



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

CCN Number

Official Company Name: \_\_\_\_\_

\_\_\_\_\_  
D/B/A Name(s)

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Address                      City                      State                      Zip

**TO THE  
PUBLIC UTILITY COMMISSION  
OF TEXAS**

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

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-Mail \_\_\_\_\_

Web Site Address \_\_\_\_\_

Officer to whom correspondence  
concerning this report should be addressed:

\_\_\_\_\_  
First Name                      Last Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address                      City                      State                      Zip

(Company Name)

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(Company Name)

**GENERAL INSTRUCTIONS-Class A 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. Additionally, the utility shall file an unaltered electronic version (i.e. in native Microsoft Excel format) with all cell references, formulas, links and other electronic information intact) of the information contained in the required schedules and report along with the hard copies. 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).
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 A utility as a public utility that provides retail water or sewer utility service through 10,000 or more taps or connections. Class A utilities must use the NARUC system of accounts for utilities with operating revenues exceeding \$1 million.
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). Revenues and expenses shall include a column for normalization adjustments to produce a normalized net income. All normalization adjustments must be explained with all assumptions defined and rational/best practices referenced.
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.

**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. One copy of the latest annual financial report issued by a certified public accountant should be submitted with this report. If the utility is a member of a 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. On Schedule 400, column (g), the reporting entity is required to make adjustments to normalize income and expenses for the purpose of determining positive differences between the annual revenues and costs of each utility. Adjusting normalization entries should include adjustments to
  - (1) avoid double counting in affiliates or entities under common control,
  - (2) to record depreciation at the commission's approved rates, amortization at the amount approved in the utility's last rate proceeding in which deferred costs and the amortization of deferred costs are established,
  - (3) to remove any expenses not allowed by the Texas Water Code, or disallowed in previous dockets.
  - (4) other normalization adjustments must be accompanied by all best practice references and an explanation.
14. 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 information provided in the-schedules for the utility reporting.
15. 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 fully 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.

(Company Name)

**GENERAL UTILITY INFORMATION**

1. Name and title of officer having custody of the general books of account and address of the office where such books are kept.
  
2. Name of State under the laws of which the utility is incorporated and the date of incorporation. If incorporated under a special law, give reference to such law. If not incorporated, state that fact and give the type of organization and date organized.
  
3. If at any time during the year the property of the utility was held by a receiver or trustee, give: (a) name of receiver or trustee, (b) date such receiver or trustee took possession, (c) the authority by which the receivership or trusteeship was created and, (d) date when possession by receiver or trustee ceased.
  
4. State the type(s) of utility service(s) and provide a list of other service(s) furnished by the utility during the year by state and country in each state and country where the utility provides service.
  
5. Provide a list of all affiliates including name(s), address(es), state(s) and country(ies) in which the affiliate does business, and contact information.
  
6. Provide a list of all entities under common control with the reporting utility including name(s), address(es), and contact information for each state or country in which the entity does business.
  
7. Provide a general description of improvements completed since the last annual report for water and wastewater systems.



































(Company Name)

## 205. STATEMENT OF RETAINED EARNINGS SUPPORTING SCHEDULE Account Nos. 214.0 and 215.0

1. Dividends should be shown for each class and series of capital stock. Show amounts of dividends per share.
2. Show separately the state and federal income tax effect of items shown in Account No. 409.0.

Line No.	Item (a)	Amounts (b)
1	<b>Unappropriated Retained Earnings Account No. 215.0:</b>	XXXXXX
2	Balance Beginning of Year	
3	Changes to Account:	XXXXXX
4	Adjustments to Retained Earnings *	
5	Credits	
6	Debits	
7	Balance Transferred From Income	
8	Total Unappropriated Retained Earnings	
9		
10	<b>Appropriated Retained Earnings Account No. 214.0:</b>	XXXXXX
11	Total Appropriations of Retained Earnings	
12	Dividends Declared:	XXXXXX
13	Preferred Stock Dividends Declared	
14	Common Stock Dividend Declared	
15	Total Dividends Declared	
16	Total Appropriated Retained Earnings	
17	<b>Total Retained Earnings</b>	

\* Indicate whether or not the adjustment was Commission Approved.

