




CUPSS Training

Part 2 of 3 Sessions




Housekeeping Items

- **Telephone Number** for Webinar Support –
1-800-263-6317
- **To Ask a Question** – Type your question in the text box located in the lower section of your screen
- **To Answer a Poll Question** – Click on the radio button to the left of your choice and click submit. Do not type your answer in the “Ask a Question” box
- **To Complete the Evaluation** – Turn off your popup blocker and please respond!




Today's Panel



Jennifer Moller, USEPA
– CUPSS Program Expert




Vladi Royzman,
Tetra Tech, Inc
– CUPSS Technical Specialist



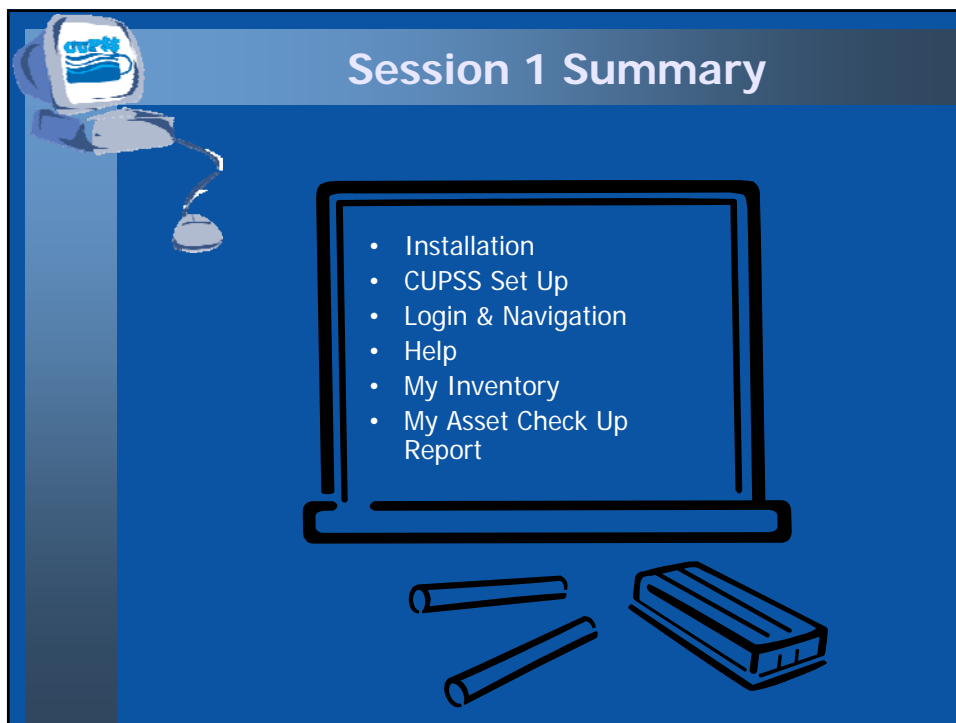
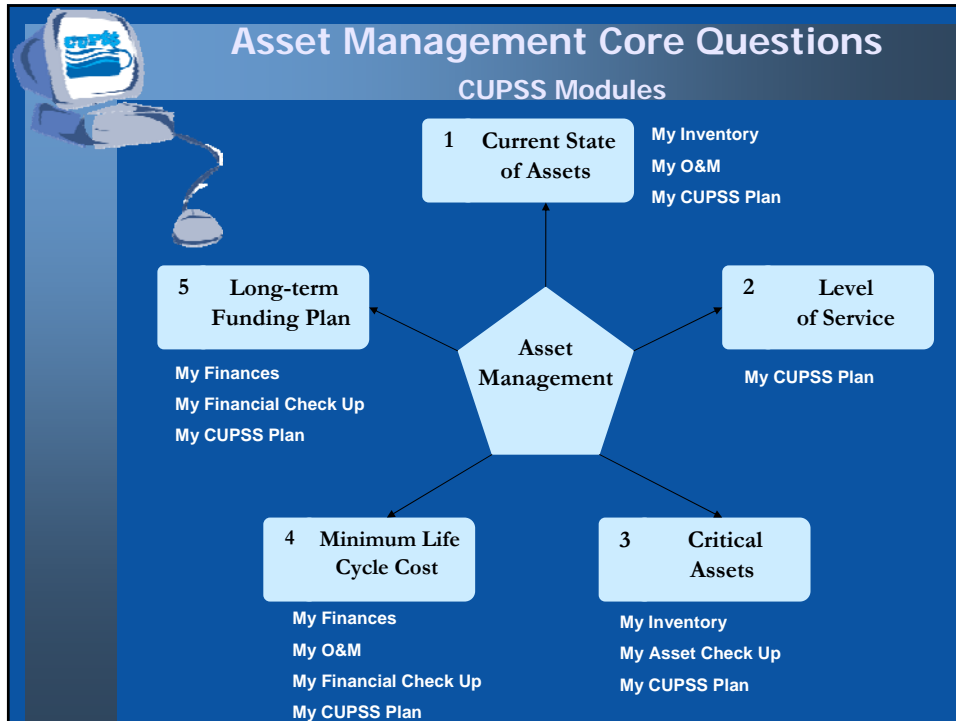
Sonia Brubaker,
Tetra Tech, Inc
– CUPSS Outreach Specialist



Today's Agenda



- Session 1 Summary
- Session 1 Your CUPSS
- Session 1 Quiz
- Session 2
 - My O&M
 - Search/Print
 - My Finances
 - My Financial Check Up Report
- Session 2 Your CUPSS





