductions (426)	0	0	12
Total Miscellaneous Income Deductions	0	0	
Income Before Interest Charges	12,057	(2,740)	
INTEREST CHARGES			
Interest on Long-Term Debt (427)	4,545	5,276	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
Total Interest Charges	4,545	5,276	
Net Income	7,512	(8,016)	
EARNED SURPLUS			
Unappropriated Earned Surplus (Beginning of Year) (216)	345,934	353,950	19
Balance Transferred from Income (433)	7,512	(8,016)	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
Total Unappropriated Earned Surplus End of Year (216)	353,446	345,934	

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)	
Revenues from Utility Plant Leased to Others (412):		
NONE		1
Total (Acct. 412):	0	
Expenses of Utility Plant Leased to Others (413):		
NONE		2
Total (Acct. 413):	0	
Nonoperating Rental Income (418):		
NONE		3
Total (Acct. 418):	0	
Interest and Dividend Income (419):		
INTEREST INCOME	3,191	4
Total (Acct. 419):	3,191	
Miscellaneous Nonoperating Income (421):		
SEWER INCOME (LOSS)	6,602	5
Total (Acct. 421):	6,602	
Miscellaneous Amortization (425):		
NONE		6
Total (Acct. 425):	0	
Other Income Deductions (426):		
NONE		7
Total (Acct. 426):	0	
Miscellaneous Credits to Surplus (434):		
NONE		8
Total (Acct. 434):	0	
Miscellaneous Debits to Surplus (435):		
NONE		9
Total (Acct. 435)--Debit:	0	
Appropriations of Surplus (436):		
Detail appropriations to (from) account 215		10
Total (Acct. 436)--Debit:	0	
Appropriations of Income to Municipal Funds (439):		
NONE		11
Total (Acct. 439)--Debit:	0	

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
Costs and Expenses of Merchandising, Jobbing and Contract Work (416):						
Cost of merchandise sold					0	2
Payroll					0	3
Materials					0	4
Taxes					0	5
Other (list by major classes):					0	6
Total costs and expenses	0	0	0	0	0	
Net income (or loss)	0	0	0	0	0	

REVENUES SUBJECT TO WISCONSIN REMAINDER ASSESSMENT

- | |
|---|
| <p>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.</p> <p>2. If the sewer department is not regulated by the PSC, do not report sewer department data in column (d).</p> |
|---|

Description (a)	Water Utility (b)	Electric Utility (c)	Sewer Utility (Regulated Only) (d)	Gas Utility (e)	Total (f)	
Total operating revenues	35,749	0	0	0	35,749	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
Other Increases or (Decreases) to Operating Revenues - Specify:						
.					0	6
Revenues subject to Wisconsin Remainder Assessment	35,749	0	0	0	35,749	

BALANCE SHEET

Assets and Other Debits (a)	Balance End of Year (b)	Balance First of Year (c)	
UTILITY PLANT			
Utility Plant (100)	469,613	1,742,540	1
Less: Accumulated Provision for Depreciation and Amortization of Utility Plant (110)	121,752	502,909	2
Net Utility Plant	347,861	1,239,631	
OTHER PROPERTY AND INVESTMENTS			
Nonutility Property (121)	1,276,224	502	3
Less: Accumulated Provision for Depreciation and Amortization of Nonutility Property (122)	422,065	0	4
Net Nonutility Property	854,159	502	
Investment in Municipality (123)	0	0	5
Other Investments (124)	0	0	6
Special Funds (125)	82,218	75,784	7
Total Other Property and Investments	936,377	76,286	
CURRENT AND ACCRUED ASSETS			
Cash and Working Funds (131)	40,639	19,123	8
Temporary Cash Investments (132)			9
Notes Receivable (141)	0	0	10
Customer Accounts Receivable (142)	5,621	18,935	11
Other Accounts Receivable (143)	12,774	0	12
Accumulated Provision for Uncollectible Accounts- -Cr. (144)	0	0	13
Receivables from Municipality (145)	0	2,689	14
Materials and Supplies (150)	1,221	1,021	15
Prepayments (165)	0	0	16
Other Current and Accrued Assets (170)	2,152	2,152	17
Total Current and Accrued Assets	62,407	43,920	
DEFERRED DEBITS			
Unamortized Debt Discount and Expense (181)	0	0	18
Extraordinary Property Losses (182)	0	0	19
Other Deferred Debits (183)	0	0	20
Total Deferred Debits	0	0	
Total Assets and Other Debits	1,346,645	1,359,837	

