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Jonathan Barry, *Executive Secretary*

BCPL WORKSHEET

MUNICIPAL UTILITY REVENUE LOAN APPLICATION REQUEST

DATE _____

MUNICIPALITY _____
Please include type of municipality (e.g. Town of Newbold, Village of Prairie du Sac, Bayfield County)

COUNTY _____

HEAD OF MUNICIPALITY _____ **Phone #** _____

E-MAIL ADDRESS _____

MUNICIPAL MAILING ADDRESS _____

MUNICIPAL CLERK _____ **Phone #** _____

E-MAIL ADDRESS _____

FINANCE DIR/TREASURER _____ **Phone #** _____

E-MAIL ADDRESS _____

FINANCIAL ADVISOR/FIRM _____ **Phone #** _____

E-MAIL ADDRESS _____

NAME OF UTILITY _____

PSC NUMBER (if applicable) _____

UTILITY CONTACT/TITLE _____ **Phone #** _____

E-MAIL ADDRESS _____

UTILITY MAILING ADDRESS _____

AMOUNT OF LOAN: _____
 TERM OF LOAN: _____ Years
 LOAN PURPOSE: _____

BCPL WORKSHEET ATTACHMENTS:

Please be as complete and accurate as possible, as the loan application will not be made available until all requested information has been reviewed by BCPL. Furthermore, the loan application will require the certification of all documents and other information included with this worksheet to be true and correct to the best of your knowledge. Please note, for some of the items below, you may reference a Public Service Commission filing rather than attach copies of particular documents to this worksheet.

1. **Financial Statements** - Attach audited financial statements from the past three years. In lieu of attaching these financial statements, the Borrower may assert on an attachment to this worksheet that “the three most recently certified financial statements of the Borrower can be found in the Annual Reports of the Borrower submitted to the Public Service Commission and such reports and financial statements have not been amended or changed since the date they were originally submitted to the PSC”.
2. **Financial Projections** - Attach a statement detailing revenues anticipated to be generated by the municipal utility during the term of this loan. This statement shall include an explanation of all assumptions and calculations used by the Borrower in forecasting these amounts.
3. **Customer Profile** - Attach a table listing the top ten customers of the municipal utility for each of the past three years including name, user type, business description (if applicable), usage, revenue, and percentage of total revenue attributable to each customer. At the bottom of this attachment, please note any known changes in the financial condition or usage plans of any of these listed customers, or certify that “there are no known changes in the financial conditions or usage plans of the above listed customers”.
4. **Capital Improvement Plan** – Attach a copy of the most recent capital improvement plan, if any.
5. **Maintenance Plan** - Attach a copy of the most recent maintenance plan, if any.
6. **Shared Revenue** – In case of loan default, Wisconsin statutes require that BCPL intercept state shared revenue payments made to the borrowing municipality. Attach copies of the three most recent SR-4 Distribution of Shared Revenues and Expenditure Restraint annual statements received by the borrowing municipality from the Wisconsin Department of Revenue.
7. **Debt Structure** – Wisconsin statutes require that the borrower provide BCPL with a pledge and first priority assignment of revenues generated by the project being funded. For municipal utilities, this means that BCPL debt must maintain a senior position with all other secured debt subordinated. If the utility being financed by this loan has other debt outstanding, please describe the plan for eliminating or subordinating these debts.

Head of Municipality

Municipal Clerk

 Print Name and Title

 Print Name

 Signature Date

 Signature Date