

**WATER AND WASTEWATER UTILITIES ANNUAL REPORT  
GENERAL REQUIREMENTS**

1. **PLEASE REVIEW THE GENERAL REQUIREMENTS CAREFULLY, AND PREPARE THE REPORT ACCORDINGLY.**
2. **PLEASE DO NOT ALTER ANY SECTIONS OR QUESTIONS OF THE FORM.**
3. The submitted Annual Report should contain one full year of information from the period beginning January 1, 2011, and ending December 31, 2011. Only one report needs to be completed for each Certificate of Convenience and Necessity (CCN) number regardless of the number of Public Water Systems and/or number of Wastewater Systems affiliated with the CCN. However, if you have multiple water CCNs or multiple wastewater CCNs, a separate report must be submitted for each CCN number.
4. Complete each question fully and accurately. Do not leave any sections, questions, or areas blank.
5. For any section, question, or item which is Not Applicable (NA) to the respondent, enter the words **“NOT APPLICABLE”** or the letters **“NA.”** Enter **“None”** only if your situation/answer is applicable and completely states the correct fact. Do not omit any sections, questions, or pages.
6. All schedules requiring dollar entries should be rounded to the nearest dollar.
7. This report will result in a permanent record. Please type or use ink. **DO NOT USE PENCIL.**
8. If it is necessary to attach additional statements for further explanation, or if there is not enough room on any section for additional information, please feel free to either attach supplemental documentation or make the note in Section 10 of the form. Supplemental documentation may be added provided the information is legible and organized for easy report cross-reference. Supplemental documentation should reference the appropriate sections and state the name of the utility and the year of the report on each page.
9. Each Utility is required by law to submit an Annual Report by April 1 for the preceding year ending December 31, to the Texas Commission on Environmental Quality (TCEQ) to the address below.  
(This requirement is pursuant to The Texas Water Code [V.T.C.A., Water, §13.132 & §13.136(b)].)

**Texas Commission on Environmental Quality  
Water Supply Division  
Utilities Financial Review Team (MC-153)  
P.O. Box 13087  
Austin, Texas 78711-3087**

10. The Texas Water Code [V.T.C.A., Water, §13.411, §13.414 - §13.415], states; any utility that fails to file its annual report by April 1, or within the time specified by any extension approved in writing by the Utilities Financial Review Team, shall be subject to penalty. The penalty shall be based on the number of calendar days elapsed from April 1, or from an approved extended filing date, until the date of filing.