BALANCE SHEET

Liabilities and Other Credits (a)	Balance End of Year (b)	Balance First of Year (c)	
PROPRIETARY CAPITAL			
Capital Paid in by Municipality (200)	275,495	275,495	21
Appropriated Earned Surplus (215)			22
Unappropriated Earned Surplus (216)	353,446	345,934	23
Total Proprietary Capital	628,941	621,429	
LONG-TERM DEBT			
Bonds (221)	0	0	24
Advances from Municipality (223)	0	0	25
Other long-Term Debt (224)	75,121	87,788	26
Total Long-Term Debt	75,121	87,788	
CURRENT AND ACCRUED LIABILITIES			
Notes Payable (231)	0	0	27
Accounts Payable (232)	2,969	2,975	28
Payables to Municipality (233)	5,660	0	29
Customer Deposits (235)			30
Taxes Accrued (236)	0	0	31
Interest Accrued (237)	2,982	3,485	32
Other Current and Accrued Liabilities (238)		661	33
Total Current and Accrued Liabilities	11,611	7,121	
DEFERRED CREDITS			
Unamortized Premium on Debt (251)	0	0	34
Customer Advances for Construction (252)			35
Other Deferred Credits (253)	0	0	36
Total Deferred Credits	0	0	
OPERATING RESERVES			
Miscellaneous Operating Reserves (265)			37
Total Operating Reserves	0	0	
CONTRIBUTIONS IN AID OF CONSTRUCTION			
Contributions in Aid of Construction (271)	630,972	643,499	38
Total Liabilities and Other Credits	1,346,645	1,359,837	

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)	
Plant Accounts:					
Utility Plant in Service (100)	469,613	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
Total Utility Plant	469,613	0	0	0	
Accumulated Provision for Depreciation and Amortization:					
Accumulated Provision for Depreciation of Utility Plant in Service (110)	121,752	0	0	0	9
Total Accumulated Provision	121,752	0	0	0	
Net Utility Plant	347,861	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)	
Balance first of year	114,356				114,356	1
Credits During Year						2
Accruals:						3
Charged depreciation expense (403)	8,616				8,616	4
Depreciation expense on meters						5
charged to sewer (see Note 3)	430				430	6
Accruals charged other						7
accounts (specify):						8
					0	9
Salvage					0	10
Other credits (specify):						11
					0	12
Total credits	9,046	0	0	0	9,046	13
Debits during year						14
Book cost of plant retired	1,650				1,650	15
Cost of removal					0	16
Other debits (specify):						17
					0	18
Total debits	1,650	0	0	0	1,650	19
Balance End of Year	121,752	0	0	0	121,752	20
Composite Depreciation Rate?	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	1,275,722		1,275,722	1
Other (specify):					
LAND FOR RETIRED PUMPHOUSE	502			502	2
Total Nonutility Property (121)	502	1,275,722	0	1,276,224	
Less accum. prov. depr. & amort. (122)	0	422,065		422,065	3
Net Nonutility Property	502	853,657	0	854,159	

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

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

Account	Total End of Year	Amount Prior Year
Electric utility total	0	0
Water utility	481	367
Sewer utility	740	654
Gas utility		0
Merchandise		0
Other materials & supplies		0
Total Materials and Supplies	<u>1,221</u>	<u>1,021</u>

**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)		
Unamortized debt discount & expense (181)				
NONE				1
Total			<u>0</u>	
Unamortized premium on debt (251)				
NONE				2
Total			<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	275,495	1
Changes during year (explain):		2
Balance end of year	<u>275,495</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)	
Other Long-Term Debt (224)					
General Obligation Notes	04/23/1997	03/15/2006	5.75%	75,121	1
Total for Account 224				75,121	

TAXES ACCRUED (ACCT. 236)

Particulars (a)	Amount (b)	
Balance first of year	0	1
Accruals:		
Charged water department expense	8,960	2
Charged electric department expense		3
Charged sewer department expense	121	4
Other (explain):		
NONE		5
Total Accruals and other credits	9,081	
Taxes paid during year:		
County, state and local taxes	8,601	6
Social Security taxes	350	7
PSC Remainder Assessment	130	8
Other (explain):		
NONE		9
Total payments and other debits	9,081	
Balance end of year	0	

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)	
Bonds (221)					
NONE	0			0	1
Subtotal	0	0	0	0	
Advances from Municipality (223)					
ACTIVITY OVER ONE YEAR	0			0	2
Subtotal	0	0	0	0	
Other long-Term Debt (224)					
GENERAL OBLIGATION NOTES	3,485	4,545	5,048	2,982	3
Subtotal	3,485	4,545	5,048	2,982	
Notes Payable (231)					
NONE	0			0	4
Subtotal	0	0	0	0	
Total	3,485	4,545	5,048	2,982	

