#### ANNUAL REPORT FILING GUIDE

# Applicable to Liquefied Petroleum Gas Utilities Docket No. 17-01002

Pursuant to Nevada Revised Statutes ("NRS") 703.191, each Liquefied Petroleum Gas ("LPG") Utility must file an annual report ("report") with the Public Utilities Commission of Nevada ("Commission") on or before **May 15** of the year following the calendar year for which the report is submitted. **There is no grace period.** 

Nevada Administrative Code ("NAC") 704.225 and 704.534 specify the contents of the report and NRS 703.193 requires that the report be submitted under oath. The Annual Report, which includes a page for Reconciliation of Assessable Revenues and an Oath page can be found on the Commission's website at <a href="http://puc.nv.gov">http://puc.nv.gov</a>.

Please file the completed Annual Report, with accompanying Company financial statements, by mailing or hand-delivering to either of the Commission's Offices, or electronically filing the forms in accordance with the Commission's electronic filing requirements, which are available on the Commission's website. You should retain copies for your files.

or

Public Utilities Commission of Nevada 1150 East William Street Carson City, NV 89701-3109 Public Utilities Commission of Nevada 9075 W. Diablo Drive, Suite 250 Las Vegas, NV 89148-7674

Failure to submit the complete report as described above will result in rejection of the report and may subject you to an administrative fine of up to \$1,000 per day for each day of the violation pursuant to NRS 703.380, revocation of your Certificate of Public Convenience and Necessity pursuant to NRS 703.377, and/or other remedies available to the Commission.

If the mailing address or contact information for your company has changed from the last report, <u>you must notify the Commission in writing of the change immediately.</u> This is also required for any future changes.

Please note that the Annual Report and accompanying Company financial statements, once filed, will become a public record, <u>unless you request portions of it to be treated as confidential.</u> Please follow the Commission's confidentiality procedures which are located in NAC 703.5274. If you submit any portion of your Annual Report or accompanying Company financial statements confidentially, you must complete and file a Protective Agreement with the Regulatory Operations Staff of the Commission.

If you have any questions regarding your responsibilities with regard to filing your report, please contact the Financial Analysis Division of the Regulatory Operations Staff of the Commission in Carson City at (775) 684-6155.

## Liquefied Petroleum Gas Annual Report

			Date:
	Calendar Year	<u>2016</u>	
	<b>Docket Number</b>	<u>17-01002</u>	
		for	
Utility name:			
Operator nam	ne:		
Operator prin	cipal business address:		
•	-		
Telephone nu	mber for emergencies:		
The name and	d title of the person making	the report:	
System locati	on:		
General descr	ription of LPG system:		
,	er of active customers:		
	er of inactive customers:		
c) Numbe	er of LPG containers in system	em:	

5.	Custo	omer charges:	
	a)	Highest price charged (per unit volume) customers during the calendar year:	\$
	b)	Lowest price charged (per unit volume) customers during the calendar year:	\$
	c)	Last price charged (per unit volume) customers during the calendar year:	\$
	d)	Any other charges:	
6.		led information regarding customer charges:  Metering unit of measure (e.g., cubic feet, gallons, etc.):	
		Billing unit of measure (e.g., cubic feet, gallons, etc.):	
		If the metering unit of measure is different from the billing unit of measure, i	dentify all
	,	applicable conversion formulas or factors:	Š
	d)	Are customers billed a flat monthly charge in addition to the charge for LPG (Check one)    Yes or No If Yes, amount of the flat monthly charge.	
	e)	Identify and state the amount of any other charge that is based on customer u unit of measure:	sage per billing
	f)	Please provide a sample bill calculation for a customer using 750 billing unit the individual billing components, and identify the utility's tariff page and se each billing component and rate is found. (Attach a separate sheet if necessary)	ction where
7.		of LPG paid by Operator – the highest, lowest and last price per unit volume (easure) paid by the Operator for delivery of bulk LPG to the system during the	-
	a)	Highest price paid (per unit volume) by Operator during the calendar year:	\$
	b)	Lowest price paid (per unit volume) by Operator during the calendar year:	\$
	c)	Last price paid (per unit volume) by Operator during the calendar year:	\$
	d)	Any other charges paid by Operator during calendar year:	
8.	Name	e of current supplier of bulk liquefied petroleum gas to the system:	

	sheets if necessary).	
Pleas	e provide the following detailed revenue informatio	n:
e)	Total sales:	\$
a)	Cost of sales:	\$
b)	Bad debt /uncollectible accounts expense:	\$
c)	All other operations and maintenance expenses:	\$
d)	Net income:	\$
e)	Accounts receivable at the beginning of the year:	\$
f)		
Attac	End-of-year outstanding accounts receivable:  h a copy of a written explanation of the procedure usercies. (NAC 704 535 details the information requirements)	
Attac emerg	h a copy of a written explanation of the procedure ugencies. (NAC 704.535 details the information requomer complaints:	sed to report gas leaks and other relate aired to be included in the explanation
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3.	Please identify any unsafe conditions that were identified during the calendar year and provide a
	brief explanation of all action taken by the operator to correct such unsafe conditions (attaching
	extra sheets if necessary).

- 14. Please provide the following financial information as attachments:
  - a) Statement of income, which includes the income for the current and prior years, and is presented at the level of detail routinely used by company management for internal reporting purposes (if preparing a separate income statement for individual properties, eg., "Utility A" and "Utility B," please provide the income statement for each property);
  - b) Balance sheet, which includes the current and prior years and is presented at the level of detail routinely used by company management for internal reporting purposes; and
  - c) Statement of intrastate revenue for the current calendar year.

## **OATH**

I,, on be	ehalf of	declare
[name of signatory]	[regulated entity]	
under penalty of perjury under the laws of the S	tate of Nevada that I have carefully examined the forego	ing information
provided to the Public Utilities Commission o	f Nevada, and declare it to be a complete and correct s	statement to the
best of my knowledge, information and belief;	and that I have the authority to make these representati	ons and to bind
the regulated entity on whose behalf I am prov	iding this information. I further declare that the forego	ing information
has been prepared by me or under my direction	from the original books, papers and records of the regu	lated entity and
that any accounts and/or figures provided emb	brace all the relevant financial operations of the regulate	ed entity during
the period of time for which the information is	provided.	
	Printed Name:	
	Title:	
	Date:	
	Signature:	<u></u>

#### PUBLIC UTILITIES COMMISSION OF NEVADA

### Reconciliation of Assessable Revenues Gas/Electric/LPG/Geothermal Calendar Year 2016

Less Non-Assessable Revenue:	AMOUNT
Sales for Resale	\$
Provision for Rate Refunds	\$
Transmission Ancillary Services	\$
Wheeling Revenue	\$
Capacity Revenue	_ \$
Scheduling Revenue	\$
Distribution Demand Services	\$
Unbilled Revenues	_ \$
Internal Use	_ \$
Other (describe)	\$