

Third Class Cities
Municipal Electric Utilities
2018 Annual Report

to the
State of Kansas



for the year ending December 31, _____

(Exact legal name of respondent) (If name was changed during year, show previous name and date of change)

(Address of principal business office at the end of the year)

Area Code _____ Telephone _____ Federal ID Number _____

Gross operating revenues derived from Kansas intrastate operations	\$
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SCHEDULE A – GENERAL INFORMATION

1. Name, title, address and telephone number of official or other person to whom should be addressed for any communication concerning this report.
2. State classes of utility and other services furnished by Municipality during year (such as gas, electric, water, fire protection, police, etc.).
3. Date city was incorporated _____.
4. Class of City (First, Second, etc.).
5. Officials at close of year (Mayor, Councilman, City Manager, Superintendent of the Gas Department, Commissioners, etc.).

Title (a)	Name of Official (b)	Address (c)	Term began (d)	Term expires (e)	Annual Salary (if any) (f)

6. If any changes in above positions have been made subsequent to end of calendar year, show below the names, addresses, etc. of new officials and name of person replaced.
7. Population of City _____. State the date and type of census by which the population was determined.
8. Important changes Relating to Municipality
List and describe important legal proceedings culminated or pending during year, new bond issues authorized for special projects such as improvements or extensions of gas, electric, water or other facilities, purchase or sale of operating units of plant, important changes in utility rates, and other transactions of material interest during the year. If additional space is required, your response may be continued on page 2 of this report.

*THIRD CLASS CITIES –
MUNICIPAL ELECTRIC UTILITIES
GENERAL DIRECTIONS*

SCHEDULE B – ELECTRIC CUSTOMERS & SALES DATA

Column (b) Total for the Electric Department –
For each item listed in Column (a), include the customer and sales data for **all** customers. Include all customers **within the city limits, within the 3-mile zone, and outside the 3-mile zone.**

Column (c) K.C.C. Jurisdictional –
For each item listed in Column (a), include customer and sales data for only those customer **outside the 3-mile zone.**

SCHEDULE C – ELECTRIC DEPARTMENT INCOME STATEMENT & PORTION THEREOF APPLICABLE TO K.C.C. JURISDICTION

Column (b) For each Electric Department Income items listed in Column (a), include the gross revenues and expenses related to the gas department for **all customers.** Normally, revenues can be determined directly from billing records and can be determined without allocation. Refer to allocation instructions below.

Column (c) For each Electric Department Income items listed in column (a), include the allocated portion of revenues and expenses associated with the K.C.C. Jurisdictional customers. Include only revenues and expenses allocated to the customers **outside the 3-mile zone.**

An allocation should be made for each revenue and expenses category. The most common allocation is based on KWH sales, which is the percentage of K.C.C. Jurisdictional customers' total sales revenue out of the total KWH sales revenue for **all** customers. In most cases, the cost of power, the generation of fuel, and various other expenses can be properly allocated on the basis of KWH sales.

Depreciation and/or Amortization Expense relates to Plant Investment. Therefore, the plant should first be allocated between Non-Jurisdictional operations (SCHEDULE D). The Depreciation/Amortization is then allocated on the basis of the Plant Ratios determined.

Other basis may be appropriate for allocating expenses. Items such as repairs of meters and billing cost could be allocated on a meter or customer basis.

In the FOOTNOTES at the bottom of Schedule C, explain what basis was used for allocating total electric department expenses to K.C.C. Jurisdictional customers/operations. For example, "Purchased power was allocated on the basis of KWH sales" or "Depreciation/Amortization was allocated on the basis of Plant Investment".

SCHEDULE D - ELECTRIC PLANT & INVESTMENT

The Total Investment, End of Year, referenced on Lines 1 (d), 2 (c), 3 (d), and 4 (a-d), is the Total Ending Balance of the Year, not the annual investment. The formula to arrive at this amount is:

$$\text{Balance, Beginning of Year} + \text{additional Annual Investment} - \text{Annual Retirements} = \text{Balance, End of Year.}$$

Line 7 Explain how the Annual Depreciation expense was determined. For example: The Total Investment in Electric Plant, End of Year (Line 5) is \$500,000 and the Amount Applicable to Jurisdictional customers is \$125,000 (25%) (Line 6). You have determined that the Annual Depreciation Rate is 10%. The total Annual Depreciation Expenses is: $\$500,000 \times 10\% = \$50,000$. Then, 25% of the Total Expense is allocated to Jurisdictional customers: $\$50,000 \times 25\% = \$12,500$.

