GENERAL INSTRUCTIONS

- Prepare this report in conformity with the 1996 National Association of Regulatory Utility Commissioners Uniform System of Accounts for Water and/or Sewer Utilities.
- 2. Interpret all accounting words and phrases in accordance with the USOA.
- 3. Complete each question fully and accurately, even if it has been answered in a previous annual report. Enter the word "None" where it truly and completely states the fact.
- 4. For any question, section, or page which is not applicable to the respondent, enter the words "Not Applicable" or "NA". Do not omit any pages.
- 5. Where dates are called for, the month and day should be stated as well as the year.
- 6. Complete this report by means which result in a permanent record. This should be ink, typewriter or computer. Money items (except averages) throughout the report should be shown in units of dollars adjusted to accord with footings.
- 7. If there is not enough room on any schedule, an additional page or pages may be added provided the format of the added schedule matches the format of the schedule with not enough room. Such a schedule should reference the appropriate schedules, state the name of the utility, and state the year of the report.
- 8. The report should be filled out in duplicate and one copy returned by April 1st of the year following the date of the report. The report should be returned to:

Virginia State Corporation Commission Division of Public Utility Accounting Tyler Building Floor 4B P. O. Box 1197 Richmond, Virginia 23218 804/371-9700

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CLASS "C"

WATER and/or SEWER UTILITY

ANNUAL REPORT

Exact Legal Name of Respondent

FOR THE

YEAR ENDED

December 31,

REPORT OF

(Address)			(County)
(Address)			(County)
	For Year Ended	December 31,	
	Date Utility First Organized		
	Telephone Number		
Location where books a	nd records are located:		
	Co	ontacts:	
Name	Title	Principal Business Address	Salary Charged Utility
Person to send correspondence:			_
Person who prepared this report:			
Officers and Managers:			NOT
			REQUIRED
İ			

	Percent Ownership		Salary
Name	in Utility	Principal Business Address	Charged Utility
			NOT
]
			REQUIRED

UTILITY NAME:	YEAR OF REPORT
_	December 31,

INCOME STATEMENT

	Dof				
	Ref.				Total
A (NI	Page	10/-1	0	Other	Total
Account Name	No.	Water	Sewer	Other	Company
Gross Revenue:					
Residential		\$	\$	\$	\$
Commercial					
Industrial					
Multiple Family					
Guaranteed Revenues					
Other (Specify)					
Other (Specify)					
T	-	•	_		
Total Gross Revenue		\$	\$	\$	\$
	W-3				
Operation Expense	S-3				
Depreciation Expense	F-5				
· ·					
Amortization Expense					
/ Inorazation Exponed					-
Taxes Other Than Income	F-7				
Taxes Other Than income	Γ-/				
-					
Income Taxes	F-7				
Total Operating Expense		\$	\$	\$	\$
Net Operating Income (Loss)		\$	\$	\$	\$
Other Income:					
Nonutility Income					
Trondanty moonie					
	-				
	-				
Other Deductions:					
Miscellaneous Nonutility					
<u> </u>					
Expenses					
Interest Expense					
	1				
	4				
]				
]				
Net Income (Loss)		\$	\$	\$	\$
(2000)		-			

UTILITY NAME:	YEAR OF REPORT
	December 31,

COMPARATIVE BALANCE SHEET

Reference Page	
Assets: Utility Plant in Service (101 - 105) Accumulated Depreciation and Amortization (108) Net Utility Plant Cash Customer Accounts Receivable (141) Other Assets (Specify) Total Assets Liabilities and Capital: Common Stock Issued (201) Preferred Stock Issued (204) Other Paid in Capital (211) Retained Earnings (215) Proprietary Capital (Proprietary and partnership only) (218) F-5, W-1, S-1 F-5, W-2, S-2 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	
Utility Plant in Service (101 - 105) Accumulated Depreciation and Amortization (108) Net Utility Plant Cash Customer Accounts Receivable (141) Other Assets (Specify) Total Assets Liabilities and Capital: Common Stock Issued (201) Preferred Stock Issued (204) Other Paid in Capital (211) Retained Earnings (215) Proprietary Capital (Proprietary and partnership only) (218) \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	ar
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Other Assets (Specify) Total Assets Liabilities and Capital: Common Stock Issued (201) Preferred Stock Issued (204) Other Paid in Capital (211) Retained Earnings (215) Proprietary Capital (Proprietary and partnership only) (218) F-6 F-6	
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Other Paid in Capital (211) Retained Earnings (215) Proprietary Capital (Proprietary and partnership only) (218) F-6 F-6	
Retained Earnings (215) Proprietary Capital (Proprietary and partnership only) (218) F-6 F-6	
only) (218) F-6	
Total Capital \$ \$	
Long-Term Debt (224)	
Accounts Payable (231)	
Notes Payable (232) Customer Deposits (235)	
Accrued Taxes (236)	
Other Liabilities (Specify)	
Advances for Construction	
Contributions in Aid of Construction - Net (271 - 272) F-8	_
Total Liabilities and Capital \$	