CONTRIBUTIONS IN AID OF CONSTRUCTION (ACCOUNT 271)

Particulars (a)	Water (b)	Electric		Sewer (e)	Gas (f)	Total (g)	
		Distribution (c)	Other (d)				
Balance First of Year	164,082	0	0	479,417	0	643,499	1
Add credits during year:							
For Services	617					617	2
For Mains						0	3
Other (specify):							
NONE						0	4
Deduct charges (specify):							
AMORTIZATION OF GRANT				13,144		13,144	5
Balance End of Year	164,699	0	0	466,273	0	630,972	
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)	
Investment in Municipality (123):		
NONE		1
Total (Acct. 123):	0	
Other Investments (124):		
NONE		2
Total (Acct. 124):	0	
Special Funds (125):		
REPLACEMENT ACCOUNT	82,218	3
Total (Acct. 125):	82,218	
Notes Receivable (141):		
NONE		4
Total (Acct. 141):	0	
Customer Accounts Receivable (142):		
Water	5,621	5
Electric		6
Sewer (Regulated)		7
Other (specify):		
NONE		8
Total (Acct. 142):	5,621	
Other Accounts Receivable (143):		
Sewer (Non-regulated)	12,774	9
Merchandising, jobbing and contract work		10
Other (specify):		
NONE		11
Total (Acct. 143):	12,774	
Receivables from Municipality (145):		
NONE		12
Total (Acct. 145):	0	
Prepayments (165):		
NONE		13
Total (Acct. 165):	0	
Extraordinary Property Losses (182):		
NONE		14
Total (Acct. 182):	0	
Other Deferred Debits (183):		
NONE		15
Total (Acct. 183):	0	

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)	
<hr/>		
Payables to Municipality (233):		
DUE TO MUNICIPALITY	5,660	16
Total (Acct. 233):	5,660	
<hr/>		
Other Deferred Credits (253):		
NONE		17
Total (Acct. 253):		0
<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)	
Add Average:						
Utility Plant in Service	468,215	0	0	0	468,215	1
Materials and Supplies	424	0	0	0	424	2
Other (specify):					0	3
Less Average:						
Reserve for Depreciation	118,054	0	0	0	118,054	4
Customer Advances for Construction					0	5
Contributions in Aid of Construction	164,390	0	0	0	164,390	6
Other (specify):					0	7
Average Net Rate Base	186,195	0	0	0	186,195	
Net Operating Income	2,264	0	0	0	2,264	8
Net Operating Income as a percent of Average Net Rate Base	1.22%	N/A	N/A	N/A	1.22%	

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)	
Average Proprietary Capital		
Capital Paid in by Municipality	275,495	1
Appropriated Earned Surplus	0	2
Unappropriated Earned Surplus	349,690	3
Other (Specify):		4
Total Average Proprietary Capital	625,185	
Net Income		
Net Income	7,512	5
Percent Return on Proprietary Capital	1.20%	

IMPORTANT CHANGES DURING THE YEAR

Report changes of any of the following types:

1. Acquisitions.

2. Leaseholder changes.

3. Extensions of service.

4. Estimated changes in revenues due to rate changes.

5. Obligations incurred or assumed, excluding commercial paper.

6. Formal proceedings with the Public Service Commission.

Docket 2490-SA-100 on November 19, 2001 deregulated the sewer utility. Accordingly, only the water section of this PSC report is filled out.

7. Any additional matters.

FINANCIAL SECTION FOOTNOTES

Net Nonutility Property (Accts. 121 & 122) (Page F-08)

Docket 2490-SA-100 on November 19, 2001 deregulated the sewer utility. Therefore, the sewer plant and it's accumulated depreciation are shown as additions this year.

