

Annual Reports: A Guide for Utilities

The PUC regulates utility records, reporting rates, and services. The PUC has the authority to inspect and examine a utility's books and records, plant and equipment, and other property of any utility within its jurisdiction¹.

Water and sewer utilities under the jurisdiction of the Public Utility Commission of Texas (PUC) are required to file an annual report each year by June 1st, for the prior year².

The information in the annual reports will be referenced by the PUC for many purposes, including monitoring earnings, review of rate cases, reporting information to legislators, summarizing information for Commissioners, providing information to the general public as well as by the Texas Commission on Environmental Quality in order to confirm payment of regulatory assessment fees. The current rate applications require information to be reconciled to the annual report.

The annual report forms and instructions are available on the PUC's website at: <http://www.puc.texas.gov/industry/water/Forms/Forms.aspx>.

The number of active connections served by the utility determines which form you are required to complete for the water and sewer annual report.

For utilities that provide retail water service only, or for utilities that provide both retail water and sewer service, **the number of active water connections** determines which form you should complete for the annual report. However, if you **provide retail sewer service only, then the number of active sewer connections** determines which annual report form to use. The class determination is based on the following connection count ranges and the forms are different for each class:

- A Class A utility, providing retail service to 10,000 or more customers, should use the Class A form.
- A Class B utility, providing retail service to 500 to 9,999 customers, should use the Class B form.
- A Class C utility, providing retail service to less than 500 customers, should use the Class C form.

The annual report should be filed under the project number by June 1st for the reporting year. The project number will be designated in November or December each year for the new reporting year.

Example: 2018 Annual Report is due June 1, 2019. The new project number will be available in November or December 2018.

The annual report project number can be found on the PUC's website: http://www.puc.texas.gov/industry/water/reports/Annual_Report_Project_Numbers.pdf

Questions regarding annual report forms should be

- **emailed to:** water@puc.texas.gov, or
- **mailed to:** Attn: Water Utility Regulation Division, 1701 N. Congress Avenue, P.O. Box 13326, Austin, TX 78711-3326 or
- **you may call us at** (512) 936-7405.



QUESTIONS:

Call: 512-936-7405

Write:

Public Utility Commission
of Texas

**Water Utility Regulation
Division**

1701 N. Congress Ave.
P.O. Box 13326,
Austin, TX 78711-3326

¹ Texas Water Code § 13.133-134

² Texas Water Code § 13.132 and 16 Texas Administrative Code § 24.129(a)