Notes to Retained Earnings (for any adjusting journal entries other than closing prior year's income):

(Company Name)

**206. LONG-TERM DEBT - Account Nos. 221.0, 222.0, and 224.0**  
**(Excluding Advances from Affiliated Companies)**

1. Give below the particulars indicated of the long-term debt at end of year represented by unmatured obligations issued or assumed by the respondent, exclusive of advances from affiliated companies.
2. Group entries according to accounts and show the total for each account.
3. For obligations assumed by the respondent show in Column (a) the name of the issuing company and the class and series of such obligations.
4. For Receivers' Certificates show the name of the court and date of court order under which such certificates were issued.
5. If respondent has pledged any of its long-term debt securities give particulars in a footnote, including name of the pledge and purpose of pledge.
6. If interest expense was incurred during the year on any obligations retired or reacquired before end of year, include such interest expense in Column (g).
7. If interest has matured but is unpaid on any obligation, state in a footnote the class, series and principal amount of such obligation and the amount of interest matured thereon.

Line No.	Class and Series of Obligations (a)	Nominal Date of Issue (b)	Date of Maturity (c)	Principal Amount Authorized (d)	Outstanding Per Balance Sheet* (e)	Interest For Year		Held By Respondent	
						Rate (f)	Amount (g)	As Reacquired. Lg.-Term Debt (h)	In Sinking & Other Funds (i)
1		XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20	TOTAL OBLIGATIONS								

\* Total amount outstanding without reduction for amount held by respondent.

(Company Name)

**207. NOTES PAYABLE SUPPORTING SCHEDULE - Account No. 232.0**

This schedule should include a breakdown of the accounts that constitute the ending balance in Account No. 232.0 - Notes Payable.

Line No.	Name of Creditor (a)	Description of Transaction (b)	Date of Issue (c)	Date of Maturity (d)	Amount at End of Year (e)	Interest Rate Per Annum (f)
1						
2						
3						
4						
5						
6						
7						
8				TOTAL		

**208. ACCOUNTS PAYABLE TO AFFILIATED COMPANIES  
SUPPORTING SCHEDULE - Account No. 233.0**

This schedule should include a breakdown of the accounts that constitute the ending balance in Account No. 233.0 - Accounts Payable to Affiliated Companies.

Line No.	Name of Affiliated Company (a)	Description of Transaction (b)	Date of Issue (c)	Date of Maturity (d)	Amount at End of Year (e)	Interest Rate Per Annum (f)
1						
2						
3						
4						
5						
6						
7						
8				TOTAL		

(Company Name)