Session 1 Your CUPSS

1) My Inventory page

Inventory List

- 1.1) Add two additional assets to the inventory list for the example Drinking Water utility
- 1.2) Change one daily task to a weekly task

Schematic

- 1.3) Delete one asset in the schematic
- 1.4) Add two new assets in the schematic
 1. Link these two assets with the drawing tool

2) Help page

- 2.1) Search for term 'inventory'

3) My Asset Report page

- 3.1) Print a report showing your all assets in the Wastewater example utility



Session 1 Quiz

1. Which module would you use to add an additional asset?
 - A. My Set Up
 - B. My Inventory
 - C. My Training



Session 1 Quiz

2. What are the names of the different areas where you can add an asset to?
- A. Inventory List
 - B. Schematic
 - C. Both the Inventory List and the Schematic



Session 1 Quiz

3. What is the name of one of the reports you can view on the My Asset Check Up page?
- A. All Assets
 - B. Only Broken Assets
 - C. Brand New Assets



Session 1 Quiz

4. Where do you go if you need help with CUPSS (and can't find the answer in the User's Guide)?
- A. Visit the CUPSS Website at www.epa.gov/cupss
 - B. Email cupss@epa.gov
 - C. Contact President Bush



Today's Agenda




- Session 1 Summary
- Session 1 Your CUPSS
- Session 1 Quiz
- Session 2
 - My O&M
 - Search/Print
 - My Finances
 - My Financial Check Up Report
- Session 2 Your CUPSS




Goals of Session 2



- 1
Create your operation and maintenance tasks
- 2
Learn how to search and print reports on assets and associated tasks
- 3
Enter your past, current and projected finances
- 4
Determine your financial forecast and print a custom report for your utility

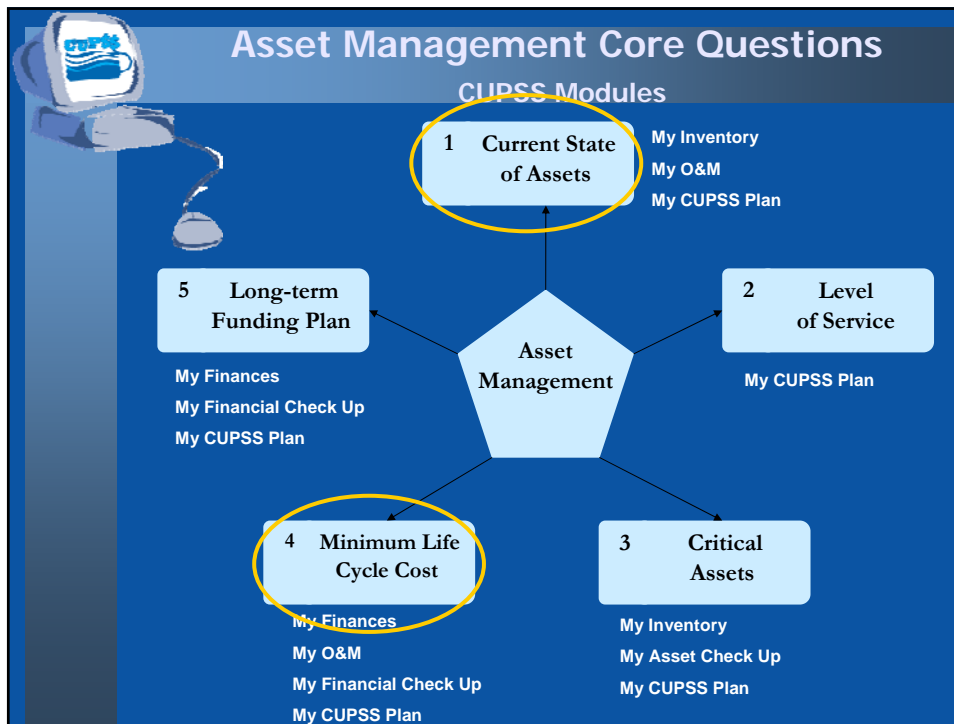


MY O&M



Benefits to My Utility

CUPSS allows you to track all of the tasks associated with each utility. Since CUPSS allows several users to use CUPSS everyone can manage their tasks in CUPSS. Using the search module in CUPSS you can then extract all of the task information to help develop the O&M section of the My CUPSS Asset Management Plan.




My O&M

In the My O&M module, we will be discussing:

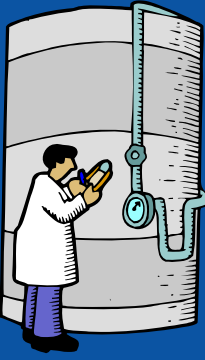
- How to manage your tasks
- What information is important to consider in a task
- How to print customized reports about different tasks

CUPSS User's Guide – Section 6



Why Track O&M?

- Develop good recordkeeping habits
- Gain institutional knowledge of your utility
- Optimize your assets and O&M activities



CUPSS User's Guide – Section 6



Think about the Asset Management Plan

Tracking your O&M tasks will help you develop an O&M strategy for your asset management plan. CUPSS gives you a template to describe your routine, preventive, and emergency maintenance approaches.

Navigate to My O&M

Check Up Program for Small Systems (CUPSS)

Check Up Program for Small Systems

My Home | My Inventory | **My O & M** | My Finances | My Check Up | My CUPSS Plan

Welcome Back Example, Beauty View Acres Subdivision - DW

What would you like to do today?

- Do Some Training
- Create or Update My Schematic
- Create or Update My Inventory
- Print My Check Up Reports
- Enter a New Task or Work Order
- Search Asset and Maintenance
- Enter My Finances
- Work on My CUPSS Plan

My Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

My Messages and Alerts

Prepare Messages Are On. Click To Turn Off.

