

Original Filing

Revised Filing

**ANNUAL REPORT
MUNICIPAL GAS PLANT AND OPERATIONS**

of

Name of Utility

Utility Address

City

State

Zip

Name of Person Responsible for Report

Telephone Number

Email Address

For the Year Ended

to the

IOWA UTILITIES BOARD

DES MOINES, IOWA

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GENERAL INSTRUCTIONS

For the 2018 utility annual report, forms are available on the Board's website at <https://iub.iowa.gov/>. Forms **MUST** be downloaded and saved to your computer prior to entering data.

Information should be filed on a CALENDAR-year basis.

The MG-1 is a PDF fillable form. This form includes data used by the Board to compile reports and to calculate the company's assessable revenues and energy centers assessable revenues for billing purposes.

Please download and complete this form on your computer. After entry on the cover sheet, header information will automatically populate on subsequent pages. Math calculations are performed automatically.

After completing the form, please submit the form into the Electronic Filing System (EFS). Filings are to be submitted in each company's **M docket with your four-digit company number (M-XXXX)**. For your convenience, this form includes a "Save and Submit" button on the attestation page. Clicking the button will open a Save dialog box. After saving, a browser window will open on the login page of EFS. When filing in EFS, please use the following naming conventions.

Form	Filing Title	Document Title
MG-1	2018 Municipal Gas Annual Report	2018 Municipal Gas Annual Report

All forms must be uploaded to the EFS on or before April 1

ANNUAL REPORT INFORMATION

1. Filing Date:

Annual Reports are to be filed with the Iowa Utilities Board on or before **April 1** as directed in the 199 IAC 23.1(2) at <https://efs.iowa.gov/>. Blank annual report forms are posted on our website at: <https://iub.iowa.gov/records-information/file-utility-annual-report>.

2. Contact at the Iowa Utilities Board:

Teresa McConnell
Iowa Utilities Board
1375 E. Court Ave.
Des Moines, IA 50319-0069
515.725.7335
Teresa.McConnell@iub.iowa.gov

3. Website/Email Address of the Iowa Utilities Board:

Website.....<https://iub.iowa.gov/>
EFS Website.....<https://efs.iowa.gov/>
Email Address.....iub@iub.iowa.gov

4. For more information about filing electronically contact the EFS Help Desk:

Iowa Utilities Board
Phone: 515.725.7337
Email: [EFS Help Desk](#)
Business and support hours:
Monday through Friday,
8 a.m. to 4:30 p.m., except [State Holidays](#)

CONTACT INFORMATION

Please list the names, titles, and telephone numbers of persons authorized to receive, act upon, and respond to communications from the Iowa Utilities Board in connection with the below categories in compliance with 199 IAC 19.2(5)"i."

Contacts will be made during your normal business office hours. Please indicate days and hours that your business is open _____

A. General Management Duties (1):	Name	
	Title	
	Phone	
	E-mail (Required)	
B. Emergency Contact Information (2):	Name	
	Title	
	Phone	
	E-mail (Optional)	
C. Customer Relations and Complaints:	Name	
	Title	
	Phone	
	E-mail (Required) (3)	
	Secondary E-mail (Optional)	
D. Billing Contact/Accts Payable:	Name	
	Title	
	Phone	
	E-mail (Required) (4)	
	Secondary E-mail (Optional)	
E. Engineering Operations:	Name	
	Title	
	Phone	
F. Meter Test and Repairs:	Name	
	Title	
	Phone	
G. Gas Pipeline Permits:	Name	
	Title	
	Phone	
H. Gas Purchase Contracts:	Name	
	Title	
	Phone	

- (1) The person to whom official Iowa Utilities Board mailings and notifications should be sent.
- (2) This should be an operations position staffed 24 hours/day, such as a control center or an operations dispatcher. For smaller utilities this should be a 24x7 cell phone or pager, or the home phone number where the responsible person may be reached, or alternatively a municipal police-fire dispatcher. Please do not use a 24-hour customer service number unless you also provide an alternate number that is accessible during an outage or emergency.
- (3) Customer complaints filed with the Board will be sent to your company electronically. Provide a permanent email address where the complaints should be sent. To receive copies of emails at a secondary email address, complete the optional email address field.
- (4) Iowa Utilities Board assessments are sent electronically. Provide a contact name and permanent email address where the assessments should be sent (Accounts Payable). To receive copies of emails at a secondary email address, complete the optional email address field.

