

WATER AND WASTEWATER UTILITIES ANNUAL REPORT INSTRUCTIONS

This year's Annual Report consists of 11 sections. This information will assist you with the current and future improvement needs of your utility and identify your long term planning business strategies. The following instructions match the sections on the Annual Report form and describe the information needed to complete each section. Read the section numbers below, and then complete the corresponding sections on the Annual Report form that is attached with these instructions.

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 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 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 Discharge Permit number. (This number is referenced on the CCI and other correspondence from the TCEQ.)

3. **REVENUES.**

Enter the utility's total revenues generated during the reporting period January 1, 2007 through December 31, 2007. 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.

(NOTE: Do not include the Regulatory Assessment Fee collected and remitted to the TCEQ in this section.)

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.

$$A - B = C \text{ (water loss in gallons)}$$

Enter percent of water lost.

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

(Note: If your water loss is more than 10%, you may contact the Utilities & Districts Section for referral to a leak detection program at 512/239-4691.)

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.

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

Complete all questions in this section. This information will assist the utility and TCEQ 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.

MAILING & CONTACT INFORMATION

Please send the completed form, with any attachments, to the following address:

**Texas Commission on Environmental Quality
Water Supply Division
Utilities Financial Review Team (MC-153)
P.O. Box 13087
Austin, Texas 78711-3087**

If you have suggestions or comments for improving this report, submit them along with the report. If you have questions about the report or problems completing it, please call 512/239-4691 for assistance.

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In compliance with the Americans with Disabilities Act, this document may be requested in alternate formats by contacting the Utilities & Districts Section at 512/239-4691.