Reminder - Today's Tasks: 8

Tasks Currently Past Due: 236

Assets Needing Update: 0

Number of High Risk Assets: 1

CUPSS User's Guide – Section 6

Add a Task

Benefits to My Utility

CUPSS allows you to complete and print your work orders. By keeping all of your work orders in one place you can track all tasks through completion easily and quickly.

Check Up Program for Small Systems

Beauty View Acres Subdivision - DW Operation and Maintenance

The O&M section allows you to filter tasks by a utility.

Filter Utility: Beauty View Acres Subdivision - DW | Month: April | Year: 2008 | Show Completed Tasks

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Past Due - Ch Past Due - Ch Past Due - Ch Past Due - Ch	2 Past Due - Ch Past Due - Ch Past Due - Ch Past Due - Ch	3 Past Due - Ch Past Due - Ch Past Due - Ch Past Due - Ch	4 Past Due - Ch Past Due - Ch Past Due - Ch Past Due - Ch	5 Past Due - Ch Past Due - Ch Past Due - Ch Past Due - Ch
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13 Past Due - Ch Past Due - Ch Past Due - Ch Past Due - Ch	14 Past Due - Ch Past Due - Ch Past Due - Ch Past Due - Ch	15 Check and re... Check and re... Check instru... Check water... Complete a d...	16 Check and re... Check and re... Check instru... Check water... Complete a d...	17 Check and re... Check and re... Check instru... Check water... Complete a d...	18 Check and re... Check and re... Check instru... Check water... Complete a d...	19 Check and re... Check and re... Check instru... Check water... Complete a d...
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Add A Task | Print Blank Worksheet | Search/Print

CUPSS User's Guide – Section 6

Task Form

The screenshot shows the full Task Form interface. On the right side, four red arrows point to specific sections of the form:

- Task**: Points to the top section containing Task Name and Task Type.
- Asset Information**: Points to the section containing Asset Information, Subject Facility Asset, Asset Category, and Asset Type.
- Monitoring or Chemical Added**: Points to the Monitoring or Chemical Added section, including Chemical and Amount.
- Optional Parts Information**: Points to the Optional Parts Information section at the bottom, including Parts Name, Parts Location, and Labor Hours.

CUPSS User's Guide – Section 6

Task

This section provides a close-up view of the Task form fields. A red arrow points from the 'Task Type' dropdown menu to a detailed list of options:


- * Task Name**: [Text Input]
- * Task Type**: Select Type (Dropdown menu)
- Task Details/Notes**: [Text Area]
- Cost of the Task**: 0.00
- * Staff Name**: Select Staff (Dropdown menu)

The dropdown menu for 'Task Type' contains the following options:

- Select Type
- Planned - Monitoring
- Planned - Routine Maintenance
- Planned - Repair
- Planned - Rehabilitation
- Planned - Replacement
- Planned - Other
- Unscheduled - Monitoring
- Unscheduled - Routine Maintenance
- Unscheduled - Repair
- Unscheduled - Rehabilitation
- Unscheduled - Replacement
- Unscheduled - Other

CUPSS User's Guide – Section 6

Asset Information



Asset Information - Asset Associated Tasks Only

Select Existing Asset: ?

OR ?

Asset Category: ?


Asset Type: ?

[Enter Asset Details](#)

Select an asset that you've already entered into the My Inventory module, or enter a new asset. If you enter a new asset, it will automatically appear in your Inventory list!

CUPSS User's Guide – Section 6

Monitoring or Chemical Added



Enter your units in the Chemical "Enter Other" section
Ex. Chemical - Units

Monitoring or Chemical Added

Chemical: ?

Amount: ?

Chemical	Amount

CUPSS User's Guide – Section 6

Schedule

The Completion Date is the actual date that you finish a task – do not enter a date until the task is completed

Schedule

* Task Start/End Date: 04/15/2008 - 04/15/2008

Completion Date: 05/02/2008 Pop-up Reminder

Frequency: Weekly

* Recurrence End Date: Empty

* Select Recurrence

Every 1 day(s)

Every 1 week(s) on Select Day

Day 1 of every 1 month(s)

The Sele Select Day every 1 month(s)

Every Select Month 1

The Sele Select Day of Select Month

CUPSS User's Guide – Section 6

Optional Parts Information

Optional Parts Information

Manufacturer/Supplier: Select Manufacturer - Supplier

OR [Add New Manufacturer / Supplier](#)

Parts Name:

Parts Number:

Parts Cost: 0.00

Labor Maint Cost: 0.00 [Add](#)

Man/Sup	Name	Number	Cost	Labor

CUPSS User's Guide – Section 6

Print Completed Work Order

Print Work Order

CUPSS User's Guide – Section 6

Completed Work Order Form

Work Order	
Staff Name	Task Name
Howard, Helen	Check water meter readings and record water production.
Task Type	
<input type="checkbox"/> Monitoring <input checked="" type="checkbox"/> Routine Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Replacement <input type="checkbox"/> Other:	
Is this planned task? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Task Details	
Task Notes	
Cost of the Task: \$0.0	
For Asset Related Tasks	
Asset Name	
Condition	
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair (Average) <input type="checkbox"/> Poor <input type="checkbox"/> Very Poor	
Is the asset maintained according to manufacturer's recommendations? <input type="checkbox"/> Yes <input type="checkbox"/> No	
For Monitoring Tasks	
Chemicals	Amount
Schedule	
Task Start - End Date	Completed Date
05/28/2008 - 05/28/2008	
Frequency	
<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	
Recurs every	
_____ day(s)	_____ week(s) on _____ (Day of week) _____ day of every _____ (Month)
Recurrence End Date: 01/28/2013	
Optional Parts Information	
Manufacturer / Supplier	
Part Name	
Part Number	
Part Cost	
Labor Maintenance Cost	

Print Blank Work Order

Check Up Program for Small Systems Set-up | Switch Utility | Create User | Help | Training | Exit

My Home My Inventory My O & M My Finances My Check up My CUPSS Plan

Beauty View Acres Subdivision - DW Operation and Maintenance Add A Task | Print Blank Worksheet | Search/Print

The O&M section allows you to filter tasks by a utility.

