



**CLASS "C" WATER COMPANY  
PUC ANNUAL REPORT  
OF**

CCN Number

Official Company Name:

D/B/A Name(s)

**TO THE  
PUBLIC UTILITY COMMISSION  
OF TEXAS**

*For the Year Ended* \_\_\_\_\_

## GENERAL INSTRUCTIONS - Class C Utilities Only

1. This annual report (earnings report) is required by 16 TAC §24.73 and is used to monitor utility earnings and compile annual financial information to monitor financial conditions of Texas investor owned utilities. Each utility shall submit its report to the Commission in the form and manner prescribed herein. The reported information should reflect the 12-month period ending December 31. The report shall be filed not later than **June 1** of the following year. Only one report needs to be completed for each Certificate of Convenience and Necessity (CCN) Number regardless of the number of Public Water Systems and/or number of Sewer Systems affiliated with each CCN. However, if you have multiple water CCNs or multiple sewer CCNs, a separate report must be submitted for each CCN, along with a summary report for all Texas water and sewer operations for affiliated entities. The summary should be submitted along with all the affiliated reports. If the utility possesses a water and sewer CCN (not multiples), then the utility may combine the water and sewer operations into one report, although water and sewer operations must be separately reported within that report.
2. Four copies of this report shall be prepared by each utility. Three copies should be mailed or delivered to the Filing Clerk of Central Records at the Commission's offices in Austin, TX by **June 1** of the year following the calendar year. The other copy should be retained by the utility for reference. All water and sewer utilities are required by statute to complete and file this annual report. Note, if a utility has a water and sewer CCN and provides both water and sewer service, the utility shall file one annual report which contains information for both the water and sewer utility service.  
Each sheet of the Excel file is pre-formatted to calculate certain items based on company specific inputs. Any supporting documents or workpapers filed in PDF format should be searchable. For specific instructions regarding the electronic filing of the report, please visit the Commission's website at: <http://www.puc.state.tx.us/industry/filings/FilingProceed.aspx>, and 16 TAC §22.72(g).  
If the utility cannot complete the electronic forms, it may submit a hard copy rather than a Microsoft Excel spreadsheet.
3. Pencil entries will not be permitted on hard copy.
4. All accounting terms and phrases used in this report are to be interpreted in accordance with the effective applicable NARUC Uniform System of Accounts prescribed by this Commission, as set forth in 16 TAC §24.72 with detailed sub accounts listed in the form. The Texas Water Code defines Class B utility as a public utility providing retail water or sewer utility service to at least 500 but less than 10,000 taps or connections. Class B utilities must use the NARUC system of accounts for NARUC Class B utilities.
5. Standard accounting procedures shall apply in determining the nature of any entry (e.g. entries of a reverse or contrary character shall be indicated by a parentheses around the number).
6. The report shall be filed consisting of data relative to a calendar year basis (December 31 year end).
7. If this report is made for a period less than the calendar year, the period covered must be clearly stated on the front cover and elsewhere throughout the report where the period covered is shown. When operations cease during the year because of the disposition of property, the balance sheet and supporting schedules should consist of balances and items immediately prior to transfer (for accounting purposes). Provide a full explanation.
8. All instructions shall be followed and each question shall be answered fully and accurately. Sufficient answers shall appear to show that no question or schedule has been overlooked. The expression "none" or "not applicable" shall be given as the answer to any particular inquiry or schedule where it truly and completely states the fact. Unless otherwise indicated, no information will be accepted which incorporates by reference information from another document or report. Where information called for herein is not given, state fully the reason for its omission.

(Company Name)

## **GENERAL INSTRUCTIONS**

**(Continued)**

9. Whenever schedules call for comparison of figures of a previous year, the figures reported must be based upon those shown by the annual report of the previous year or an appropriate explanation given why different figures were used.
10. If an audit is performed on the books and records of the utility by a certified public accountant, please submit a copy with this form. If the utility is a member of a controlled group, both parent and subsidiary's annual report should be submitted.
11. Throughout this report money items will be rounded off to the nearest dollar.
12. In the space provided at the top of each page insert the name of the utility and the year to which this report relates.
13. IF YOU ARE UNDER COMMON CONTROL with other water or sewer utilities operating in Texas, you must file a consolidated income statement and balance sheet including all entities under common control in Texas. These statements should be in addition to the attached schedules for the reporting utility.
14. Unless otherwise indicated, the information required in this report shall be taken from the reporting entity's financial statements, accounts and other records. Any deviation from records must be explained.

