

WATER AND WASTEWATER UTILITIES

ANNUAL REPORT

of

Exact Legal Name of Utility/Respondent

Certificate of Convenience and Necessity (CCN) No.

Submitted to the

State of Texas



Texas Commission on Environmental Quality

for the

Calendar Year Ended December 31, 2011

Section 1: Utility Information

Utility Name _____

Address _____

Please check this box if your Official Address, which is noted on the enclosed letter, has changed.

Telephone Number _____ Fax Number _____

E-mail Address _____

Contact Person _____ Title _____

Check the business ownership entity of the utility as filed with the Internal Revenue Service

Individual Partnership Corporation NonProfit Association

Section 2: Utility Background

Water CCN No. _____

Number of PWSs _____

PWS ID No. _____

PWS ID No. _____

(if the Utility has more PWS ID Nos., please indicate in Section 10)

Sewer CCN No. _____

Number of Wastewater Systems _____

Discharge Permit No. _____

Discharge Permit No. _____

(if the Utility has more Discharge Permit Nos., please indicate in Section 10)

Section 3: Revenues

	Water	Wastewater	Total
			Water + Wastewater
OPERATING REVENUES:			
Utility Service/Sales			
Fees (Tap, Reconnection, etc.)			
OTHER REVENUES:			
Please Identify:			
TOTAL REVENUES			

Section 4: Expenses

	Water	Wastewater	Total
			Water + Wastewater
Salaries & Wages			
Contract Labor			
Purchased Water			
Chemicals for Treatment			
Utilities (electricity)			
Repairs/Maintenance/Supplies			
Office Expenses			
Professional Fees (Accounting, Legal)			
Insurance			
Depreciation & Amortization			
Miscellaneous (describe in remarks below)			
Subtotal			
Taxes:			
Federal Income Taxes			
Property and Other Taxes (Payroll, etc.)			
Regulatory Expenses (Rate Case, Permits)			
Other (describe in remarks below)			
TOTAL EXPENSES			

Remarks:

Section 5: Operating Items

Debt Information:	
Annual interest expense on long and/or short term debt?	\$ _____
Annual principal payment on debt?	\$ _____
Annual interest rate on debt?	_____ %
Annual debt principal and interest?	\$ _____
Principal balance on outstanding debt at end of this reporting period?	\$ _____
Regulatory Assessment Fee:	
What was the Regulatory Assessment fee amount submitted to TCEQ for the Calendar Year 2011?	\$ _____
Rate Change:	
What was the effective date of the last Rate Change?	_____

Section 6: Customer Information

Connection Type Water	Number of Connections at	
	Beginning of Calendar Year 2011	End of Calendar Year 2011
Total		

Connection Type Wastewater	Number of Connections at	
	Beginning of Calendar Year 2011	End of Calendar Year 2011
Total		

Section 7: Water Production & Consumption

A	What is the total amount of water produced/pumped?	_____	gallons
B	What is the total amount of water sold/billed?	_____	gallons
C	How much water was lost?	_____	gallons
	What is the total percent of water loss?	_____	%

To calculate the above, please reference the attached document Water and Wastewater Utilities Annual Report Instructions. Comments?

Section 8: Wastewater Treated

What is the total amount of wastewater treated?	_____	gallons
Comments?		

Section 9: Utility Management & Operations Assessment

Utility Policy and Procedures

Do you have an Application Form or Formal Process for New Customers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a copy of your approved tariff and drought contingency plan for customers to review?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have Written Operating Procedures for Routine Operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have Written Emergency Actions Plan(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have Written Personnel Procedures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have Risk Management & Safety Policies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have Customer Service Policies (including billing & collection)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a Written Budget (normally updated annually)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Did you or any utility staff attend the annual Water Supply Division Conference/Trade Fair or any other utility/business related conferences this year? If so, please list them in Section 10.

Yes No

Do you record complaints or keep a complaint log?

Yes No

Is a customer service representative, water system employee, or answering service accessible by phone at all times to all customers?

Yes No

Rules and Regulations

If you own/operate a public water system, do you have a copy of or have access to 30 TAC Chapter 290?

Yes No

If you own/operate a sewer system, do you have a copy of or have access to 30 TAC 30 Subchapter J, 30 TAC 217, 30 TAC 308, and 30 TAC 309?

Yes No

Do you have a copy of or have access to the Utility Regulation TAC 30 Rule, Chapter 291?

Yes No

Do you have a copy of or have access to Texas Water Code Chapter 13?

Yes No

Administrative Information

Do you notify customers prior to shutting down the system for repairs?

Yes No Sometimes Only if greater than 2 hours

How do you keep your customers informed?

Billing Statements Newsletter Meetings

Other _____

Are water records kept separate from other business and personal records?

Yes No

Are records kept for additions to fixed assets?

Yes No

Is the financial position of the system reviewed at least quarterly?

Yes No

Are accounting records for water and wastewater kept separately?

Yes No

Utility Assistance

If your answer to any question above is "No", would you be receptive to financial, managerial or technical assistance at no cost to the utility?

Yes No

Section 10: Remarks (please feel free to attach additional pages if necessary)

Section 11: Sworn Statement

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IN THIS REPORT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

(This document MUST be signed by the President or Owner of the Utility)

This _____ Day of _____, 2012.

President or Owner: _____
(Signature)

(Printed Name)

(Title)