Filter Utility: Beauty View Acres Subdivision - DW Month: April Year: 2008 Show Completed Tasks

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CUPSS User's Guide – Section 6

Blank New Task Worksheet

New Task

Staff Name: _____ Task Name: _____

Task Type
 Monitoring Routine Maintenance Repair Rehabilitation Replacement Other

Is this task planned? Yes No

Task Details

Task Notes

Cost of the Task: \$ _____

For Asset-related Tasks
 Asset Name: _____
 Condition:
 Excellent Good Fair (Average) Poor Very Poor
 Is the asset maintained according to manufacturer's recommendations? Yes No

For Monitoring Tasks
 Chemicals: _____ Amount: _____

Schedule
 Task Start-End Date: _____ Completed Date: _____
 Frequency:
 Daily Weekly Monthly Annually
 Recurs every _____ days _____ week on _____ (Day of week) _____ day of every _____ (Month)
 Recurrence End Date: _____

Optional Parts Information
 Manufacturer/Supplier: _____
 Parts Name: _____
 Parts Number: _____
 Parts Cost: \$ _____
 Labor Maintenance Costs: \$ _____

Search/Print

Check Up Program for Small Systems Set-up | Switch Utility | Create User | Help | Training | Exit

My Home My Inventory O & M My Finances My Check up My CUPSS Plan

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CUPSS User's Guide – Section 6

Search and Report

Check Up Program for Small Systems Set-up | Switch Utility | Create User | Help | Training | Exit

My Home My Inventory O & M My Finances My Check up My CUPSS Plan

Beauty View Acres Subdivision - DW Search And Report

This screen allows you to query your data for a particular utility and generate an Asset Service Report or a Work Order Report. The ? next to "Select Report Type" displays the type of information included in each report.

Select Utility: Beauty View Acres Subdivision - DW Select Report Type: Asset Service Report

Filter By:

Asset Category: Source, Pumping Facility, Treatment, Storage Asset Type: Buildings, Computer Equipment / Software, Concrete & Metal Storage Tanks, Disinfection Equipment Asset Status: Active, Not in Use - Abandoned, Not in Use - Back Up, Future Investment

Asset: Chlorine testing, Well #1, pump, Water Production Meter

Person Assigned To Tasks: Helen Howard, Robert Dunlevy Task Type: Planned - Monitoring, Planned - Routine Maintenance, Planned - Repair, Planned - Rehabilitation Task Status: Active, Completed, Past Due

Task Date Range: [] - []

<< Return View Results

CUPSS User's Guide – Section 6


Search Results

Ready View Across Subdivision - DW Search Results

The following are the results of your search. Click the column headings to sort the information. A page of results is limited to 300 records. If necessary, click "Next" to see the additional sets of 300 records. Click "Print Report" to view the additional information associated with the tasks and/or assets.

Asset Service Report

Asset	Asset Type	Work Order/Task	Person	Risk	Condition	Performance Date
Chlorine Testing	Laboratory E	None	None	Low Risk - Routin.	Excellent	2008-02-01
Well#1	Wells and Springs	None	None	High Risk - Immedi.	Poor	2009-09-01
Pump	Pumping Equipment	None	None	High Risk - Immedi.	Good	2011-05-01
Water Production	Distribution Pipes	None	None	Low Risk - Routin.	Fair (Average)	2008-02-01
Tank	Distribution Pipes	None	None	Medium Risk - App.	Good	2008-02-01
Distribution	Distribution Pipes	None	None	Medium Risk - App.	Good	2008-02-01
Man valve	Pumping Equipment	None	None	High Risk - Immedi.	Fair (Average)	2011-02-01
Wellhouse	Buildings	None	None	Low Risk - Routin.	Good	2008-02-01
Security	Security Equipment	None	None	Medium Risk - App.	Good	2008-02-01
Well property	Land	None	None	Medium Risk - App.	Poor	2007-02-01
Chlorinator	Disinfection Equip.	None	None	Medium Risk - App.	Fair (Average)	2008-02-01
Storage Tank	Concrete & Metal	None	None	Medium Risk - App.	Good	2008-02-01




CUPSS User's Guide – Section 6


Hints for a Good Search

Determine what kind of report you want

- **Asset Service Report** provides all of the historic and planned information you have entered into CUPSS for a particular asset and the associated tasks with that asset.
- **Work Order Report** provides all of the historic and planned task information for each task in CUPSS. This includes with all the information that you have entered into CUPSS.


- Pinpoint what you want to see results for
 - Are you interested in looking at a specific type of asset, like your pumping equipment or are you looking for a a specific type of task, like all your past due tasks?






CUPSS Example

My O&M Exercise




The illustration shows two orange robotic arms with green bases, positioned on a circular platform. A silver metal railing surrounds the platform. A silver wrench lies on the ground in front of the platform.



