

(c) Reporters, stenographers and clerks in preparation of transcripts, docketing, or filing.

(d) Commissioners.

PSC 5.08 Direct charges; supporting records. (1) TIME RECORDS. Charges made to the direct assessment for the time of commission staff members shall be supported by weekly time sheets which record activities performed each day according to docket numbers.

(2) **TRAVEL EXPENSE RECORDS.** Travel expense charges to direct assessment shall be supported by records of the travel expense accounts of commission staff members.

(3) **OTHER EXPENSES.** Any other directly attributable expenses directly assessed shall be supported by cost records.

History: Cr. Register, August, 1982, No. 320, eff. 9-1-82.

PSC 5.09 Direct assessments; procedure for billing and collection. (1) NOTICE OF FINDING OF NECESSITY FOR INVESTIGATION AND INTENTION TO ASSESS COSTS. (a) Prior to making any assessment of costs under s. 196.85 (1), Stats., arising out of any investigation of the books, accounts, practices and activities or appraisal of the property of a public utility, power district or sewerage system, the commission shall make an express finding of necessity of the investigation or appraisal and of its intention to assess the costs of the proceeding.

(b) Notice of the commission's finding of necessity, its intention to assess costs, and the duty to pay "the expenses reasonably attributable" to the scheduled investigation or appraisal shall be served on the affected utility, power district or sewerage system.

(2) **BILLING.** (a) The commission shall determine the expenses reasonably attributable to the specific investigation, appraisal, or rendition of services and mail a bill to the public utility, power district or sewerage system. The bill may be mailed during the progress of the investigation, appraisal, or rendition of services or at its conclusion and shall constitute notice of the assessment and demand for its payment.

(b) The commission shall render monthly statements to utilities, power districts, and sewerage systems itemizing the names of commission employees engaged in billable work, the hours expended, the hourly rates and the total amount of charges.

(3) **DIVISION OF EXPENSES IN JOINT PROCEEDINGS.** In a joint investigation or where the charges in one investigation are to be divided between two or more public utilities, power districts or sewerage systems, the charges shall be assessed, unless otherwise ordered, in proportion to their respective gross intrastate operating revenues for the preceding calendar year.

(4) **LIMIT TO DIRECT CHARGES.** (a) Charges directly assessed to a public utility, power district or sewerage system under ss. 196.85 (1) and 184.10 (3), Stats., shall not exceed four-fifths of one per cent of its gross operating revenues derived from intrastate operations in the last preceding calendar year.

(b) The limitation of sub. (3) (a) may not include or apply to charges against municipalities under s. 196.855, Stats.

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(5) **PERIOD FOR PAYMENT.** Direct assessments shall be paid within 30 days after the bill is mailed to each public utility, power district or sewerage system.

(6) **COLLECTION PROCEDURE.** Direct assessments not paid within 30 days after mailing shall be collected according to the provisions of s. 196.85 (3), Stats. Objection to an assessment shall be made within 30 days after mailing according to the provisions of s. 196.85 (4) (a), Stats.

History: Cr. Register, August, 1982, No. 320, eff. 9-1-82; am. (1) (a), Register, September, 1983, No. 333, eff. 10-1-83.

PSC 5.10. Remainder and advance assessments; procedure for billing and collection. (1) **BILLING.** Within 90 days of the beginning of each fiscal year, the commission shall render an advance assessment to each public utility, power district or sewerage system.

(2) **PERIOD FOR PAYMENT.** Advance assessments shall be paid within 30 days after they are mailed.

(3) **COLLECTION PROCEDURE.** Advance assessments not paid within 30 days after mailing shall be collected according to the provisions of s. 196.85 (4) (a), Stats.

(4) **RECONCILIATION.** When an advance assessment is paid, the commission shall either credit or charge the utility, power district or sewerage system for the difference between the prior fiscal year's remainder assessment and the prior fiscal year's advance assessment.

History: Cr. Register, August, 1982, No. 320, eff. 9-1-82.

PSC 5.11 Accounting records. The commission's accounting system shall include all functions and activities and account for all receipts and expenditures. The commission's accounts shall be open for inspection by the public.

History: Cr. Register, August, 1982, No. 320, eff. 9-1-82.