UTILITY NAME:	YEAR OF REPORT
	December 31,

NET UTILITY PLANT

Plant Accounts (101 - 107) Inclusive	Water	Sewer	W & S Other Than Reporting Systems	Total
Utility Plant in Service (101) Construction Work in Progress (105) Other (Specify)	\$	\$	\$	\$
Total Utility Plant	\$	\$	\$	\$

ACCUMULATED DEPRECIATION AND AMORTIZATION OF UTILITY PLANT

Account 108	Water	Sewer	W & S Other Than Reporting Systems	Total
Balance First of Year Credits During Year: Accruals charged to depreciation account Salvage Other credits (Specify)	\$	\$	\$	\$
Total credits	\$	\$	\$	\$
Debits During Year: Book cost of plant retired Cost of removal Other debits (Specify)				
Total debits	\$	\$	\$	\$
Balance End of Year	\$	\$	\$	\$

UTILITY NAME:		YEAR OF REPORT
•	_	December 31,

CAPITAL STOCK (201-204)

	Common Stock	Preferred Stock
Par or stated value per share Shares authorized Shares issued and outstanding	\$	-
Total par value of stock issued Dividends declared per share for year	\$ \$	\$ \$

RETAINED EARNINGS (215)

	Appropriated	Un-Appropriated
Balance first of year Changes during the year (specify): Net Income/(Loss)	\$	\$
Balance end of year	\$	\$

PROPRIETARY CAPITAL (218)

	Proprietor Or Partner	Partner
Balance first of year Changes during the year (specify):	\$	\$
Balance end of year	\$	\$

LONG TERM DEBT (224)

Description of Obligation		Interest	Principal Per
(Including Nominal Date of Issue and Date of Maturity)	Rate Payments		Balance Sheet Date
			\$
Total	•		\$

UTILITY NAME:	YEAR OF REPORT
	December 31,

TAXES ACCRUED (236)

(a)	Water (b)	Sewer (c)	Other (d)	Total (e)
Balance first of year Accruals charged: State ad valorem tax Local property tax Federal income tax State income tax Regulatory assessment fee Other (Specify)	\$	\$	\$	\$
Total Taxes Accrued	\$	\$	\$	\$
Taxes Paid: State ad valorem tax Local property tax Federal income tax State income tax Regulatory assessment fee Other (Specify)				
Total Taxes Paid	\$	\$	\$	\$
Balance end of year	\$	\$	_	_ \$

PAYMENTS FOR SERVICES RENDERED BY OTHER THAN EMPLOYEES

Report all information concerning rate, management, construction, advertising, labor relations, public relations, or other similar professional services rendered the respondent for which aggregate payments were made during the year to any corporation, partnership, individual, or organization of any kind whatever, amounting to \$500 or more.

Name of Recipient	<u>Amount</u>	Description of Service
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

UTILITY NAME:	YEAR OF REPORT
	December 31,

CONTRIBUTIONS IN AID OF CONSTRUCTION (271)

(a)	Water (b)	Sewer (c)	Total (d)
Balance first of year Add credits during year	\$	\$	\$
Total Deduct charges during year Balance end of year Less Accumulated Amortization	\$	\$	\$
Net CIAC	\$	\$	\$

ADDITIONS TO CONTRIBUTIONS IN AID OF CONSTRUCTION DURING YEAR (CREDITS)

Report below all developers or cor	ntractors	Indicate		
agreements from which cash or pr		"Cash" or		
received during the year.		"Property"	Water	Sewer
			1	<u> </u>
Subtotal			\$	\$
Report below all capacity charges	, main extension charge	es and		
customer connection charges (tap				
Description of Charge	Number of Connections	Charge per Connection		
]	
Total Credits During Year			\$	\$
3				

UTILITY NAME:	YEAR OF REPORT
	December 31.

