ANNUAL REPORT FILING GUIDE

Applicable to Liquefied Petroleum Gas Utilities

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 below for the calendar year, and a completed Reconciliation of Assessable Revenues Form which is included in this packet.

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

Please file the completed report with 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 at http://puc.nv.gov

Be sure to note the Docket Number when filing.

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

Calendar Year 2012

Docket Number 13-01002

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 making the 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 provide 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. (Attach a separate sheet if necessary.)

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 to report 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 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 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 under

[Name of signatory] [Regulated entity]

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:_____