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

Per review response:

The \$5,660 reported in Account 233 includes

General Fund owed to Water & Sewer at 12/31/2000	2,688.97
Payment for 2000 insurance expense	
1,726.00	
Payment for 2000 wage expense	
11,041.13	
2001 Public Fire Protection	
11,930.00	
Delinquent bills placed on 2001 Tax roll	
522.07	
2001 Property Tax Equivalent	
(8,722.00)	
2001 wages allocated to Water & Sewer	
(17,116.01)	
2001 Insurance expense	
(2,430.00)	
2001 Audit fees expense	
(5,300.00)	

FINANCIAL SECTION FOOTNOTES

Signature Page (Page ii)

ACCOUNTANTS' COMPILATION REPORT

To the Village Board
Village of Hawkins
Hawkins, Wisconsin

We have compiled the accompanying PSC Report of the Hawkins Municipal Water and Sewer Utility, an enterprise fund of the Village of Hawkins, as of December 31, 2001 and 2000, in accordance with Statement on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

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

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

VIRCHOW, KRAUSE & COMPANY, LLP

Eau Claire, Wisconsin
January 29, 2002

FINANCIAL SECTION FOOTNOTES

Identification and Ownership - Contacts (Page iv)

Ms. Melrose:

Thanks for your response. I do have one followup question. Regarding item number two, you indicate that there are 198 services and 12 services not in use. We need a copy of the schedule showing the size of each service so that system allows us to make those changes at our end.

Thanks.

Pete

Pete Leege
Financial Specialist
Division of Water, Compliance and Consumer Affairs
Public Service Commission of Wisconsin
610 North Whitney Way
PO Box 7854
Madison, WI 53707-7854
Phone: (608) 267-9198
leegep@psc.state.wi.us
Fax: (608) 266-3957

-----Original Message-----

From: Margaret Melrose [mailto:mmelrose@virchowkrause.com]
Sent: Tuesday, September 17, 2002 10:23 AM
To: Peter.leege@psc.state.wi.us
Subject: Hawkins Municipal Water and Sewer Utility (# 2490)

Janice Krings has asked me to respond to you letter concerning the 2001 analytical review of the 2001 annual report.

The \$5,660 reported in Account 233 includes

General Fund owed to Water & Sewer at 12/31/2000	2,688.97
Payment for 2000 insurance expense	
1,726.00	
Payment for 2000 wage expense	
11,041.13	
2001 Public Fire Protection	
11,930.00	
Delinquent bills placed on 2001 Tax roll	
522.07	
2001 Property Tax Equivalent	
(8,722.00)	
2001 wages allocated to Water & Sewer	
(17,116.01)	
2001 Insurance expense	
(2,430.00)	
2001 Audit fees expense	

FINANCIAL SECTION FOOTNOTES

(5,300.00)

The correct number of customers should be 186 (162 residential, 17 commercial, 1 industrial and 6 public authority). The correct number of services should be 198 with 12 utility owned services not in use at the end of the year.

The utility will test its 6 inch meter as soon as it receives a plate from the company that will do the testing.

Please let me know if you have any further questions.

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

August 15, 2002

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

2001 Analytical Review DWCCA-2490-PJL

Dear Ms. Krings:

The Public Service Commission (Commission) staff has completed its analytical review of your utility's 2001 annual report. The primary purpose of the analytical review is to detect possible reporting or accounting related errors and also to identify significant fluctuations from prior years' data that are not sufficiently explained in the annual report. The analytical review did identify the following issue(s):

1. As directed in the head notes of the Balance Sheet End-Of-Year Account Balances schedule on page F-18, please provide a more detailed description for the \$5,660 reported in Account 233 on page F-18 and follow this procedure in the future.

2. During our review, we noted 209 Services reported in use on the Water Services schedule, but only 174 customers are reported on page W-2. Please provide the number of services which are not in use, and report them in the "not in use" column of the Water Services schedule in the future, or otherwise explain why there are significantly more services than customers.

FINANCIAL SECTION FOOTNOTES

3. The footnote to the Meters schedule indicated the 6 inch meter would be tested in 2002. Please provide the date it was tested or indicate when you anticipate this will be done.

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

We appreciate your cooperation in providing the above information. If you have any questions, please feel free to contact me at (608) 267-9198. Please respond within 30 days of this letter. We prefer that you respond by e-mail if it is convenient for you to do so.

My e-mail address is peter.leege@psc.state.wi.us. 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:dwh:w:\compl\Analytical Reviews\2001 analytical review letters\2490.doc

WATER OPERATING REVENUES & EXPENSES

Particulars (a)	Amounts (b)	
Operating Revenues		
Sales of Water		
Sales of Water (460-467)	34,971	1
Total Sales of Water	34,971	
Other Operating Revenues		
Forfeited Discounts (470)	0	2
Other Water Revenues (474)	778	3
Amortization of Construction Grants (475)	0	4
Total Other Operating Revenues	778	
Total Operating Revenues	35,749	
Operation and Maintenance Expenses		
Plant Operation and Maintenance Expenses (600-660)	10,031	5
General Operating Expenses (680-690)	5,757	6
Total Operation and Maintenance Expenses	15,788	
Other Operating Expenses		
Depreciation Expense (403)	8,616	7
Amortization Expense (404)		8
Taxes (408)	9,081	9
Total Other Operating Expenses	17,697	
Total Operating Expenses	33,485	
NET OPERATING INCOME	2,264	