**400. INCOME STATEMENT  
REVENUES AND EXPENSES**

Line No.	Account Number and Title (a)	Schedule No. (c)	Balance End of Year (d)	Normalization <sup>1</sup> Adjustment (g)	End of Year Normalized Amount (h)
1	400.0 Operating Revenues-Water	401-W			
	500.0 Operating Revenues-Sewer	401-S			
2					
3	UTILITY OPERATING EXPENSES		XXX	XXX	XXX
4	401.0 Operating Expenses				
5	403.0 Depreciation Expense				
6	406.0 Amortization of Utility Plant Acquisition Adjustment				
7	407.1 Amortization of Limited Term Plant				
8	407.2 Amortization of Property Losses				
9	407.3 Amortization of Other Utility Plant				
10	407.4 Amortization of Regulatory Assets				
11	408.0 Taxes Other Than Income				
12	409.10 Federal Income Taxes, Utility Operating Income				
13	409.11 State Income Taxes, Utility Operating Income				
14	409.12 Local Income Taxes, Utility Operating Income				
15	410.0 Deferred Income Tax				
16	410.10 Federal				
17	410.11 State				
18	Total Deferred Income Tax				
19	411.1 Provision for Deferred Income Taxes		XXX	XXX	XXX
	- Credit, Utility Operating Income				
20	Tax Credits				
21	412.1 Investment Tax Credit, Deferred to Future Periods, Utility Operating Income		XXX	XXX	XXX
22	412.2 Investment Tax Credits, Restored to Operating Income, Utility Operating Income		XXX	XXX	XXX
23	Total Tax Credits				
24	TOTAL UTILITY OPERATING EXPENSES				
25					
26	NET UTILITY OPERATING INCOME (LOSS)				
27					
28	OTHER OPERATING INCOME (LOSS)		XXX	XXX	XXX
29	413.0 Income from Utility Plant Leased to Others				
30	414.0 Gains (Losses) from Disposition of Utility Property				
31	TOTAL OTHER OPERATING INCOME (LOSS)				
32					
33	NON-OPERATING INCOME		XXX	XXX	XXX
34	415.0 Revenues from Merchandising, Jobbing and Contract Work				
35	419.0 Interest & Dividend Income				
36	420.0 Allowance for Funds Used During Construction (AFUDC)				
37	421.0 Non-Utility Income				
38	TOTAL NON-OPERATING INCOME				
39					
40	NON-OPERATING DEDUCTIONS		XXX	XXX	XXX
41	408.2 Taxes Other Than Income, Other Income and Deductions (attach schedule)				
42	409.2 Income Taxes, Other Income and Deductions				
43	416.0 Costs & Expenses of Merchandising, Jobbing and Contract Work				
44	426.0 Miscellaneous Non-Utility Expenses				
45	TOTAL NON-OPERATING INCOME & DEDUCTIONS				
46					
47	INTEREST EXPENSE		XXX	XXX	XXX
48	427.0 Interest Expense				
49	428.0 Amortization of Debt Discount & Expenses				
50	429.0 Amortization of Premium on Debt				
51	TOTAL INTEREST EXPENSE				
52					
53	EXTRAORDINARY ITEMS		XXX	XXX	XXX
54	433.0 Income				
55	434.0 Deductions				
56	409.3 Income Taxes				
57	409.4 Other				
58	TOTAL EXTRAORDINARY ITEMS				
59	NET INCOME (LOSS)				

<sup>1</sup> Attach an explanation and calculations for all normalized adjustments. The reporting entity must use any normalization adjustment methodologies that were approved in the entity's most recent rate proceeding.



(Company Name)

**401-W. WATER OPERATING REVENUES SUPPORTING SCHEDULE - Account No. 400.0**

This schedule is breakdown of the accounts that constitute the ending balance in Account No. 400.0 - Operating Revenues (Water).

**Schedules 401-W and 401-S totals should equal Schedule 400.**

Line No.	Account Number and Title (a)	Schedule No. (b)	Balance End of Year (c)	Normalization <sup>1</sup> Adjustment (e)	Normalized Amount (e)
1	WATER SALES REVENUE				
2	460.0 Unmetered Water Revenue				
3	460.1 Residential				
4	460.2 Commercial				
5	460.3 Industrial				
6	460.4 Public				
7	460.5 Other				
8					
9	Total Unmetered Water Revenue				
10					
11	461.0 Metered Water Revenue				
12	461.1 Residential				
13	461.2 Commercial				
14	461.3 Industrial				
15	461.4 Public				
16	461.5 Multiple Family Dwellings				
17	461.6 Other				
18					
19	Total Metered Water Revenue				
20					
21	462.1 Public Fire Protection				
22	462.2 Private Fire Protection				
23	464.0 Other Sales to Public (Special Contracts)	404			
24					
25					
26	TOTAL WATER SALES				
27					
28	OTHER WATER REVENUES				
29					
30	466.0 Sales for Resale	405			
31	467.0 Interdepartmental Sales				
32	470.0 Forfeited Discounts				
33	471.0 Miscellaneous Service Revenues				
34	472.0 Rents from Water Property				
35	473.0 Interdepartmental Rents				
36	474.0 Other Water Revenues	406			
37					
38	TOTAL OTHER WATER REVENUES				
39					
40	TOTAL WATER SALES & OTHER REVENUES				