SCHEDULE OF YEAR END RATE BASE

Account No. (a)	Account Name (b)	Reference Page (c)	Water Utility (d)	Sewer Utility (e)
101-105	Utility Plant in Service Less:	F-5	\$	\$
108 271	Accumulated Depreciation and Amortization CIAC	F-5 F-8		
	Subtotal		\$	\$
272	Additions: Accumulated Amortization of Contributions in Aid of Construction	F-8		
	Subtotal		\$	\$
114 115				
	RATE BASE		\$	\$
	NET OPERATING INCOME	F-3	\$	\$
	ACHIEVED RATE OF RETURN (Net Operating Income/Rate Base)		%	%

Notes:

- (1) Include only those Acquisition Adjustments that have been approved by the Commission.
 (2) 1/9th of Total Operation & Maintenance Expense if Company bills in arrears.

UTILITY NAME:	

YEAR OF REPORT December 31,

WATER UTILITY PLANT ACCOUNTS

Acct.		Previous			Current
No.	Account Name	Year	Additions	Retirements	Year
(a)	(b)	(c)	(d)	(e)	(f)
301	Organization	\$	\$	\$	\$
302	Franchises				
303	Land and Land Rights				
304	Structures and Improvements				
305	Collecting and Impounding Reservoirs				
306	Lake, River and Other Intakes				
307	Wells and Springs				
308	Infiltration Galleries and Tunnels				
309	Supply Mains				
310	Power Generation Equipment				
311	Pumping Equipment				
320	Water Treatment Equipment				
330	Distribution Reservoirs and Standpipes				
331	Transmission and Distribution Mains				
333	Services				
334	Meters and Meter Installations				
335	Hydrants				
339	Other Plant and Miscellaneous Equipment				
340	Office Furniture and Equipment				
341	Transportation Equipment				
342	Stores Equipment				
343	Tools, Shop and Garage Equipment				
344	Laboratory Equipment				
345	Power Operated Equipment				
346	Communication Equipment				
347	Miscellaneous Equipment				
348	Other Tangible Plant				
	Total Water Plant	\$	\$	\$	\$
			-		
		1	<u> </u>		1

UTILITY NAME:		

YEAR OF REPORT December 31,

ANALYSIS OF ACCUMULATED DEPRECIATION BY PRIMARY ACCOUNT - WATER

Acct. No. (a)	Account Name (b)	Average Service Life In Years (c)	Average Salvage In Percent (d)	Depr. Rate Applied (e)	Accumulated Depreciation Balance Previous Year (f)	Debits (g)	Credits (h)	Accum. Depr. Balance End of Year (f-g+h=i) (i)
305 306 307 308 309 310 311 320 330 331 333 334 335 339 340 341 342 343 344 345 346 347	Structures and Improvements Collecting and Impounding Reservoirs Lake, River and Other Intakes Wells and Springs Infiltration Galleries and Tunnels Supply Mains Power Generation Equipment Pumping Equipment Water Treatment Equipment Distribution Reservoirs and Standpipes Transmission and Distribution Mains Services Meters and Meter Installations Hydrants Other Plant and Miscellaneous Equipment Office Furniture and Equipment Transportation Equipment Stores Equipment Tools, Shop and Garage Equipment Laboratory Equipment Power Operated Equipment Communication Equipment Miscellaneous Equipment Other Tangible Plant				\$			\$
	Totals				_\$	\$	\$	_\$

UTILITY NAME:	YEAR OF REPORT
	December 31,

WATER OPERATION AND MAINTENANCE EXPENSE

Acct.		
No.	Account Name	Amount
601	Salaries and Wages - Employees	\$
603	Salaries and Wages - Officers, Directors and Majority Stockholders	
604	Employee Pensions and Benefits	
610	Purchased Water	
615	Purchased Power	
616	Fuel for Power Production	
618	Chemicals	
620	Materials and Supplies	
630	Contractual Services	
640	Rents	
650	Transportation Expense	
655	Insurance Expense	
665	Regulatory Commission Expenses	
670	Bad Debt Expense	
675	Miscellaneous Expenses	
	Total Water Operation and Maintenance Expense	\$