CUPSS Example


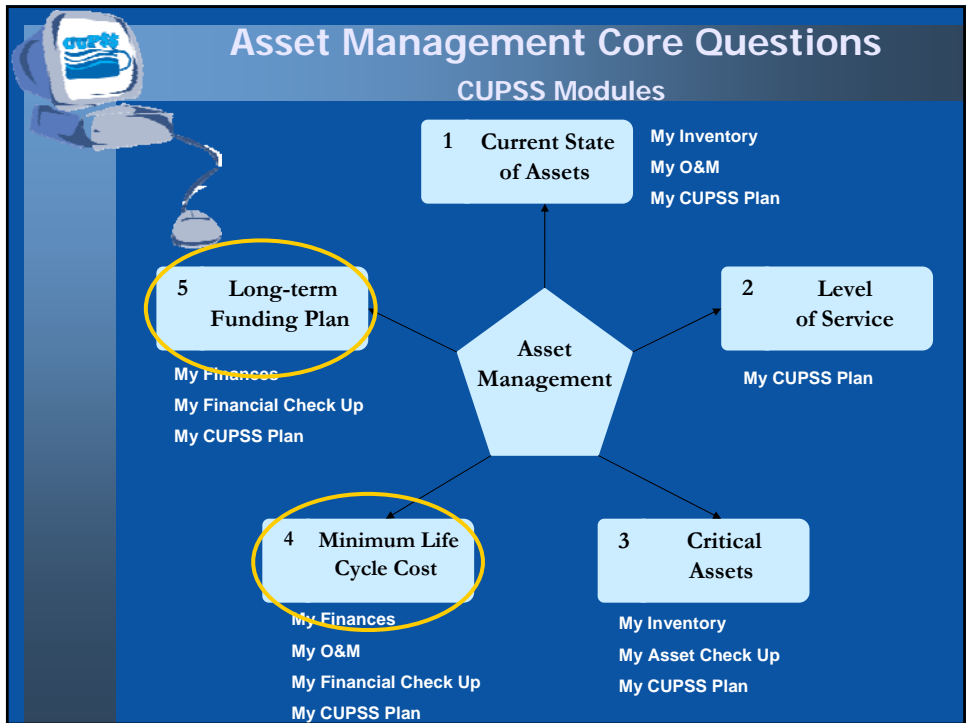
Q&A on My O&M Exercise



MY FINANCES

Benefits to My Utility

CUPSS includes your financial information in the My CUPSS Asset Management Plan and uses it in helping develop the 10 year projections. This information will also be useful in developing the Financial Strategy section of the My CUPSS Asset Management Plan.



My Finances



In the My Finances module, we will be discussing:

- How to track your annual revenues and expenses
- How to plan for the future by looking at your past financial history

CUPSS User's Guide – Section 7



Why Manage Your Finances?




- See where your money is going
- Identify your priorities for this year and what can wait
- Determine the full costs of doing business

CUPSS User's Guide – Section 7

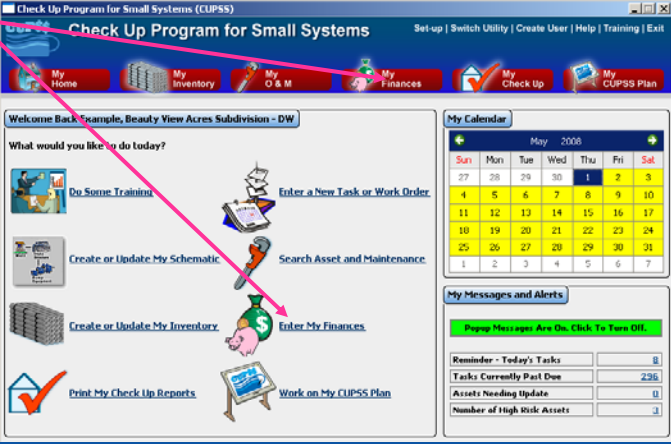


Think about the Asset Management Plan

Tracking your finances will help you predict your yearly revenues and expenses. Your asset management plan can help you analyze these annual financial trends.



Navigate to My Finances



Check Up Program for Small Systems (CUPSS) Setup | Switch Utility | Create User | Help | Training | Exit

My Home My Inventory My O & M My Finances My Check Up My CUPSS Plan

Welcome Back, Example, Beauty View Acres Subdivision - DW

What would you like to do today?

- Do Some Training
- Create or Update My Schematic
- Create or Update My Inventory
- Print My Check Up Reports
- Enter a New Task or Work Order
- Search Asset and Maintenance
- Enter My Finances
- Work on My CUPSS Plan

My Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

My Messages and Alerts

Pop-up Messages Are On. Click To Turn Off.

Reminder - Today's Tasks	0
Tasks Currently Past Due	236
Assets Needing Update	0
Number of High Risk Assets	3

CUPSS User's Guide – Section 7

My Finances

Enter your expenses and revenues as line items for each year!

CUPSS User's Guide – Section 7

Enter Data for Years

Enter Data for Past or Current Year

Data Entry Fields

CUPSS User's Guide – Section 7

Enter Type of Cost

Organize your annual accounting system by revenues and expenses

Beauty View Acres Subdivision - DW Finances Print Blank Worksheet

The My Finances section allows you to enter expense and revenue information in multiple common categories. ?

(*) Indicates required fields:

Select Previous Year Or **Enter a new year**

* Enter total cash-on-hand and interest rate

* **Type of Cost** * **Budgeted Amount** * **Actual Amount** * **Inflation**

Select a type of cost

and Select Type of Cost Select a type of cost

Expense	Budgeted	Actual	Inflation Rate	Revenue	Budgeted	Actual	Inflation Rate

Total Expenses: 0 0 Total Revenues: 0 0

Type of Cost CUPSS User's Guide – Section 7

Graph Your Financial Data

Beauty View Acres Subdivision - DW Finances Print Blank Worksheet

The My Finances section allows you to enter expense and revenue information in multiple common categories. ?