The explanation on Line 7 would be: Annual Depreciation Rate is 10%. Annual Depreciation is equal to Total investment, End of Year, times the Annual Depreciation Rate. Jurisdictional Expense is allocated based on the Percentage determined on line 6.

The Total Annual Depreciation Expense of \$50,000 is carried to SCHEDULE C, Column (b) and the Jurisdictional Expense of \$12,500 is carried to SCHEDULE C, Column (c).

SCHEDULE E - ELECTRIC ENERGY ACCOUNT

Column (b) Line 1. Include the KWH generated by the electric plant less station use. Do not include Purchased Power, Interchanges, or Transmission KWH.

Line 2. Include only the KWH purchased for the electric plant. Do not include KWH hours from Interchanges or from Transmission by/for others.

Line 3. Include only the KWH for Interchanges. Do not include any amounts listed as Purchases (Line 2) or from Transmission for/by others (Line 4). Only the net amount is carried over to the column (b).

Line 4. Include only the KWH used for Transmission for/by others. Do not include amounts previously listed as Purchases (Line 2) or Interchanges (Line 3). Only the net amount is carried over to column (b).

Line 5. Include the total KWH from all sources. This is the sum of Lines 1 through Line 4.

Line 6. Include interdepartmental KWH sales and sales to the ultimate consumers. Include KWH sales to water, gas, and other departments. Do not include energy used by the electric department.

Line 7. Include all KWH sales for the purpose of resale (wholesale).

Line 8. Include KWH furnished without charge.

Line 9. Include KWH used by the electric department. Do not include: station use, or any interdepartmental sales.

Line 10. Include only energy losses resulting from transmission, distribution, energy conversion, or unaccounted for losses. Energy losses are the differences between the total KWH from all sales sources (Line 5) and the total KWH sales (Lines 6-9).

Line 11. Include the total KWH disposition of Energy listed on lines 6-10. Total KWH from all sources (Line 5) should be equal to the total KWH of energy disposed (Line 11).

SCHEDULE C ELECTRIC DEPARTMENT INCOME STATEMENT AND PORTION THEREOF APPLICABLE TO K.C.C. JURISDICTION		
ELECTRIC DEPARTMENT INCOME ITEMS (a)	TOTAL FOR THE ELECTRIC DEPARTMENT (b)	AMOUNT APPLICABLE TO K.C.C. JURISDICTION (c)
OPERATING REVENUES		
1. Revenues from sale of electricity during the year (Total KWH sold: _____ KWH)		
2. Other electric revenues (such as customer penalties, rent From lease of electric facilities, interdepartment rents, etc.)		
3. Total electric department operating revenues except Merchandising shown in line 20 (Line 1 plus line 2)		
OPERATING EXPENSES		
4. Cost of purchased power		
5. Cost of fuel used in generation		
List in the following spaces other operating expenses applicable to electric operations, such as Salaries and Wages, materials and supplies, vehicle expenses, insurance, rent, legal expense, etc.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13. Depreciation (and/or amortization) expense		
14. Social security and other taxes (or tax equivalents)*		
15. Total electric operating expenses (Lines 4-14, inclusive)		
16. Net electric operating revenues (Line 3 less line 15)		
OTHER DEDUCTIONS		
17. Interest on debt applicable to electric department		
18. Other income deductions; if any, please specify:		
19. Subtotal – Electric Department Income (Line 16 less lines 17 and 18)		
NON-OPERATING INCOME		
20. Net income from sales of electric appliances or other merchandising or jobbing activity of electric department.....		
21. Interest income or other non-operating income related to the electric department.....		
22. Total net income of the electric department (lines 19-21, inclusive)		

*Examples of a tax equivalent are payments to the city in lieu of taxes or the furnishing of electricity without charge.

