



## WATER AND WASTEWATER UTILITIES ANNUAL REPORT INSTRUCTIONS

### Part A – General Requirements

1. PLEASE REVIEW THE GENERAL REQUIREMENTS CAREFULLY, AND PREPARE THE REPORT ACCORDINGLY.
2. PLEASE DO NOT ALTER ANY SECTIONS OR QUESTIONS OF THE FORM
3. The submitted Annual Report should contain one full year of information from the period beginning each January 1. 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 Wastewater Systems affiliated with the CCN. However, if you have multiple water CCNs or multiple wastewater CCNs, a separate report must be submitted for each CCN number.
4. Complete each question fully and accurately. Do not leave any sections, questions, or areas blank.
5. For any section, question, or item which is Not Applicable (NA) to the respondent, enter the words “**NOT APPLICABLE**” or the letters “**NA.**” Enter “**None**” only if your situation/answer is applicable and completely states the correct fact. Do not omit any sections, questions, or pages.
6. All schedules requiring dollar entries should be rounded to the nearest dollar.
7. This report will result in a permanent record. Please type or use ink. **DO NOT USE PENCIL.**
8. If it is necessary to attach additional statements for further explanation, or if there is not enough room on any section for additional information, please feel free to either attach supplemental documentation or make the note in Section 10 of the form. Supplemental documentation may be added provided the information is legible and organized for easy report cross-reference Supplemental documentation should reference the appropriate sections and state the name of the utility and the year of the report on each page.
9. Each Utility is required by law to submit an Annual Report by April 1 for the preceding year ending December 31:

#### **MAILING & CONTACT INFORMATION**

Please send four copies of the completed form (per P.U.C. PROC. R. 22.71(c)(12), with any attachments, to the following address:

Filing Clerk  
Public Utility Commission of Texas  
1701 North Congress Avenue  
P.O. Box 13326  
Austin, Texas 78711-3326

10. The Texas Water Code §13.411, §13.414 and §13.415, states; any utility that fails to file its annual report by April 1, or within the time specified by any extension approved in writing, shall be subject to penalty. The penalty shall be based on the number of calendar days elapsed from April 1, or from an approved extended filing date, until the date of filing.

---

## Part B – Line by Line Instructions – Water & Wastewater Annual Report

### 1. UTILITY INFORMATION.

This information should reflect the official address and phone number of the utility. The Contact Person should be the individual that the Public Utility Commission of Texas (Commission) may contact if there are any questions about this report.

### 2. UTILITY BACKGROUND.

Enter the water Certificate of Convenience and Necessity (CCN) number.  
Enter the number of TCEQ Public Water Systems (PWS) owned by the utility.

Enter the sewer (wastewater) CCN number.

Enter the number of wastewater systems owned by the utility.

Enter the TCEQ Discharge Permit number.

### 3. REVENUES.

Enter the utility's total revenues generated during the reporting period of January through December. If it is necessary to estimate, indicate the estimated amount by following the amount with the letter "E" (Example: "\$2,550 E"). If the utility provides both water and sewer services, the revenues and expenses should be allocated between water and sewer to the extent possible. For revenues and expenses for which no allocation has been made, enter an estimate based on a reasonable method of allocation, such as ratio of water to sewer customers. **(NOTE: Do not include the Regulatory Assessment Fee collected and remitted to the TCEQ in this section.)**

### 4. EXPENSES.

Enter all figures for each of the listed items. All entries need to be accurate.

*Office Expenses* include telephone, computer, postage and bank charges.

*Repairs/Maintenance/Supplies* include transportation expenses such as gas, auto repairs, etc.

*Depreciation & Amortization* may be estimated or stated as unknown. The amount of depreciation used for tax purposes may be reported, but that amount would be subject to recalculation for the purposes of a rate case.

*Regulatory Expenses* include lab fees, system fees, licensing fees, and operator training.

### 5. OPERATING ITEMS.

Enter all debt information. All information should be complete and accurate.

Enter the Regulatory Assessment Fee amount submitted to the TCEQ.

Enter the effective date of the last rate change.

### 6. CUSTOMER INFORMATION.

Enter the number of connections at the beginning of the year and at the end of the year in the appropriate columns.

7. **WATER PRODUCTION & CONSUMPTION.** Enter the total amount of water produced by the wells or purchased from a water supplier, as measured by the utility's master meter.

Enter the total water sold/billed as measured by customer meters (This number, or estimate, should be available even if the utility bills are a flat rate.)

Enter how much water was lost. To calculate water loss, subtract water produced from water sold.  $A - B = C$  (water loss in gallons)

Enter percent of water lost.

$$(C \div A) \times 100 = \text{Percent Water Loss}$$

8. **WASTEWATER TREATED.**

Enter the total amount of wastewater treated as measured by the flow meter at your plant or other measurement of sewage volume. Enter the amount spent on treatment in the comments area of this section.

9. **UTILITY MANAGEMENT & OPERATIONS ASSESSMENT.**

Complete all questions in this section. This information will assist the utility and PUC in determining and assessing current utility managerial practices and capabilities of public water systems. Defining and developing current/future strategies will enhance the opportunity for effective and efficient operational performance.

10. **REMARKS.**

Provide explanations as necessary on any of the above items. Attach additional page(s) as needed to clarify or further explain any item in this report.

11. **SWORN STATEMENT.**

The owner or owner's representative *must* complete and sign this section. If the owner or owner's representative is not available, please attach a letter to the report explaining the reason the owner or owner's representative was unable to sign.