(*) Indicates required fields:

Select Previous Year Or **Enter a new year**

* Enter total cash-on-hand and interest rate

* **Type of Cost** * **Budgeted Amount** * **Actual Amount** * **Inflation**

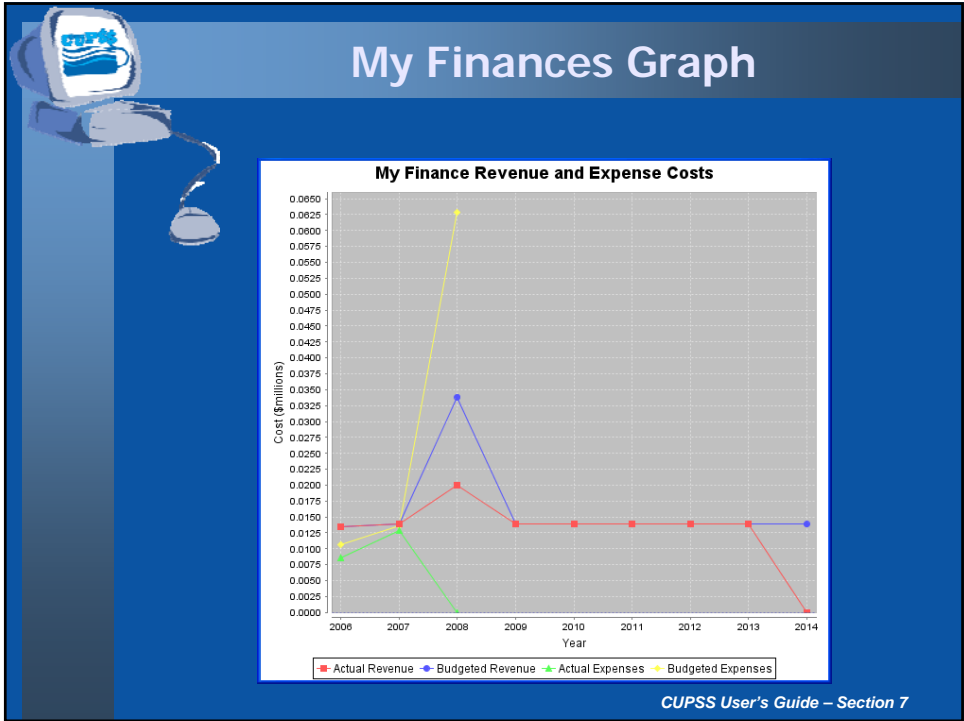
Select a type of cost

and Select Type of Cost Select a type of cost

Expense	Budgeted	Actual	Inflation Rate	Revenue	Budgeted	Actual	Inflation Rate


Total Expenses: 0 0 Total Revenues: 0 0

CUPSS User's Guide – Section 7




Print Finances Worksheet

CUPSS User's Guide – Section 7




Blank Finances Worksheet


Finances			
Year	Cash on Hand	Interest Rate	
	\$		
Revenue			
Revenue from user rates		\$	
Revenue from grants		\$	
Revenue from loans/bonds		\$	
Transfer from reserve fund		\$	
Interest		\$	
Other Revenues (Total)		\$	
<input type="checkbox"/> One-time fees	\$	<input type="checkbox"/> Contract sales	\$
<input type="checkbox"/> Bulk sales	\$	<input type="checkbox"/> Product sales	\$
Other		\$	
Total Revenue		\$	
Expenses			
Operating Expenses (Total)		\$	
<input type="checkbox"/> Maintenance	\$	<input type="checkbox"/> Equipment	\$
<input type="checkbox"/> Salaries, wages, benefits	\$	<input type="checkbox"/> Supplies	\$
<input type="checkbox"/> Chemicals	\$	<input type="checkbox"/> Contracts	\$
<input type="checkbox"/> Utilities	\$	<input type="checkbox"/> Monitoring & testing	\$
<input type="checkbox"/> Emergency	\$	<input type="checkbox"/> Rent or mortgage	\$
<input type="checkbox"/> Insurance	\$	<input type="checkbox"/> Services	\$
<input type="checkbox"/> Training Costs	\$	<input type="checkbox"/> Billing Costs	\$
<input type="checkbox"/> Fees	\$	<input type="checkbox"/> Security	\$
Capital Improvements		\$	
Debt Payment		\$	
Capital Reserve Contribution		\$	
Emergency Reserve Contribution		\$	
Other		\$	
Total Expenses		\$	



CUPSS Example




My Finances Exercise



CUPSS Example


Q&A on My Finances Exercise




MY FINANCIAL CHECK UP REPORT

Benefits to My Utility

CUPSS reports can be used to present your financial information entered in CUPSS in an organized fashion to your community decision makers and stakeholders.






My Financial Check Up Report


In the My Financial Check Up Report module, we will be discussing:



- How to understand the current and future financial situation of your utility
- What long-term financial planning means



CUPSS User's Guide – Section 8




CUPSS Solution

Planning for success; proactive vs reactive.

- Allow for 10 year planning; not a financial system replacement
- Modeled after STEP Guide
- Provides financial platform for future integration with Boise State Environmental Finance Tools
- Computation of average annual costs of asset replacement to calculate reserve fund
- Ratios to demonstrate the health of a utility

CUPSS User's Guide – Section 8



Considerations

- Detailed finance such as TEAMS and Boise State
- Rate calculation scenarios
- Confidence level
- Cash flow model
- Costs categories by customers
- Reserve Fund Calculation – average minimum contribution to reserves necessary to pay for all assets
- Asset level inflation

CUPSS User's Guide – Section 8



Why Prepare Your Financial Report?