WATER OPERATING REVENUES - SALES OF WATER

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

Particulars (a)	Average No. Customers (b)	Thousands of Gallons of Water Sold (c)	Amounts (d)	
Operating Revenues				
Sales of Water				
Unmetered Sales to General Customers (460)				
Residential				1
Commercial				2
Industrial				3
Total Unmetered Sales to General Customers (460)	0	0	0	
Metered Sales to General Customers (461)				
Residential	162	5,509	15,963	4
Commercial	17	563	1,412	5
Industrial	1	3,133	3,808	6
Total Metered Sales to General Customers (461)	180	9,205	21,183	
Private Fire Protection Service (462)				7
Public Fire Protection Service (463)	1		11,930	8
Other Sales to Public Authorities (464)	6	746	1,858	9
Sales to Irrigation Customers (465)				10
Sales for Resale (466)		0	0	11
Interdepartmental Sales (467)				12
Total Sales of Water	187	9,951	34,971	

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

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)	
Public Fire Protection Service (463):		
Amount billed (usually per rate schedule F-1 or Fd-1)	11,930	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
Other (specify): NONE		4
Total Public Fire Protection Service (463)	11,930	
Forfeited Discounts (470):		
Customer late payment charges		5
Other (specify): NONE		6
Total Forfeited Discounts (470)	0	
Other Water Revenues (474):		
Return on net investment in meters charged to sewer department	543	7
Other (specify): HOOK UP FEES	235	8
Total Other Water Revenues (474)	778	
Amortization of Construction Grants (475):		
NONE		9
Total Amortization of Construction Grants (475)	0	

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)	
PLANT OPERATION AND MAINTENANCE EXPENSES		
Salaries and Wages (600)	3,921	1
Purchased Water (610)		2
Fuel or Power Purchased for Pumping (620)	2,711	3
Chemicals (630)		4
Supplies and Expenses (640)	1,733	5
Repairs of Water Plant (650)	1,244	6
Transportation Expenses (660)	422	7
Total Plant Operation and Maintenance Expenses	10,031	
 GENERAL OPERATING EXPENSES		
Administrative and General Salaries (680)	400	8
Office Supplies and Expenses (681)	245	9
Outside Services Employed (682)	2,650	10
Insurance Expense (684)	1,287	11
Employees Pensions and Benefits (686)	480	12
Regulatory Commission Expenses (688)	192	13
Miscellaneous General Expenses (689)	503	14
Uncollectible Accounts (690)		15
Total General Operating Expenses	5,757	
 Total Operation and Maintenance Expenses	 15,788	

TAXES (ACCT. 408 - WATER)

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

Description of Tax (a)	Method Used to Allocate Between Departments (b)	Amount (c)	
Property Tax Equivalent		8,722	1
Less: Local and School Tax Equivalent on Meters Charged to Sewer Department		121	2
Net property tax equivalent		8,601	
Social Security		350	3
PSC Remainder Assessment		130	4
Other (specify): NONE			5
Total tax expense		9,081	

PROPERTY TAX EQUIVALENT (WATER)

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

Particulars (a)	Units (b)	Total (c)	County A (d)	County B (e)	County C (f)	County D (g)	
County name			Rusk				1
SUMMARY OF TAX RATES							2
State tax rate	mills		0.206713				3
County tax rate	mills		5.623001				4
Local tax rate	mills		1.673441				5
School tax rate	mills		13.176558				6
Voc. school tax rate	mills		1.343243				7
Other tax rate - Local	mills		0.000000				8
Other tax rate - Non-Local	mills		0.000000				9
Total tax rate	mills		22.022956				10
Less: state credit	mills		1.873172				11
Net tax rate	mills		20.149784				12
PROPERTY TAX EQUIVALENT CALCULATION							13
Local Tax Rate	mills		1.673441				14
Combined School Tax Rate	mills		14.519801				15
Other Tax Rate - Local	mills		0.000000				16
Total Local & School Tax	mills		16.193242				17
Total Tax Rate	mills		22.022956				18
Ratio of Local and School Tax to Total	dec.		0.735289				19
Total tax net of state credit	mills		20.149784				20
Net Local and School Tax Rate	mills		14.815919				21
Utility Plant, Jan. 1	\$	466,817	466,817				22
Materials & Supplies	\$	367	367				23
Subtotal	\$	467,184	467,184				24
Less: Plant Outside Limits	\$	0	0				25
Taxable Assets	\$	467,184	467,184				26
Assessment Ratio	dec.		0.969067				27
Assessed Value	\$	452,733	452,733				28
Net Local & School Rate	mills		14.815919				29
Tax Equiv. Computed for Current Year	\$	6,708	6,708				30
Tax Equivalent per 1994 PSC Report	\$	8,722					31
Any lower tax equivalent as authorized by municipality (see note 6)	\$						32 33
Tax equiv. for current year (see note 6)	\$	8,722					34

