

WATER AND WASTEWATER UTILITIES ANNUAL REPORT

Docket No. _____

of

Exact Legal Name of Utility/Respondent

Certificate of Convenience and Necessity (CCN) No.

Submitted to the



for the

Calendar Year Ended

Section 1: Utility Information

Utility Name _____

Address _____

Please check this box if your Official Address, which is noted on the enclosed letter, has changed.

Telephone Number _____ Fax Number _____

E-mail Address _____

Contact Person _____ Title _____

Check the business ownership entity of the utility as filed with the Internal Revenue Service

Individual

Partnership

Corporation

NonProfit Association

Section 2: Utility Background

Water CCN No.

Number of PWSs _____

TCEQ PWS ID No. _____

TCEQ PWS ID No.

(if the Utility has more PWS ID Nos.,
please indicate in Section 10)

Number of Wastewater Systems

Sewer CCN No.

TCEQ Discharge Permit No.

TCEQ Discharge Permit No.

Section 3: Revenues

	Water	Wastewater	Total
			Water + Wastewater
OPERATING REVENUES:			
Utility Service/Sales			
Fees (Tap, Reconnection, etc.)			
OTHER REVENUES:			
Please Identify:			
TOTAL REVENUES			

Section 4: Expenses

	Water	Wastewater	Total
			Water + Wastewater
Salaries & Wages			
Contract Labor			
Purchased Water			
Chemicals for Treatment			
Utilities (electricity)			
Repairs/Maintenance/Supplies			
Office Expenses			
Professional Fees (Accounting, Legal)			
Insurance			
Depreciation & Amortization			
Miscellaneous (describe in remarks below)			
Subtotal			
Taxes:			
Federal Income Taxes			
Property and Other Taxes (Payroll, etc.)			
Regulatory Expenses (Rate Case, Permits)			
Other (describe in remarks below)			
TOTAL EXPENSES			

Remarks:

Section 5: Operating Items

Debt Information:

Annual interest expense on long and/or short term debt? \$ _____
 Annual principal payment on debt? \$ _____
 Annual interest rate on debt? _____ %
 Annual debt principal and interest? \$ _____
 Principal balance on outstanding debt at end of this reporting period? \$ _____

Regulatory Assessment Fee:

What was the Regulatory Assessment fee amount submitted to TCEQ for the applicable Calendar Year
 \$ _____

Rate Change:

What was the effective date of the last Rate Change? _____

Section 6: Customer Information

Connection Type Water	Number of Connections at	
	Beginning of the Calendar Year	End of the Calendar Year
Total		

Connection Type Wastewater	Number of Connections at	
	Beginning of the Calendar Year	End of the Calendar Year
Total		

Section 7: Water Production & Consumption

A What is the total amount of water produced/pumped?	_____	gallons
B What is the total amount of water sold/billed?	_____	gallons
C How much water was lost?	_____	gallons
What is the total percent of water loss?	_____	%

To calculate the above, please reference the attached document Water and Wastewater Utilities Annual Report Instructions. Comments?

Section 8: Wastewater Treated

What is the total amount of wastewater treated?	_____	gallons
Comments?		

Section 9: Utility Management & Operations Assessment

<u>Utility Policy and Procedures</u>		
Do you have an Application Form or Formal Process for New Customers?	Yes	No
Do you have a copy of your approved tariff and drought contingency plan for customers to review?	Yes	No
Do you have Written Operating Procedures for Routine Operations?	Yes	No
Do you have Written Emergency Actions Plan(s)?	Yes	No
Do you have Written Personnel Procedures?	Yes	No
Do you have Risk Management & Safety Policies?	Yes	No
Do you have Customer Service Policies (including billing & collection)?	Yes	No
Do you have a Written Budget (normally updated annually)?	Yes	No

Did you or any utility staff attend any other utility/business related conferences this year? If so, please list them in Section 10.

Do you record complaints or keep a complaint log? Yes No

Is a customer service representative, water system employee, or answering service accessible by phone at all times to all customers? Yes No

Rules and Regulations

If you own/operate a public water system, do you have a copy of or have access to 30 Texas Administrative Code (TAC) Chapter 290? Yes No

If you own/operate a sewer system, do you have a copy of or have access to 30 TAC 30 Subchapter J, 30 TAC 217, 30 TAC 308, and 30 TAC 309? Yes No

Do you have a copy of or have access to the TAC 16? Yes No

Do you have a copy of or have access to Texas Water Code Chapter 13? Yes No

Administrative Information

Do you notify customers prior to shutting down the system for repairs?

Yes No Sometimes Only if greater than 2 hours

How do you keep your customers informed?

Billing Statements Newsletter Meetings

Other _____

Are water records kept separate from other business and personal records? Yes No

Are records kept for additions to fixed assets? Yes No

Is the financial position of the system reviewed at least quarterly? Yes No

Are accounting records for water and wastewater kept separately? Yes No

Section 10: Remarks (please feel free to attach additional pages if necessary)

Section 11: Sworn Statement

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IN THIS REPORT
IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.
(This document MUST be signed by the President or Owner of the Utility)

This _____ day of _____, 20____.

President or Owner:

(Signature)

(Printed name)

(Title)

