

Annual Report Checklist

The following checklist is used by the IURC's analysts when reviewing the utility's annual report filing. If this information is not complete, an email will usually be sent to the utility requesting this information be completed or reconciled.

GENERAL REVIEW

- All applicable information completed – No section or question should be blank. Insert “None” or “N/A” if a section or question does not apply
- The Errors worksheet shall reflect “You have 0 Errors that need to be Corrected”

EXECUTIVE SECTION

- General Information form (page E-1) is completed and emergency contract information provided
- Utility/Company Profile section (page E-2) is up to date
- Officer, Director and Affiliate information is up to date (pages E-2 and E-3)
- Personnel Data is complete (page E-4)
- Contractual Services form is completed (page E-5)
- Certification page is signed (page E-7)

FINANCIAL SECTION

- Periodic Review form (page F-5) is complete
- Revenue Requirement form (page F-6), if applicable, is complete
- Statement of Retained Earnings form (either page F-15, F16, or F17) – “Balance Transferred From Income” agrees with “Net Income” shown on the Comparative Operating Statement - (page F-3)
- Additions to Contributions in Aid of Construction (CIAC) are described on pages F-21, or F-22
- For water utilities, the “Itemized Unit Costs” form (page F-23 or F-24) is complete - make sure “Total number gallons of water pumped during year” agrees with the “Total Pumped from Sources. . .” shown on page W-6

OPERATION SECTION(S)

- Operating revenues for each customer class are provided and the “Total Water or Wastewater Operating Revenues” (page W-1 or S-1, depending on type of utility) agree with Account 400, “Operating Revenues” shown on the “Comparative Operating Statement” - (page F-3)
- The total for the current year, shown on the “Comparative Detail of Operation and Maintenance Expenses” (page W-2(a) or S-2(a)) agrees with Account 401, “Operating Expenses” shown on the “Comparative Operating Statement” (page F-3)
- The total in the “Current Year” column for “Total Utility Plant in Service” shown on page W-3(b) or S-3(b) agrees with the total in Account 101, “Utility Plant in Service” shown on page F-6 or F-7) NOTE: If prior fixed asset records have not been maintained (e.g. lump-sum amount provided on plant sub-account page), email utility it should begin maintaining plant records for all capital improvements going forward and document in Analyst Review folder
- Plant additions and retirements by sub-account are provided on pages W-3(a) or S-3(a). Also, additional information regarding any asset addition or retirement exceeding \$10,000 in a single purchase should be provided on page W-3(c) or S-3(c)
- Make sure Accumulated Depreciation is broken out by sub-account - (pages W-5 or S-5)
- For water utilities, the “Pumping and Purchased Water Statistics” (page W-6) information is completed by Month and all questions answered

For additional questions, call the IURC Water/Sewer Division at (317) 232-2750.