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)	
INTANGIBLE PLANT			
Organization (301)	0		1
Franchises and Consents (302)	0		2
Miscellaneous Intangible Plant (303)	0		3
Total Intangible Plant	0	0	
SOURCE OF SUPPLY PLANT			
Land and Land Rights (310)	250		4
Structures and Improvements (311)	0		5
Collecting and Impounding Reservoirs (312)	0		6
Lake, River and Other Intakes (313)	0		7
Wells and Springs (314)	54,827		8
Infiltration Galleries and Tunnels (315)	0		9
Supply Mains (316)	0		10
Other Water Source Plant (317)	0		11
Total Source of Supply Plant	55,077	0	
PUMPING PLANT			
Land and Land Rights (320)	250		12
Structures and Improvements (321)	27,552	3,324	13
Boiler Plant Equipment (322)	0		14
Other Power Production Equipment (323)	0		15
Steam Pumping Equipment (324)	0		16
Electric Pumping Equipment (325)	21,311		17
Diesel Pumping Equipment (326)	0		18
Hydraulic Pumping Equipment (327)	0		19
Other Pumping Equipment (328)	5,204		20
Total Pumping Plant	54,317	3,324	
WATER TREATMENT PLANT			
Land and Land Rights (330)	0		21
Structures and Improvements (331)	0		22
Water Treatment Equipment (332)	0		23
Total Water Treatment Plant	0	0	
TRANSMISSION AND DISTRIBUTION PLANT			
Land and Land Rights (340)	0		24
Structures and Improvements (341)	0		25

WATER UTILITY PLANT IN SERVICE (cont.)

Accounts (d)	Retirements During Year (e)	Adjustments Increase or (Decrease) (f)	Balance End of Year (g)	
INTANGIBLE PLANT				
Organization (301)			0	1
Franchises and Consents (302)			0	2
Miscellaneous Intangible Plant (303)			0	3
Total Intangible Plant	0	0	0	
SOURCE OF SUPPLY PLANT				
Land and Land Rights (310)			250	4
Structures and Improvements (311)			0	5
Collecting and Impounding Reservoirs (312)			0	6
Lake, River and Other Intakes (313)			0	7
Wells and Springs (314)			54,827	8
Infiltration Galleries and Tunnels (315)			0	9
Supply Mains (316)			0	10
Other Water Source Plant (317)			0	11
Total Source of Supply Plant	0	0	55,077	
PUMPING PLANT				
Land and Land Rights (320)			250	12
Structures and Improvements (321)	1,650		29,226	13
Boiler Plant Equipment (322)			0	14
Other Power Production Equipment (323)			0	15
Steam Pumping Equipment (324)			0	16
Electric Pumping Equipment (325)			21,311	17
Diesel Pumping Equipment (326)			0	18
Hydraulic Pumping Equipment (327)			0	19
Other Pumping Equipment (328)			5,204	20
Total Pumping Plant	1,650	0	55,991	
WATER TREATMENT PLANT				
Land and Land Rights (330)			0	21
Structures and Improvements (331)			0	22
Water Treatment Equipment (332)			0	23
Total Water Treatment Plant	0	0	0	
TRANSMISSION AND DISTRIBUTION PLANT				
Land and Land Rights (340)			0	24
Structures and Improvements (341)			0	25