1 Attach an explanation and calculations for all normalized.

(Company Name)

**401-S. SEWER OPERATING REVENUES SUPPORTING SCHEDULE - Account No. 400.0**

This schedule should include a breakdown of the accounts that constitute the ending balance in Account No. 400.0 - Operating Revenue

Line No.	Account Number and Title (a)	Schedule No. (b)	Balance End of Year (c)	Normalization Adjustment	Normalized Amount
1	SEWER SALES REVENUE		XXX		
2	521.0 Flat Rate Revenues - General Customers	402	XXX		
3	521.1 Residential				
4	521.2 Commercial				
5	521.3 Industrial				
6	521.4 Public Authorities				
7	521.5 Multiple Family Dwelling Revenues				
8	521.6 Other Revenues (Availability)				
9					
10	Total Unmetered Sewer Revenue		0		
11					
12	522.0 Measured Revenues - General Customers	402	XXX		
13	522.1 Residential				
14	522.2 Commercial				
15	522.3 Industrial				
16	522.4 Public Authorities				
17	522.5 Multiple Family Dwellings Revenues				
18	523.0 Revenues from Public Authorities	404			
19	524.0 Revenues from Other Systems	404			
20	525.0 Interdepartmental Revenues	404			
21					
22	Total Measured Sewer Revenue		0		
23					
24	OTHER SEWER REVENUES		XXX		
25	530.0 Guaranteed Revenues	406			
26	531.0 Sale of Biosolids				
27	532.0 Forfeited Discounts				
28	534.0 Rents from Sewer Property	406			
29	535.0 Interdepartmental Rents				
30	536.0 Other Sewer Revenues	406			
31	536.1 Reserve Capacity Fees				
32	536.2 Sludge Processing Fees				
33	536.3 Sewer Processing Surcharges				
34					
35	TOTAL SEWER SALES <sup>1</sup>		0		
36					
37	RECLAIMED WATER SALES		XXX		
38	540.0 Flat Rate Reuse Revenues				
39	540.1 Residential Reuse Revenues				
40	540.2 Commercial Reuse Revenues				
41	540.3 Industrial Reuse Revenues				
42	540.4 Reuse Revenues from Public Authorities				
43	541.0 Measured Reuse Revenue				
39	541.1 Residential Reuse Revenues				
40	541.2 Commercial Reuse Revenues				
41	541.3 Industrial Reuse Revenues				
42	541.4 Reuse Revenues from Public Authorities				
43	544.0 Reuse Revenues from Other Systems				
44					
45	Total Reclaimed Water Sales		0		
46					
47	TOTAL SEWER SALES & OTHER REVENUES		0		

<sup>1</sup> This line - Total Water Sales - is to be entered in Section 2 of the Revised Annual Assessment Report (Form GAO-10).

(Company Name)

**402-W. OPERATING REVENUES SUPPORTING SCHEDULE - CUSTOMER DATA - WATER**

Customers should be reported on the basis of number of meters, (except where multiple customers have one meter) plus number of flat rate accounts. Where separate meter readings are added for billing purposes, one customer shall be counted for each group of meters so added.

Line No.	Customer Classes (a)	Customers End of Previous Year (b)	Customers End of Current Year (c)	Normalization Adjustment (c)	Normalized Customer Count Current Year (c)
1	Unmetered Sales	XXX	XXX	XXX	XXX
2	Residential				
3	Other (specify):				
4					
5					
6					
12	Total Unmetered Sales				
13					
14	Metered Sales	XXX	XXX	XXX	XXX
15	5/8" or 3/4"				
16	3/4"				
17	1"				
18	1 1/2"				
19	2"				
20	List all additional meter sizes:				
21					
22					
23					
24					
25	Total Metered Sales				

(Company Name)

**403. OPERATING REVENUES SUPPORTING SCHEDULE - GALLONS SOLD**

1. Report below the gallons sold for the current year and the previous year for each customer class.
2. How the quantities of water sold to unmetered flat-rate customers were determined should be explained in a footnote.