- Determine how much \$ is needed for improvement projects
- Understand and communicate your revenue needs
- Work toward a balanced budget




CUPSS User's Guide – Section 8

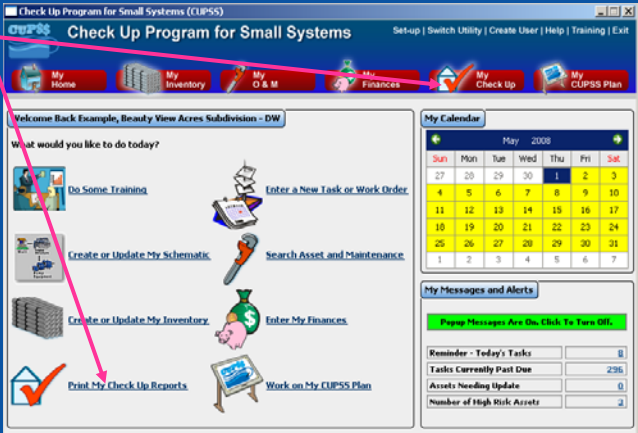


Think about the Asset Management Plan

Preparing annual financial reports will help your asset management plan tell a story of your current financial condition and what goals need to be established for future financing.



Navigate to My Financial Check Up



Check Up Program for Small Systems (CUPSS)

Check Up Program for Small Systems

Setup | Switch Utility | Create User | Help | Training | Exit

My Home My Inventory My O & M My Finances My Check Up My CUPSS Plan

Welcome Back Example, Beauty View Acres Subdivision - DW

What would you like to do today?

- Do Some Trainings
- Create or Update My Schematic
- Create or Update My Inventory
- Print My Check Up Reports
- Enter a New Task or Work Order
- Search Asset and Maintenance
- Enter My Finances
- Work on My CUPSS Plan

My Calendar

May 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

My Messages and Alerts

Pop-up Messages Are On. Click To Turn Off.

Reminder - Today's Tasks	0
Tasks Currently Past Due	236
Assets Needing Update	0
Number of High Risk Assets	2

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My Check Up Page

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My Financial Check Up Report Page 1

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Step 1: Starting Point

***Step 1.** CUPSS allows you to select the year that you would like the My Financial Check Up Report to use as the starting point to provide a 10 year projection on the planned finances of your utility:

Select Year Use Actual Costs Use Budgeted Costs

Enter the starting year for your 10 year projection

Decide if you want to use Actual Costs or Budgeted Costs

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Step 2: Growth

***Step 2.** CUPSS allows you to enter an average growth based on how your community is expected to grow over the next 10 years. Please select one of the following:

Use CUPSS average growth of 5% to be applied to all years.

Enter an average annual growth for all years predicted. %

Enter annual growth for each of the years.

2009 % 2010 % 2011 % 2012 % 2013 %
 2014 % 2015 % 2016 % 2017 % 2018 %

Option 1

Apply the CUPSS average of 5% to all years in your 10 year projection

OR

Option 2

Enter a different % that will be applied to all years in your 10 year projection

OR

Option 3

Enter a different % for each year in your 10 year projection

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Step 3: Inflation

***Step 3.** CUPSS allows you to enter an inflation rate in order to make this model more accurate. Please select one of the following:

- Use CUPSS average inflation of 3% to be applied to all years.
- Enter an average inflation to be applied to all years. %
- Enter an average inflation for each year.

2009 % 2010 % 2011 % 2012 % 2013 %
 2014 % 2015 % 2016 % 2017 % 2018 %

Enter an inflation value for each expense within the My Finances.

Option 1

Apply the CUPSS average of 3% to all years in your 10 year projection

OR

Option 2

Enter a different % that will be applied to all years in your 10 year projection

OR

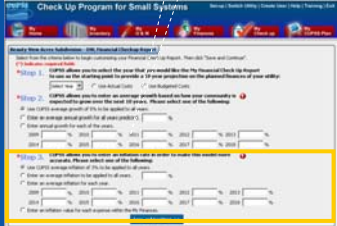
Option 3

Enter a different % for each year in your 10 year projection

OR

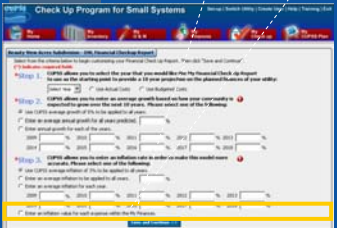
Option 4

Use an inflation value for each expense in My Finances



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Step 3: Inflation Option 4



Ready View Across Subdivision - DW, Financial Check Up Report

Type of Expense	Budgeted	Actual	Inflation Rate
Revenue from user rates	13000.00	0.00	3.00
Other Revenues	20000.00	20000.00	0.00
Maintenance	6000.00	0.00	3.00
Salaries, wages, benefits	36000.00	0.00	3.00
Supplies	0.00	0.00	3.00
Utilities	703.11	0.00	3.00
Insurance	250.00	0.00	3.00
Billing Costs	1300.00	0.00	3.00
Fees	307.96	0.00	3.00
Capital Improvements	1000.00	0.00	3.00
Capital Reserve Contributions	5000.00	0.00	3.00
Taxes	62.72	0.00	3.00
Storage Tank	50000.00	0.00	0.00

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My Financial Check Up Report Page 2

Financial Projections

Ratios


Summary Graph

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Financial Projections Window


Edit the text boxes to customize your utility's financial forecast!