WATER UTILITY PLANT IN SERVICE

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

Accounts (a)	Balance First of Year (b)	Additions During Year (c)	
TRANSMISSION AND DISTRIBUTION PLANT			
Distribution Reservoirs and Standpipes (342)	10,336		26
Transmission and Distribution Mains (343)	237,594		27
Fire Mains (344)	0		28
Services (345)	41,796	617	29
Meters (346)	16,827	504	30
Hydrants (348)	48,292		31
Other Transmission and Distribution Plant (349)	0		32
Total Transmission and Distribution Plant	354,845	1,121	
GENERAL PLANT			
Land and Land Rights (370)	0		33
Structures and Improvements (371)	0		34
Office Furniture and Equipment (372)	0		35
Computer Equipment (372.1)	439		36
Transportation Equipment (373)	0		37
Other General Equipment (379)	2,140		38
Other Tangible Property (390)	0		39
Total General Plant	2,579	0	
Total utility plant in service directly assignable	466,818	4,445	
Common Utility Plant Allocated to Water Department	0		40
Total utility plant in service	466,818	4,445	

WATER UTILITY PLANT IN SERVICE (cont.)

Accounts (d)	Retirements During Year (e)	Adjustments Increase or (Decrease) (f)	Balance End of Year (g)
TRANSMISSION AND DISTRIBUTION PLANT			
Distribution Reservoirs and Standpipes (342)			10,336 26
Transmission and Distribution Mains (343)			237,594 27
Fire Mains (344)			0 28
Services (345)			42,413 29
Meters (346)			17,331 30
Hydrants (348)			48,292 31
Other Transmission and Distribution Plant (349)			0 32
Total Transmission and Distribution Plant	0	0	355,966
GENERAL PLANT			
Land and Land Rights (370)			0 33
Structures and Improvements (371)			0 34
Office Furniture and Equipment (372)			0 35
Computer Equipment (372.1)			439 36
Transportation Equipment (373)			0 37
Other General Equipment (379)			2,140 38
Other Tangible Property (390)			0 39
Total General Plant	0	0	2,579
Total utility plant in service directly assignable	1,650	0	469,613
Common Utility Plant Allocated to Water Department			0 40
Total utility plant in service	1,650	0	469,613

SOURCE OF SUPPLY, PUMPING AND PURCHASED WATER STATISTICS

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

Sources of Water Supply					
Month	Purchased Water	Surface Water	Ground Water	Total Gallons	
(a)	Gallons	Gallons	Gallons	All Methods	
	(000's)	(000's)	(000's)	(000's)	
(a)	(b)	(c)	(d)	(e)	
January			940	940	1
February			1,072	1,072	2
March			1,016	1,016	3
April			980	980	4
May			1,080	1,080	5
June			1,087	1,087	6
July			1,144	1,144	7
August			1,136	1,136	8
September			1,065	1,065	9
October			1,075	1,075	10
November			958	958	11
December			1,061	1,061	12
Total annual pumpage	0	0	12,614	12,614	
Less: Water sold				9,951	13
Volume pumped but not sold				2,663	14
Volume sold as a percent of volume pumped				79%	15
Volume used for water production, water quality and system maintenance				160	16
Volume related to equipment/system malfunction				50	17
Non-utility volume NOT included in water sales				22	18
Total volume not sold but accounted for				232	19
Volume pumped but unaccounted for				2,431	20
Percent of water lost				19%	21
If more than 25%, indicate causes and state what action has been taken to reduce water loss:					22
Maximum gallons pumped by all methods in any one day during reporting year (000 gal.)				84,000	23
Date of maximum: 12/7/2001					24
Cause of maximum:					25
Broken water main					
Minimum gallons pumped by all methods in any one day during reporting year (000 gal.)				14,000	26
Date of minimum: 9/2/2001					27
Total KWH used for pumping for the year				32,765	28
If water is purchased: Vendor Name:					29
Point of Delivery:					30

SOURCES OF WATER SUPPLY - GROUND WATERS

Location (a)	Identification Number (b)	Depth in feet (c)	Well Diameter in inches (d)	Yield Per Day in gallons (e)	Currently In Service? (f)	
ELLICKSON & HAMSTEAD	#1	120	10	35,000	Yes	1
SOUTH ST & COUNTY M	#2	91	12	35,000	Yes	2

SOURCES OF WATER SUPPLY - SURFACE WATERS

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

PUMPING & POWER EQUIPMENT

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

Particulars (a)	Unit A (b)	Unit B (c)	Unit C (d)	
Identification	#1	#2		1
Location	ELICKSON & HAMSTEAD SOUNTH ST. & COUNTY M			2
Purpose	P	P		3
Destination	D	D		4
Pump Manufacturer	F-M	LAYNE NORTHWEST		5
Year Installed	1934	1979		6
Type	CENTRIFUGAL	CENTRIFUGAL		7
Actual Capacity (gpm)	150	60		8
Pump Motor or Standby Engine Mfr	F-M	LAYNE NORTHWEST		10
Year Installed	1959	1979		11
Type	ELECTRIC	ELECTRIC		12
Horsepower	20	8		13

