

ANNUAL REPORT FILING GUIDE
Applicable to Liquefied Petroleum Gas Utilities
Docket No. 16-01002

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. All LPGs must submit the report form following this page for the prior calendar year, and a completed Reconciliation of Assessable Revenues Form which can be found on the Commission’s website at <http://puc.nv.gov>

NRS 703.193 requires that the report be submitted under oath. You should retain copies for your files.

Please file the completed report, the executed oath, and the completed **Reconciliation of Assessable Revenues** form (a separate file in Excel format) by mailing or hand-delivering the completed forms to either of the Commission’s offices or electronically filing the forms in accordance with the Commission’s electronic filing requirements.

Public Utilities Commission of Nevada
1150 East William Street
Carson City, NV 89701-3109

Or

Public Utilities Commission of Nevada
9075 W. Diablo Drive, Suite 250
Las Vegas, NV 89148-7674

The Commission’s electronic filing requirements are available on the Commission’s website.

Failure to submit the complete report as described above 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, you must notify the Commission in writing of the change immediately. This is also required for any future changes.

Please note that your report, once filed, will become a public record, unless you request portions of it to be treated as confidential. Please follow the Commission’s procedures which are located in NAC 703.5274.

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

Original: ☐

Corrected ☐

Date: _____

Calendar Year **2015**

Docket Number **16-01002**

Information required under NAC 704.534

1. Utility Name: _____
 Operator name: _____
 Operator's principal business address: _____

 Operator's Telephone number: _____
 Telephone number for emergencies: _____
2. The name and title of the person completing this report: _____

3. The location of the system: _____
4. General description of LPG system:
 Number of active customers: _____
 Number of inactive customers: _____
 Number of LPG containers in system: _____
 Sizes of LPG containers in system and # of customers served by each container:

5. Customer charges:
- Highest price charged (per unit volume) customers during the calendar year: _____
- Lowest price charged (per unit volume) customers during the calendar year: _____
- Last price charged (per unit volume) customers during the calendar year: _____
- Any other charges: _____
6. Detailed information regarding customer charges:
- A. Metering unit of measure (for example, cubic feet, gallons, etc.): _____
- B. Billing unit of measure (for example, cubic feet, gallons, etc.): _____
- C. If the metering unit of measure is different from the billing unit of measure, identify all applicable conversion formulas or factors: _____

- D. Are customers billed a flat monthly charge in addition to the charge for liquefied petroleum gas (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 usage per billing unit of measure: _____

- F. Please attach a sample bill calculation for a customer using 750 billing units that shows all the individual billing components, and identify the utility's tariff page and section where each billing component and rate is found.
7. Cost of LPG paid by Operator: The highest, lowest and last price per unit volume (identify the unit of measure) paid by the operator for delivery of bulk liquefied petroleum gas to the system during the reporting period.
- Highest price paid (per unit volume) by Operator during the calendar year: _____
- Lowest price paid (per unit volume) by Operator during the calendar year: _____
- Last price paid (per unit volume) by Operator during the calendar year: _____
- Any other charges paid by Operator during calendar year: _____

8. The name of the current supplier of bulk liquefied petroleum gas to the system: _____
- _____
9. Please provide a summary of all expenditures and collections for liquefied petroleum gas service during the calendar year, including a summary of expenses of operation and maintenance. Attach a separate sheet if necessary.
- _____
- _____
- _____
10. Please provide the following detailed revenue information:
- Total sales: _____
- Cost of sales: _____
- Bad debt /uncollectible accounts expense: _____
- All other operations and maintenance expenses: _____
- Net income: _____
- Accounts receivable at the beginning of the year: _____
- Outstanding accounts receivable at the end of the year: _____
11. Attach a copy of the written explanation of the procedure for reporting gas leaks and other related emergencies. For information to be included in this explanation please review NAC 704.535.
12. Customer complaints:
- Number of complaints related to safety: _____
- Number of complaints related to service: _____
- Number of complaints related to billing: _____

Please provide a brief explanation of the action that the Operator took to respond to each Complaint. Please attach additional sheets if necessary.

13. 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. Please attach additional sheets if necessary.

Information required under NAC 704.225

14. Please provide the following financials as attachments:
- A. 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 you prepare a separate income statement for individual properties (for example: "Utility A" and "Utility B"), please provide the income statement for each property.
 - B. A 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. A statement of intrastate revenue for the current calendar year.

OATH

I, _____, on behalf of _____ declare
[name of signatory] [regulated entity]
under penalty of perjury under the laws of the State of Nevada that I have carefully examined the foregoing information provided to the Public Utilities Commission of Nevada, and declare it to be a complete and correct statement to the best of my knowledge, information and belief; and that I have the authority to make these representations and to bind the regulated entity on whose behalf I am providing this information. I further declare that the foregoing information has been prepared by me or under my direction from the original books, papers and records of the regulated entity and that any accounts and/or figures provided embrace all the relevant financial operations of the regulated entity during the period of time for which the information is provided.

Printed Name: _____

Title: _____

Date: _____

Signature: _____