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Total Cost of Doing Business

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Inflation	0.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Growth	0.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Cash on Hand & Reserve Fund	12707.26	53195.44	149350.12	163344.21	177514.22	191864.30	207023.77	218761.77	231881.83	245591.53	259163.04
Annual Operating Expenses	6523.72	7369.69	7959.27	8596.01	9283.69	10026.39	10826.50	11694.78	12630.26	13640.79	14732.05
Capital Improvements	0.00	2950.00	80000.00	0.00	5500.00	0.00	0.00	0.00	0.00	0.00	0.00
Annual Debt Payment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Reserve	38686.93	94049.77	11099.77	11099.77	11099.77	9724.77	9724.77	9724.77	9724.77	9724.77	9724.77
CUPSS Recommends	38686.93	38686.93	37211.93	10545.26	10545.26	9445.26	9445.26	9445.26	9445.26	9445.26	9445.26
Emergency Reserve	1705.95	1705.95	1774.19	1845.15	1918.96	1995.72	2075.55	2158.57	2244.91	2334.71	2428.10
Total Annual Cost of Doing Business	47216.67	106075.41	100833.23	21540.93	27802.42	21746.88	22628.82	23578.12	24600.04	25706.27	26884.92



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Capital Reserve Fund Calculation

Capital Reserve = Sum (Per Asset Replacement Cost/Total Years until Replaced)

Example:
 If estimated capital improvements =
 Y2 = \$10, \$5, \$30
 Y3 = \$15, \$2
 Y4 = \$7, \$9

then the annual reserve contribution for each year should be as follows:

$$Y1 = \$10/1 + \$5/1 + \$30/1 + \$15/2 + \$2/2 + \$7/3 + \$9/3$$

$$Y2 = \$15/2 + \$2/2 + \$7/3 + \$9/3$$

$$Y3 = \$7/3 + \$9/3$$

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Revenue Surplus and Deficit

Type your future dollar amounts directly in the text boxes. These edits will automatically be saved in the My Finances module!

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Revenue from Fees	13869.00	13869.00	13998.00	14138.59	14279.97	14422.77	14567.00	14712.67	14859.80	15008.39	15158.48
Revenue from Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue from Loans	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Savings Withdrawal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Revenues	0.00	20000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Surplus/Deficit	13869.00	22119.00	13998.00	14138.59	14279.97	14422.77	14567.00	14712.67	14859.80	15008.39	15158.48

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Ratios Window

Year	Operate	Debt	Sales	Expense
2007	2.03	0.00	1.00	0.14
2008	4.59	0.00	1.00	0.07
2009	1.76	0.00	1.00	0.08
2010	1.64	0.00	1.00	0.40
2011	1.54	0.00	1.00	0.33
2012	1.44	0.00	1.00	0.46
2013	1.35	0.00	1.00	0.48
2014				


Benefits to My Utility

CUPSS ratios provide you with a quick summary of the financial health of your utility.


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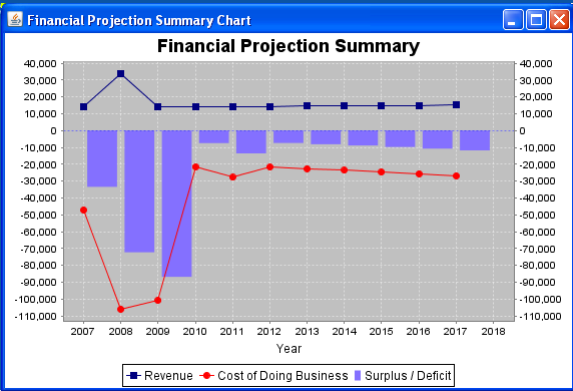
Ratios Definitions



- **Operating Ratio** - demonstrates the relationship between operating revenues and operating expenses.
- **Debt Ratio** - measures the amount of debt being used by the organization.
- **Sales Ratio** - measures the percentage of total revenue that is made of sales from operations.
- **Expense Ratio** - measures the amount of operating expenses compared to total expenses.




Financial Projection Summary Graph




The chart displays the following data points (approximate values):

Year	Revenue	Cost of Doing Business	Surplus / Deficit
2007	15,000	-50,000	-35,000
2008	35,000	-100,000	-65,000
2009	15,000	-100,000	-85,000
2010	15,000	-20,000	-5,000
2011	15,000	-25,000	-10,000
2012	15,000	-20,000	-5,000
2013	15,000	-20,000	-5,000
2014	15,000	-20,000	-5,000
2015	15,000	-20,000	-5,000
2016	15,000	-20,000	-5,000
2017	15,000	-20,000	-5,000




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CUPSS Example

Q&A on My Financial Check Up Report Exercise




Your CUPSS


- 1) My O&M
 - 1.1) Add a task for an existing asset
 - 1.2) Change an existing daily task to be a weekly task
- 2) My Finances
 - 2.1) Enter a new Type of Cost line item for the year 2008, "Revenue from loans/bonds" for a Budgeted Amount of \$5,000 and an Interest Rate of 10%
- 3) My Financial Check Up Report

Change the following numbers in Page 2 of the Financial Projections window


 - 3.1) In Page 1, make sure the starting point is on the default year 2008
 - 3.2) Change numbers as indicted in table attached to your handout.



Agenda for Session 3



- Training Review:
Session 2
 - Your CUPSS
 - Quiz
- My CUPSS Plan
- Troubleshooting Tips
- Final Q&A
- Final Test
- Training Evaluation



Join Us for Session 3

Learn about generating your Asset Management Plan in Session 3!

Thursday June 19, 2008
1-3pm EST