WATER CUSTOMERS

Description	Number First of Year	Additions	Disconnects	Number End of Year
Metered Customers: 5/8 X 3/4"				
1-1/2" 2"				
2-1/2"				
Other (Specify):				
Unmetered Customers				
Total Customers				

UTILITY NAME:	YEAR OF REPORT
	December 31,

PUMPING AND PURCHASED WATER STATISTICS

	WATER	WATER PUMPED	TOTAL WATER	WATER SOLD
	PURCHASED	FROM WELLS	PURCHASED	ТО
	FOR RESALE		AND PUMPED	CUSTOMERS
	(Omit 000's)	(Omit 000's)	(Omit 000's)	(Omit 000's)
			[(b) + (c)]	
(a)	(b)	(c)	(d)	(e)
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total for year				
If water is purchased for resale, in	dicate the following:			
Vendor				
				-
Point of delivery				_
If water is sold to other water utiliti	es for redistribution.	list names of such utili	ties below:	
	,			

UTILITY NAME:			

YEAR OF REPORT
December 31,

WELLS AND WELL PUMPS

							1
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Year Constructed Types of Well Construction and Casing							
Depth of Wells Diameter of Wells Pump - GPM Motor - HP Yield of Wells in GPD Auxilliary Power							
			RESERVOIRS				
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Description (steel, concrete or pneumatic) Capacity of Tank Ground or Elevated							
		HIGH	SERVICE PUN	IPING			
Motors (a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Manufacturer Type Rated Horsepower							
Pumps							
Manufacturer Type Capacity in GPM Average Number of Hours Operated Per Day Auxilliary Power							

UTILITY NAME:						F REPORT nber 31,
	SC	OURCE OF SUPPL	Y			
List for each source of supply:						
Gallons per day of source Type of Source						
	WATER	TREATMENT FAC	ILITIES			
List for each water treatment facility:						
Type Make Gallons per day capacity Method of Measurement						
Furnish information below for each system not phy		TER SYSTEM INFO	ORMATION			
1. Present ERC's* now being served 2. Present ERC's* that system can efficiently serve 3. Estimated annual increase in ERC's* 4. List fire fighting facilities and capacities 5. List percent of certificated area where service connections are installed 6. What is the current need for system upgrading and/or expansion?						
7. What are plans for future system upgrading and/or expansion?						
Have questions 6 and 7 been discussed with an engineer (if so, state name and address)						
* ERC = (Total Gallons Sold / 365 days) / 350 Gallons Per Day W-6						

JTILITY NAME:		YEAR OF REPORT
		December 31,
	WASTEWATER UTILITY PLANT ACCOUNTS	

Acct. No. (a)	Account Name (b)	PREVIOUS YEAR (c)	ADDITIONS (d)	RETIREMENTS (e)	CURRENT YEAR (f)
351 352 353 354 360 361 362 363 364 365 370 371 380 381 382 389 390 391 392	Organization Franchises Land and Land Rights Structures and Improvements Collection Sewers - Force Collection Sewers - Gravity Special Collecting Structures Services to Customers Flow Measuring Devices Flow Measuring Installations Receiving Wells Pumping Equipment Treatment and Disposal Equipment Plant Sewers Outfall Sewer Lines Other Plant and Miscellaneous Equipment Office Furniture and Equipment Transportation Equipment Stores Equipment	\$ 	\$	\$	\$
393 394 395 396 397 398	Tools, Shop and Garage Equipment Laboratory Equipment Power Operated Equipment Communication Equipment Miscellaneous Equipment Other Tangible Plant Total Sewer Plant	\$	\$	\$	\$

UTILITY NAME:	YEAR OF REPORT
	December 31,

ANALYSIS OF ACCUMULATED DEPRECIATION BY PRIMARY ACCOUNT - WASTEWATEF

Acct. No. (a)	Account Name (b)	Average Service Life In Years (c)	Average Salvage In Percent (d)	Depr. Rate Applied (e)	Accumulated Depreciation Balance Previous Year (f)	Debits (g)	Credits (h)	Accum. Depr. Balance End of Year (f-g+h=i) (i)
361 362 363 364 365 370 371 380 381 382 389 390 391 392 393 394 395 396	Structures and Improvements Collection Sewers - Force Collection Sewers - Gravity Special Collecting Structures Services to Customers Flow Measuring Devices Flow Measuring Installations Receiving Wells Pumping Equipment Treatment and Disposal Equipment Plant Sewers Outfall Sewer Lines Other Plant and Miscellaneous Equipment Office Furniture and Equipment Transportation Equipment Stores Equipment Tools, Shop and Garage Equipment Laboratory Equipment Power Operated Equipment Communication Equipment Miscellaneous Equipment Other Tangible Plant Total Sewer Plant				\$	\$ 	\$ 	\$
	Total Sewer Plant				\$	\$	\$	\$