### **EXCERPT FROM TEXAS WATER CODE**

#### **CHAPTER 13.136(b)**

(b) The utility commission by rule shall require each utility to annually file a service, financial, and normalized earnings report in a form and at times specified by utility commission rule. The report must include information sufficient to enable the utility commission to properly monitor utilities in this state. The utility commission shall make available to the public information in the report the utility does not file as confidential.

# Annual Report for Class C Water and/or Sewer Utilities

PUBLIC UTILITY COMMISSION OF TEXAS  
1701 N. CONGRESS AVE., PO BOX 13326, AUSTIN, TX 78711-3326  
pursuant to TWC § 13.136

## **I. NAME OF UTILITY, OFFICE MAILING ADDRESS AND AREA SERVED**

- 1 Utility Name: \_\_\_\_\_  
List all assumed name(s) or d/b/a names: \_\_\_\_\_
- 2 Certificate of Convenience and Necessity No. \_\_\_\_\_ Calendar Year Ending \_\_\_\_\_
- 3 Street Address: \_\_\_\_\_
- 4 City or Town: \_\_\_\_\_ CCN No.: \_\_\_\_\_
- 5 Email Address \_\_\_\_\_
- 6 County: \_\_\_\_\_ Zip Code: \_\_\_\_\_
- 7 TCEQ PWS Number(s) \_\_\_\_\_
- 8 Water Quality Discharge Permit Number(s) \_\_\_\_\_

## **II. TYPE OF ORGANIZATION AND PRINCIPAL OFFICERS**

- 9 Type of Ownership:  
Corporation: \_\_\_\_\_ Partnership: \_\_\_\_\_ Individual: \_\_\_\_\_ Other: \_\_\_\_\_
- 10 If a corporation, list names and titles of the officers. If an individual or partnership, list the name of the individual or each partner and provide the title for each. For partnerships, please provide the percentage of ownership for each partner.  
\_\_\_\_\_  
\_\_\_\_\_
- 11 If the controlling ownership of this utility changed during the last twelve (12) months, state the date of ownership change and the name and address of the prior owner.  
\_\_\_\_\_
- 12 Date the utility was formed or incorporated: \_\_\_\_\_
- 13 Is the utility under common ownership or control by another corporation? Y N If yes, by whom? \_\_\_\_\_

## **III. PERSON TO CONTACT REGARDING THE INFORMATION SUPPLIED ON THESE FORMS**

- 14 Name and Title: \_\_\_\_\_
- 15 Address: \_\_\_\_\_
- 16 City: \_\_\_\_\_
- 17 Telephone Number with Area Code: \_\_\_\_\_
- 18 Cell Phone Number with Area Code: \_\_\_\_\_
- 19 Fax Number with Area Code: \_\_\_\_\_
- 20 e-mail address: \_\_\_\_\_
- 21 If not an officer, owner or employee, give name of firm employed by:  
\_\_\_\_\_

# 1. Balance Sheet

**Name of Utility:** \_\_\_\_\_

Line #	<u>ASSETS</u>	End of Year mm/dd/yyyy	End of Prior Year mm/dd/yyyy
	<b>UTILITY PLANT</b>		
1	101 Utility Plant in Service		
2	TOTAL UTILITY PLANT		
3	108 Less: Accumulated Amortization		
4	110 Less: Accumulated Depreciation		
5	NET UTILITY PLANT		
6	<b>CURRENT ASSETS</b>	XXXX	XXXX
7	131-135 Cash		
8	141-143 Accounts Receivable		
9	151 Plant Materials and Supplies (not previously expensed)		
10	171-174 Other Current Assets		
11	TOTAL CURRENT ASSETS		
12	<b>TOTAL ASSETS*</b>		
	<b>LIABILITIES &amp; EQUITY</b>		
	<b>EQUITY</b>		
13	201 Common Stock		
14	211 Other paid in capital		
15	215 Retained Earnings		
16	218 Proprietary Capital		
17	TOTAL STOCKHOLDERS' EQUITY		
	<b>LONG-TERM DEBT</b>	XXXX	XXXX
18	224 Long-term debt (more than 1 year)		
	<b>CURRENT LIABILITIES (less than 1 year)</b>	XXXX	XXXX
19	231 Accounts Payable		
20	232 Notes Payable		
21	241.0 Other Current Liabilities		
	TOTAL CURRENT LIABILITIES		
	<b>OTHER LIABILITIES and DEFERRED CREDITS</b>	XXXX	XXXX
22	253 Other Deferred Credits		
23	271-272 Net Contributions in Aid of Construction		
24	TOTAL OTHER LIABILITIES and DEFERRED CREDITS		
25	<b>TOTAL LIABILITIES &amp; EQUITY*</b>		

Add NARUC accounts as needed, and if not shown above.