GAS OPERATING REVENUES AND EXPENSES

<u>No.</u>	<u>Gas Service Revenues</u>	Round to nearest whole dollar	<u>Operating Revenues</u> (a)	<u>Mcf Sold</u> (b)	<u>Average Number of Customers</u> (c)
1.	Residential sales	\$	_____	_____	_____
2.	Commercial & industrial sales				
3.	Small (comm.), see Note 4	\$	_____	_____	_____
4.	Large (ind.), see Note 4	\$	_____	_____	_____
5.	Other sales to public authorities	\$	_____	_____	_____
6.	Interdepartmental sales	\$	_____	_____	_____
7.	Total sales to ultimate consumers <i>(Total of Lines 1 thru 6)</i>	\$	_____	_____	_____
8.	Sales for resale	\$	_____	_____	_____
9.	Total natural gas service revenues <i>(Total of Lines 7 and 8)</i>	\$	_____	_____	_____
10.	Revenue from manufactured gas	\$	_____	_____	_____
11.	Total gas services revenues <i>(Total of Lines 9 and 10)</i>	\$	_____	_____	_____
12.	Other Operating Revenues	\$	_____	_____	_____
13.	Total gas operating revenues <i>(Total of Lines 11 and 12)</i>	\$	_____	_____	_____
14.	LESS: Total operating expenses	\$	_____	_____	_____
15.	Net operating income <i>(Total of Line 13 less Line 14)</i>	\$	_____	_____	_____

Line 11 carries forward to pg. 5, Line 1.

Line 12 carries forward to pg. 5, Line 2.

Line 13 carries forward to pg. 5, Line 3.

Line 12 should not include any money earned on Certificates of Deposit, savings accounts, or other items not directly connected to the operation of the utility.

Notes:

1. Report above the amount of operating revenue for the year for each category and manufactured gas revenues in total.
2. Natural gas means either natural gas unmixed or any other mixture of natural and manufactured gas.
3. Number of customers should be reported on the basis of the number of meters, plus number of flat rate accounts, except that where separate meter readings are added for billing purposes, one customer should be counted for each group of meters so added. The average number of customers means the average of the 12 figures at the close of each month.
4. Quantities of natural gas should be reported in Mcf. If billings are on a therm basis, the Btu content of the gas sold should be given, and the sales converted to Mcf for the purposes of this report. Btu content:
5. Classification of Commercial and Industrial Sales, according to Small and Large may be according to the basis of classification regularly used by the respondent if such basis of classification is not greater generally than 200,000 Mcf per year or approximately 800 Mcf per day of normal requirements.

NET ASSESSABLE REVENUE REPORT

	<u>Gas</u>
1. Total Gas Services Revenues <i>(from pg. 4, line 11)</i>	\$ _____
2. Other Operating Revenues <i>(from pg. 4 line 12)</i>	\$ _____
3. Total Gas Operating Revenues <i>(from pg. 4, line 13)</i> <i>(Total of Lines 1 and 2)</i>	\$ <u>_____</u>
 <u>LESS:</u>	
4. Uncollectible Revenues (a)	\$ _____
5. Interdepartmental Sales (b)	\$ _____
6. Interdepartmental Rents (b)	\$ _____
7. State Sales Tax (c)	<u>_____</u>
8. Net Assessable Revenues for Direct and Remainder Assessment <i>(Line 3 less Lines 4 through 7)</i>	\$ <u>_____</u>
9. Less: Sales for Resale <i>(from pg. 4, line 8)</i>	\$ _____
10. Energy Center and Global Warming Center Assessable Revenues <i>(Line 8 less Line 9)</i>	\$ <u>_____</u>