UTILITY NAME:	YEAR OF REPORT
	December 31,

SEWER OPERATION AND MAINTENANCE EXPENSE

Acct.		
No.	Account Name	Amount
		•
701	Salaries and Wages - Employees	\$
703	Salaries and Wages - Officers, Directors and Majority Stockholders	
704	Employee Pensions and Benefits	
710	Purchased Sewage Treatment	
711	Sludge Removal Expense	
715	Purchased Power	
716	Fuel for Power Production	
718	Chemicals	
720	Materials and Supplies	
730	Contractual Services	
740	Rents	
750	Transportation Expense	
755	Insurance Expense	
765	Regulatory Commission Expenses	
770	Bad Debt Expense	
775	Miscellaneous Expenses	
	Total Sewer Operation and Maintenance Expense	\$

SEWER CUSTOMERS

Description	Number First of Year	Additions	Disconnects	Number End of Year
Metered Customers: Customers By Water Meter Size: 5/8 X 3/4" 1" 1-1/2" 2" 2-1/2" 3" Other (Specify):		Additions	Disconnecte	
Unmetered Customers Total Customers				

UTILITY NAME:		YEAR OF REPORT
		December 31,

PUMPING EQUIPMENT

Lift station number Make or type and nameplate data of pump			
Year installed Rated capacity			
Size			
Power:		 	
Electric	 	 	
Mechanical			
Nameplate data of motor			

SERVICE CONNECTIONS

Size (Inches) Type (PVC, VCP, etc.) Average length Number of active service connections Beginning of year Added during year Retired during year End of year Give full particulars concerning inactive connections			

COLLECTING AND FORCE MAINS AND MANHOLES

	Collecting Mains	Force Mains	
Size (Inches) Type of main Length of main (nearest foot): Beginning of year Added during year Retired during year End of year			
Manholes			
Size Type Number: Beginning of year Added during year Retired during year End of year			

UTILITY NAME:	YEAR OF REPORT
	 December 31.

TREATMENT PLANT

Manufacturer	 	
Туре	 	
"Steel" or "Concrete"		
Total Capacity		
Average Daily Flow		
Effluent Disposal		
Total Gallons of Sewage Treated		

MASTER LIFT STATION PUMPS

Manufacturer Capacity Motor: Manufacturer Horsepower			
Horsepower Power (Electric or Mechanical)			

OTHER SEWER SYSTEM INFORMATION

2	. Present number of ERC's* being served . Maximum number of ERC's* which can be served . Estimated annual increase in ERC's*					
4	state any plans and estimated completion dates for any enlargements of this system					
5	. If present systems do not meet present environmental requirements, submit the following:					
٦						
	Evaluation of the present plant or plants in regard to meeting the requirements.					
	b. Plans for funding and construction of the required upgrading.					
	c. When will construction begin?					
6	In what percent of your certificated area have service connections been installed?					
l						
	* ERC = (Total Gallons Treated / 365 days) / 275 Gallons Per Day					
	Note: Total Gallons Treated includes both sewage treated and purchased sewage treatment.					

CERTIFICATION

State of	
County of	
	makes oath and says that
(Name of affiant)	makes batti and says that
he/she is	
(Official title	of affiant)
of	;
(Exact legal title or na	me of respondent)
that he/she has examined the foregoing report	; that to the best of his/her knowledge,
information, and belief, all statements of fact co	ontained in the said report are true and
the said report is a correct statement of the b	ousiness affairs of the above named
respondent in respect to each and every matt	er set forth therein during the period
from and including January 1, xxxx, to and including	uding December 31, xxxx.
	(Signature of affiant)
Subscribed and sworn to before me, a	
	dovef
in and for the State and County named, this	day of
My commission expires	
	(Signature of oath administer)