FOOTNOTES:

SCHEDULE D	ELECTRIC PLANT DATA AND INVESTMENT
1. <u>Generating Plant</u>	
(a) Kind: Steam _____, internal combustion engine _____, other _____.	
(b) Year originally constructed _____: year last unit installed _____.	
(c) Total installed generating capacity: _____ kilowatts.	
(d) Total investment in generating plant at end of year \$ _____.	
2. <u>Transmission Lines</u>	
(a) Total length of transmission lines (pole miles) _____; no. pole miles thereof in city _____; miles in rural areas _____.	
(b) Transmission line volume (Kv) _____.	
(c) Total investment in transmission lines at end of year \$ _____.	
3. <u>Distribution Plant</u>	
(a) Total no. of distribution meters _____. No. thereof serving rural consumers outside 3-mile zone _____. Percent of total _____%.	
(b) Total no. distribution transformers _____. No. serving rural consumers outside the 3-mile zone _____. Percent of total _____%.	
(c) Approximate percent of the total pole lines and conductor classified as distribution lines serving consumers outside the 3-mile zone _____%.	
(d) Total investment in distribution plant at end of year \$ _____.	
4. <u>General and Miscellaneous Plant</u>	
(a) Investment in buildings wholly or principally used by electric dept.	
(b) Investment in vehicles and work equipment used principally by the dept.	
(c) Investment in office equipment used wholly or principally by the dept.	
(d) Other	
5. Total investment in Electric Plant at End of Year (Lines 1 thru 4 above)	
6. Amount of the total investment considered applicable to consumers outside the 3-mile zone (describe how allocated in space below)	
7. Explain how the Annual Depreciation expenses was determined.	

SCHEDULE E		ELECTRIC ENERGY ACCOUNT	
Report below the information called for concerning the disposition of electric energy generated, purchased, and interchanged during the year.			
	ITEM (a)	KILOWATT-HOURS (b)	
SOURCES OF ENERGY			
1.	Total kilowatt-hours generated (excluding station use)		
2.	Total kilowatt-hours purchase		
3.	Interchanges: In (gross) _____ KWH Out (gross) _____ KWH Net.....		
4.	Transmission for/by others: Received _____ KWH (wheeling) Delivered _____ KWH Net		
5.	Total KWH from all sources during the year.....		
DISPOSITION OF ENERGY			
6.	Kilowatt-hour sales to ultimate consumers (including interdepartment sales, if any).....		
7.	Kilowatt-hour sales for purpose of resale (wholesale sales): Specify to whom sold:.....		
8.	Energy furnished without charge.....		
9.	Energy used by the electric department (excluding station use) (Note: Sales to water, gas and other departments should be accounted for as sales in line 6 above)		
10.	Energy losses: (Kilowatts lost as a result of transmission, distribution and conversion of energy or unaccounted for losses)..... Percent loss (Line 10 divided by line 5) _____%		
11.	Total disposition of energy (including losses) (Lines 6-10, inclusive; should equal line 5 above).....		

SCHEDULE F		PURCHASED POWER				
Report below information concerning the power purchased as shown in line 2 of the above schedule. Also report interchanges shown in line 3 above, if any. Report only the net of interchanges in this schedule whether the net is a receipt or a delivery by respondent.						
Purchased from (a)	Point of Receipt (b)	Voltage (c)	Kilowatt-hours (d)	Annual Maximum Demand* (e)	Amount (f)	Per KWH (g)

*KV or Kva (Specify which).

The KCC is in the process of updating our electronic records keeping system and we need to verify your Company's contact information is current. Please provide your general company information and one contact for each of the categories listed below. This information should be submitted along with your 2018 Annual Report to the Commission. Thank you.

Company Name _____

Principal Company Address _____

Principal Company Email Address _____

Principal Company Phone Number _____

Company Contact – Name & Title _____

Email Address _____

Phone Number _____

Regulatory Affairs Contact – Name & Title _____

Email Address _____

Phone Number _____

Assessment Contact – Name & Title _____

Email Address _____

Phone Number _____

Complaint Contact – Name & Title _____

Email Address _____

Phone Number _____

Legal Contact – Name & Title _____

Email Address _____

Phone Number _____

Consultant Contact – Name & Title _____

Email Address _____

Phone Number _____

VERIFICATION

The foregoing report must be verified by the oath of the President or chief officer of the company. The oath required may be taken before any person authorized to administer an oath by the laws of the State in which the same is taken.

OATH

State of _____)

County of _____)

SS:

_____ makes oath and says that
(Insert here the name of the affiant)

he/she is _____
(Insert here the exact legal title or name of the respondent)

That he/she has examined the foregoing report; that to the best of his/her knowledge, information, and belief, all statements of fact contained in the said report are true and the said report is a correct statement of the business and affairs of the above named respondent in respect to each and every matter set forth therein during the period from the including.

_____, to and including _____

(Signature of affiant)

Subscribed and sworn to before me, a _____

In and for the State and county above named, this _____ day of _____.

My commission expires _____

(Signature of officer authorized to administer oaths)