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

RESERVOIRS, STANDPIPES & WATER TREATMENT

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

Particulars (a)	Unit A (b)	Unit B (c)	Unit C (d)
Identification number or name	#1		1
RESERVOIRS, STANDPIPES OR ELEVATED TANKS			2
Type: R (reservoir), S (standpipe) or ET (elevated tank)	ET		3
Year constructed	1934		4
Primary material (earthen, steel, concrete, other)	STEEL		5
Elevation difference in feet (See Headnote 3.)	121		6
Total capacity in gallons (actual)	50,000		7
WATER TREATMENT PLANT			8
Disinfection, type of equipment (gas, liquid, powder, other)	LIQUID		9
Points of application (wellhouse, central facilities, booster station, other)	WELLHOUSE		10
Filters, type (gravity, pressure, other, none)	NONE		11
Rated capacity of filter plant (m.g.d.) (note: 1,200,000 gal/day = 1.2 m.g.d.)	0.0000		12
Is a corrosion control chemical used (yes, no)?	N		13
Is water fluoridated (yes, no)?	N		14

WATER MAINS

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

Number of Feet								
Pipe Material (a)	Main Function (b)	Diameter in Inches (c)	First of Year (d)	Added During Year (e)	Retired During Year (f)	Adjustments Increase or (Decrease) (g)	End of Year (h)	
A	D	4.000	300	0	0	0	300	1
M	D	4.000	200	0	0	0	200	2
A	D	6.000	4,930	0	0	0	4,930	3
M	D	6.000	19,943	0	0	0	19,943	4
P	D	6.000	5,903	0	0	0	5,903	5
M	D	8.000	70	0	0	0	70	6
Total Within Municipality			31,346	0	0	0	31,346	
Total Utility			31,346	0	0	0	31,346	

WATER SERVICES

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

Pipe Material (a)	Diameter in Inches (b)	First of Year (c)	Added During Year (d)	Removed or Permanently Disconnected During Year (e)	Adjustments Increase or (Decrease) (f)	End of Year (g)	Utility Owned Services Not In Use at End of Year (h)	
M	0.750	168	3	0	0	171	1	1
M	1.000	34	0	0	0	34		2
M	1.500	3	0	0	0	3		3
M	2.000	1	0	0	0	1		4
M	4.000	1	0	0	0	1	1	5
M	6.000	1	0	0	0	1		6
Total Utility		208	3	0	0	211	2	

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).
5. Explain all reported adjustments as a schedule footnote.

Number of Utility-Owned Meters

Size of Meter (a)	First of Year (b)	Added During Year (c)	Retired During Year (d)	Adjustments Increase or (Decrease) (e)	End of Year (f)	Tested During Year (g)	
0.625	187	10	0	3	200	29	1
1.000	2	0	0	0	2	0	2
1.500	4	0	0	1	5	0	3
2.000	0	0	0	0	0	0	4
3.000	1	0	0	0	1	0	5
6.000	1	0	0	0	1	0	6
Total:	195	10	0	4	209	29	

Classification of All Meters at End of Year by Customers

Size of Meter (h)	Residential (i)	Commercial (j)	Industrial (k)	Public Authority (l)	Wholesale, Inter-Department or Utility Use (m)	In Stock and Deduct Meters (n)	Total (o)	
0.625	173	17	1	1	0	8	200	1
1.000	0	0	0	2	0	0	2	2
1.500	0	0	3	2	0	0	5	3
2.000	0	0	0	0	0	0	0	4
3.000	0	0	0	1	0	0	1	5
6.000	0	0	1	0	0	0	1	6
Total:	173	17	5	6	0	8	209	

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)	
Fire Hydrants						
Outside of Municipality	0				0	1
Within Municipality	44				44	2
Total Fire Hydrants	44	0	0	0	44	
Flushing Hydrants						
	0				0	3
Total Flushing Hydrants	0	0	0	0	0	

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

Number of hydrants operated during year:	44
Number of distribution system valves end of year:	95
Number of distribution valves operated during year:	5

WATER OPERATING SECTION FOOTNOTES

Water Services (Page W-16)

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

Meters (Page W-17)

Adjustments are due to the utility not counting several discount meters previously.

The 6 inch meter was not tested in 2001. It will be tested in 2002 and annually thereafter.

Hydrants and Distribution System Valves (Page W-18)

The utility will operate all valves in 2002.