Line No.	Account (a)	Gallons Sold Previous Year (000 omitted) (b)	Gallons Sold Current Year (000 omitted) (c)	Normalization Adjustment (000 omitted) (c)	Normalized Gallons Sold Current Year (000 omitted) (c)
1	<b>WATER SALES:</b>				
2	Unmetered Sales	XXX	XXX	XXX	XXX
3	Residential				
4	Non-Residential				
5	Total Unmetered Sales				
6					
7	Metered Sales	XXX	XXX	XXX	XXX
8	5/8" or 3/4"				
9	3/4"				
10	1"				
11	1 1/2"				
12	2"				
13	List all additional meter sizes:				
14					
15					
16					
17	Total Metered Sales				
18					
19	Interdepartmental Sales				
20					
21	Total Water Sales				

**FOOTNOTES:** Please explain any rates set not using meter size.  
If metering is provided on sewer service, please provide a similar schedule.

(Company Name)

**405. SALES FOR RESALE SUPPORTING SCHEDULE - Account No. 466.0**

- 1. Designate by asterisk in Column (a) purchases which are affiliated with respondent.
- 2. The entries on Lines 1 to 8 under Columns (h) to (s) must correspond to the entries on the same lines under Columns (a) to (g). The totals of Columns (h) to (s), inclusive, must agree with respective quantities reported in Column (e).

Line No.	Name of Purchaser (a)	Point of Delivery (b)	Service* Capacity (c)	Quantity of Water Sold (1,000-Gal.) (e)	Revenues \$ (f)	Revenue \$ Per (1,000-Gal.) (g)
1						
2						
3						
4						
5						
6						
7						
8						
Totals						

\* Size of meter from which delivery is made.

(Company Name)

**406. OTHER WATER REVENUES SUPPORTING SCHEDULE - Account No. 474.0**

Provide a breakdown of Other Water Revenues - Account No. 474.0 not shown in any other revenue account.

Line No.	Description (a)	Amounts (b)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17	TOTALS	

(Company Name)

**407-W. WATER OPERATION AND MAINTENANCE EXPENSE ACCOUNTS**

Line No.	Account Number and Title (a)	Schedule No. (b)	Amount of Operating Expenses			Amount Disallowed previous rate case (f) Docket # _____
			Current Year (c)	Normalized Adjustment (d)	Normalized Amount (e)	
1	<b>Salaries and Wages</b>		XXX	XXX	XXX	
2	601.0 Employees	409				
3	603.0 Officers, Directors and Majority Stockholders	409				
4	Total Salaries and Wages					
5	604.0 Employee Pensions and Benefits	409-A				
6	610.0 Purchased Water	408				
7	615.0 Purchased Power					
8	616.0 Fuel for Power Production					
9	618.0 Chemicals					
10	620.0 Materials and Supplies					
11	<b>Contractual Services</b>		XXX	XXX	XXX	XXX
12	631.0 Engineering					
13	632.0 Accounting					
14	633.0 Legal					
15	634.0 Management Fees					
16	635.0 Testing					
17	636.0 Other - Maintenance					
18	Total Contractual Services					
19	641.0 Rental of Building/Real Property					
20	642.0 Rental of Equipment					
21	650.0 Transportation Expenses					
22	<b>Insurance</b>		XXX	XXX	XXX	XXX
23	656.0 Vehicle					
24	657.0 General Liability					
25	658.0 Workman's Compensation					
26	659.0 Other					
27	Total Insurance					
28	660.0 Advertising Expense - Other than Conservation					
29	666.0 Regulatory Commission Expenses-Amort. Rate Case Expense					
30	667.0 Regulatory Commission Expenses-Other					
31	668.0 Water Resource Conservation Expense					
32	670.0 Bad Debt Expense					
33	<b>Miscellaneous Expenses</b>		XXX	XXX	XXX	XXX
34	675.0 Miscellaneous Other					
35	675.1 Membership Dues					
36	675.2 Registration Fees for Conventions & Meetings of Industry					
37	675.3 Communication Services					
38	675.4 Trustee Fees and Bank Charges					
39	675.5 Stockholders Expenses					
40	675.6 Office Expenses and Utilities					
41	675.7 Uniforms					
42	675.8 Director's Fees and Expenses					
43	675.9 Mailing					
44	675.10 Subscriptions					
45	675.11 Write off of expenditures for preliminary surveys, plans, investigations etc., included in Account 183.0 - Preliminary Survey and Investigation Charges, relative to projects which have been abandoned.		XXX	XXX	XXX	XXX
			XXX	XXX	XXX	XXX
			XXX	XXX	XXX	XXX
46	675.12 Travel					
47	675.13 Education					
48	675.14 Charitable Contributions					
49	Total Miscellaneous Expenses					
50	Total Water Operation and Maintenance Expense Accounts					