Instructions:

Line 8: For assessment purposes, 199 IAC 17.2(4) defines the "gross operating revenues from intrastate operations" to include all revenues from Iowa intrastate utility operations during the last calendar year, except uncollectible revenues, amounts included in the accounts for interdepartmental sales and rents, and state sales tax.

Interdepartmental sales and rents are defined in the Uniform System of Accounts as amounts charged other municipal departments. Charges to any municipal department may be deducted as interdepartmental sales or rents only to the extent they are included in total gas operating revenues (Line 3).

Line 10: In Docket No. DRU-91-9, issued June 28, 1991, the Board stated it will ". . . interpret its rule to exclude wholesale revenues from the definition of gross operating revenues for purposes of assessments for the Iowa energy center and global warming center, as described in 199 IAC 17.9."

COMPLIANCE WITH BOARD RULES

NOTIFICATION OF COMPLAINTS RESOLUTION PROCESS

199 IAC 19.4(2) requires that each utility notifies its customers annually about how they can contact the utility with complaints. The notice must also inform customers that if the utility does not resolve their complaint, they can file a written complaint with the Utilities Board.

Certification of notification:

**Notification as required by 199 IAC 19.4(2) was completed
(please mark YES or NO)**

YES NO

NOTIFICATION OF WINTER ENERGY ASSISTANCE FUNDS

199 IAC 19.4(15)"g" requires that prior to November 1, each electric utility notify its customers describing the availability of winter energy assistance funds and the application process.

Certification of notification:

**Notification as required by 199 IAC 19.4(15)"g" was completed
(please mark YES or NO)**

YES NO

NOTIFICATION OF CUSTOMER CONTRIBUTION FUND

199 IAC 19.15(2) requires that each utility notify its customers about the customer contribution fund at least twice per year. Upon commencement of service and at least once per year, the notice shall be mailed or personally delivered to all customers. The other required notice may be published in a local newspaper(s) of general circulation within the utility's service territory.

Certification of notification:

**Notification as required by 199 IAC 19.15(2) was completed
(please mark YES or NO)**

YES NO

UNCLAIMED DEPOSITS

199 IAC 19.4(8) requires that each utility make a reasonable effort to return unclaimed deposits and accrued interest after termination of service. Pursuant to Iowa Code sections 556.4 and 556.11, unclaimed deposits held for more than one year after termination of service are considered abandoned and escheat to the state treasurer.

Provide the dollar amount of unclaimed deposits reported to the state treasurer for the fiscal year ended June 30, 2018.

If the dollar amount reported is zero, does the company have an unclaimed property procedure in place? (please mark YES or NO)

YES NO

Provide the company FEIN and contact information for the person responsible for reporting unclaimed property. This information will be reported to the Treasurer of State.

Name:

Telephone:

Email Address:

FEIN:

Annual Report of:

Year ended:

ATTESTATION

I, _____ certify that I am the Company Representative
(Type or print the name of the individual)

responsible for the Annual Report of _____
(Name of Company)

that I have examined the foregoing report, that to the best of my knowledge, information, and belief, all statements of fact contained in said report are true and said report is a correct statement of the business and affairs of the above-named respondent with respect to each and every matter set forth therein during the period from January 1, _____, through December 31, _____, inclusive.

Date _____

/s/ _____
(Electronic Signature - Type Name)*

(Title)

(Street and Address)

(City, State, and Zip Code)

(Telephone Number)

(Email Address)

*In lieu of an original signature, please sign by typing the name of the person. Annual reports with original signatures are not accepted in the Electronic Filing System.