## 2. Statements of Income

**Name of Utility:** \_\_\_\_\_

		Water Report Year	Sewer Report Year	Total Report Year
Line #	Report Calendar Year _____			
		A	B	C=A+B
1	<b>Total Revenue:</b>			
	<b>Operating Expenses:</b>			
2	601 O & M Salaried Labor			
3	604 Employee Benefits			
4	631, 635, 636 O & M Contract labor			
5	620 Operating/Maint Supplies			
6	610 Purchased Water			
7	615 Purchased Power			
8	635 Testing Expense			
9	618 Chemicals			
10	656-659 Insurance			
11	601 General Office Salaries			
12	675 General Office Expenses			
13	632 Contract Accounting			
14	633 Legal			
15	634 Management			
16	666 Amortization- Rate Case Expense			
17	403 Depreciation Expense			
18	667-675 Other Misc. Expenses			
	<b>Taxes:</b>	xxxx	xxxx	xxxx
19	409 Federal Income Taxes			
20	409.0 State Franchise Taxes/Reg Assess.			
21	408 All Other Taxes			
22	<b>Total Expenses</b>	\$ -	\$ -	\$ -
23	<b>Net Operating Income</b>	\$ -	\$ -	\$ -
24	421, 433 Non-Operating Income			
	<b>Non-Operating Deductions:</b>			
25	426 Other			
26	427 Interest			
27	<b>Net Income</b>	\$ -	\$ -	\$ -







Name of Utility: \_\_\_\_\_

### 5. Affiliated Transactions

**Charges by an Affiliate to the Reporting Utility**

Name of Affiliated company: \_\_\_\_\_

NARUC Account and/or type of service		Total Affiliated Company	Total Texas	Total for reporting entity
Account #	Account name or type of service	(Dollars transacted)	(Dollars transacted)	(Dollars transacted)

**Charges by a Reporting Utility to Affiliates**

Name of Affiliated company: \_\_\_\_\_

NARUC Account and/or type of service		Total Affiliated Company	Total Texas	Total for reporting entity
Account #	Account name or type of service	(Dollars transacted)	(Dollars transacted)	(Dollars transacted)

(Company Name)

**VERIFICATION**

**OATH**

(To be made by the officer having control of the accounting of the respondent)

State of \_\_\_\_\_

as:

County of \_\_\_\_\_

\_\_\_\_\_ makes oath and says that he/she is \_\_\_\_\_  
(Name of affiant) (Official title of affiant)

of \_\_\_\_\_  
(Exact legal title or name of the respondent)

The signed officer has reviewed the report.

Based on the officer's knowledge, the report does not contain any untrue statements of a material fact or omit to state a material fact necessary in order to make the statements made, in light of the circumstances under which such statements were made, not misleading.

Based on such officer's knowledge, the financial statements, and other financial information included in the report, fairly present in all material respects the financial condition and results of operations of the issuer as of, and for, the periods presented in the report.

He/she swears that all other statements contained in the said report are true, and that the said report is a correct and complete statement of the business and affairs of the above-named respondent during the period of time from and including \_\_\_\_\_ to and including \_\_\_\_\_

Subscribed and sworn to and before me, a \_\_\_\_\_  
in and for the State and County above-named, this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
(Signature of affiant)

My commission expires \_\_\_\_\_  
(Signature of officer authorized to administer oaths)

**SUPPLEMENTAL OATH**

(By the president or other chief officer of the respondent)

State of \_\_\_\_\_

as:

County of \_\_\_\_\_

\_\_\_\_\_ mal \_\_\_\_\_  
(Name of affiant) (Official title of affiant)

of \_\_\_\_\_  
(Exact legal title or name of the respondent)

that he/she has carefully examined the foregoing report; that he/she swears that all statements of fact contained in the said report are true, and that the said report is a correct statement of the business and affairs of the above named respondent during the period of time from and including \_\_\_\_\_ to and including \_\_\_\_\_

Subscribed and sworn to before me, a \_\_\_\_\_  
in and for the State and County above-named, this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
(Signature of affiant)

My commission expires \_\_\_\_\_  
(Signature of officer authorized to administer oaths)