(Company Name)

**407-S. SEWER OPERATION AND MAINTENANCE EXPENSE ACCOUNTS**

Line No.	Account Number and Title (a)	Schedule No. (b)	Amount of Operating Expenses			Amount Disallowed previous rate case (f) Docket # _____
			Current Year (c)	Normalized Adjustment (d)	Normalized Amount (e)	
1	<b>Salaries and Wages</b>		XXX	XXX	XXX	
2	701.0 Employees	409				
3	703.0 Officers, Directors and Majority Stockholders	409				
4	Total Salaries and Wages					
5	704.0 Employee Pensions and Benefits	409-A				
6	710.0 Purchased Sewer Treatment					
7	711.0 Sludge Removal Expense					
8	715.0 Purchased Power					
9	716.0 Fuel for Power Production					
10	718.0 Chemicals					
11	<b>Contractual Services</b>		XXX	XXX	XXX	XXX
12	731.0 Engineering					
13	732.0 Accounting					
14	733.0 Legal					
15	734.0 Management Fees					
16	735.0 Testing					
17	736.0 Other - Maintenance					
18	Total Contractual Services					
19	741.0 Rental of Building/Real Property					
20	742.0 Rental of Equipment					
21	750.0 Transportation Expenses					
22	<b>Insurance</b>		XXX	XXX	XXX	XXX
23	756.0 Vehicle					
24	757.0 General Liability					
25	758.0 Workman's Compensation					
26	759.0 Other					
27	Total Insurance					
28	760.0 Advertising Expense - Other than Conservation					
29	766.0 Regulatory Commission Expenses-Amort. of Rate Case Expense					
30	767.0 Regulatory Commission Expenses-Other					
31	770.0 Bad Debt Expense					
32	<b>Miscellaneous Expenses</b>		XXX	XXX	XXX	XXX
33	775.0 Miscellaneous Other					XXX
34	775.1 Membership Dues					
35	775.2 Registration Fees for Conventions & Meetings of Industry					
36	775.3 Communication Services					
37	775.4 Trustee Fees and Bank Charges					
38	775.5 Stockholders Expenses					
39	775.6 Office Expenses and Utilities					
40	775.7 Uniforms					
41	775.8 Director's Fees and Expenses					
42	775.9 Mailing					
43	775.10 Subscriptions					
44	775.11 Write off of expenditures for preliminary surveys, plans, investigations etc., included in Account 183.0 - Preliminary Survey & Investigation Charges, relative to abandoned projects.		XXX	XXX	XXX	XXX
			XXX	XXX	XXX	XXX
45	775.12 Travel					
46	775.13 Education					
47	775.14 Charitable Contributions					
48	Total Miscellaneous Expenses					
49	Total Wastewater Operation and Maintenance Expense Accounts					



(Company Name)

**408. WATER PURCHASED FOR RESALE SUPPORTING SCHEDULE - Account No. 610.0**

1. Designate by asterisk in Column (a) vendors which are affiliated with respondent.
2. The entries on Lines 1 to 8 under Columns (h) to (s) must correspond to the entries on the same lines under Columns (a) to (g). The totals of Columns (h) to (s), inclusive, must agree with respective quantities reported in Column (e).

Line No.	Name of Vender (a)	Point of Delivery (b)	Service* Capacity (c)	Pressure @ Point of Delivery (d)	Quantity of Water Purch. (1,000-Gal.) (e)	Cost of Purchased Water (f)	Cost Per (1,000-Gal.) \$ (g)
1							
2							
3							
4							
5							
6							
7							
8							
				TOTALS			

\* Size of meter from which delivery is made.

(Company Name)

409-A. EMPLOYEE PENSIONS AND BENEFITS SUPPORTING SCHEDULE  
Account No. 604.0

This schedule should include a breakdown of the accounts that constitute the ending balance in Account No. 604.0 - Employee Pensions and Benefits.

Line No.	Benefit Type (a)	Total Water Expenses for Current Year (b)	Total Wastewater Expense for Current Year (b)
1	Pension		
2	Life Insurance		
3	Health Insurance		
4	Dental		
5	Eye Care		
6	Prescriptions		
7	Employee Recognition		
8	Physicals		
9	Tuition Assistance		
10	Death Benefits		
11	Other Post Employee Benefits		
12	401K		
13	Employee Stock Option Program		
14	Others (Specify)		
15	TOTALS		

(Company Name)

### 410. EMPLOYEE AND PAYROLL STATISTICS

1. Show hereunder the details called for concerning the number of officers and employees at the beginning and end of the year, and aggregate salaries and wages for the year.
2. The data shall be itemized according to the department payroll classification maintained by Respondent at the end of the year (such as, for example, executive, accounting, treasury, engineering, etc).

Line No.	Payroll Classification (a)	Number End of Year (b)	Aggregate Salaries and Wages for the Year (c)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
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20			
21			
22			
23			
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25			
26			
27			
28			
29			
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31			
32			
33			
34			
35			
36			
37			
38			
39			
40			

(Company Name)

**417-W. WATER AMORTIZATION EXPENSES SUPPORTING SCHEDULE - Account Nos. 406.0, 407.1, 407.2 and 407.3**

**Amortization of Utility Plant Acquisition Adjustment - Account No. 406.0**

Line No.	Year Incurred Date (a)	Name of Company Acquired (b)	Total Acquisition Adjustment (c)	Yearly Amortization (d)
1				
2				
3				
4				
5				
6				
7		TOTALS		

**Amortization of Property Losses - Account No. 407.2**

Line No.	Year Incurred Date (a)	Identify Each Item (b)	Total Adjustment (c)	Yearly Amortization (d)
1				
2				
3				
4				
5				
6				
7		TOTALS		

**Amortization of Limited Term Plant - Account No. 407.1**

Line No.	Year Incurred Date (a)	Description of Plant (b)	Total Adjustment (c)	Yearly Amortization (d)
1				
2				
3				
4				
5				
6				
7		TOTALS		

**Amortization of Other Utility Plant - Account No. 407.3**

Line No.	Year Incurred Date (a)	Plant Item Amortized (b)	Total Adjustment (c)	Yearly Amortization (d)
1				
2				
3				
4				
5				
6				
7		TOTALS		

(Company Name)

**417-S. SEWER AMORTIZATION EXPENSES SUPPORTING SCHEDULE - Account Nos. 406.0, 407.1, 407.2 and 407.3**

**Amortization of Utility Plant Acquisition Adjustment - Account No. 406.0**

Line No.	Year Incurred Date (a)	Name of Company Acquired (b)	Total Acquisition Adjustment (c)	Yearly Amortization (d)
1				
2				
3				
4				
5				
6				
7		TOTALS	0	0

**Amortization of Property Losses - Account No. 407.2**

Line No.	Year Incurred Date (a)	Identify Each Item (b)	Total Adjustment (c)	Yearly Amortization (d)
1				
2				
3				
4				
5				
6				
7		TOTALS	0	0

**Amortization of Limited Term Plant - Account No. 407.1**

Line No.	Year Incurred Date (a)	Description of Plant (b)	Total Adjustment (c)	Yearly Amortization (d)
1				
2				
3				
4				
5				
6	0		\$0	\$0
7		TOTALS	\$0	\$0

**Amortization of Other Utility Plant - Account No. 407.3**

Line No.	Year Incurred Date (a)	Plant Item Amortized (b)	Total Adjustment (c)	Yearly Amortization (d)
1				
2				
3				
4				
5				
6				
7		TOTALS	0	0

(Company Name)

## 500. WATER PRODUCTION - WATER DELIVERED INTO SYSTEM DURING YEAR

Every estimated value shall be supported by such detailed information as will permit a ready identification, analysis, & verification of all relevant facts. The Company shall be prepared to furnish to the Commission this detailed information.

Line No.	Description (a)	(Gallons) (b)	(gpd) (c)
1	<b>Water Delivered for Distribution &amp; Sale:</b>		
2	Water Produced from Company Sources		
3	Water Purchased from Other Independent Utilities		
4	<b>Total Water Delivered</b>		
5	<b>Metered Sales:</b>		
6	Residential		
7	Commercial		
8	Industrial		
9	Public		
10	Other Water Utilities		
11	Private Fire Protection		
12	Public Fire Protection		
13	Other Metered Sales Identify _____		
14	<b>Total Metered Sales</b>		
15	<b>Unmetered Sales:</b>		
16	Residential		
17	Commercial		
18	Industrial		
19	Private Fire Protection		
20	Public Fire Protection		
21	Other Unmetered Sales Identify _____		
21	<b>Total Unmetered Sales</b>		
22	<b>Total Sales</b>		
23	<b>Non-Revenue Usage Allowances:</b>		
24	<b>Authorized Unmetered Usage:</b>		
25	Main Flushing		
26	Blow-off Use		
27	Others: Identify _____		
28	Unauthorized Use		
29	Unavoidable Leakage _____ gpd/mile of main		
30	Adjustments:		
31	Located & Repaired Breaks in Mains & Services		
32	Others Identify _____		
33	<b>Total Allowances &amp; Adjustments</b>		
34	<b>Unaccounted-for-Water</b>		
35	<b>Percentage Unaccounted-for-Water</b>		

(Company Name)

**502. TCEQ LATEST INSPECTION REPORTS**

**List all the public water systems owned by the reporting entity below.**

Attach copies of the most current public water system (PWS) inspection report completed by the TCEQ for each system owned.

PWS Name	PWS Number
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	

## 615. 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 an 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)

\*Report affiliated transactions by NARUC account for each affiliate.



**620. Historical Financial Statistics**  
(Texas-Jurisdictional Basis)

Note: If Texas-jurisdictional data from audited financial statements cannot be provided and/or unaudited financial statement are used, the company should provide a complete identification and description of the alternative data used as the basis for the ratio calculations. All calculations should be provided.

Line	Fiscal Year:	(20XX-4)	(20XX-3)	(20XX-2)	(20XX-1)	Monitoring Period (20XX)
1	Total Debt as a Percent of Total Capital	0.00%	0.00%	0.00%	0.00%	0.00%
2						
3	Construction Work in Progress as a Percent of Net Plant	0.00%	0.00%	0.00%	0.00%	0.00%
4						
5	Construction Expenditures as a	0.00%	0.00%	0.00%	0.00%	0.00%
6	Percent of Average Total Capital					
7						
8	Pre-Tax Interest Coverage	0.00	0.00	0.00	0.00	0.00
9						
10	Fixed Charge Coverage	0.00	0.00	0.00	0.00	0.00
11						
12	Return on Average Common Equity	0.00%	0.00%	0.00%	0.00%	0.00%

(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 a 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 \_\_\_\_\_

\_\_\_\_\_ (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 re 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)