|  |  |  |
| --- | --- | --- |
| PUC logo | COMMONWEALTH OF PENNSYLVANIAPENNSYLVANIA PUBLIC UTILITY COMMISSIONP.O. BOX 3265, HARRISBURG, PA 17105-3265 | **IN REPLY PLEASE REFER TO OUR FILE** |

TO ALL ELECTRIC DISTRIBUTION UTILITIES:

Re: Filing of the 2011 Annual Financial Report

 As an electric distribution utility furnishing service to the public in the Commonwealth of Pennsylvania, you are required to file an annual financial report for the year ended December 31, 2011. By filing a 2011 annual financial report, you will be fulfilling your requirements under Pa. C.S.A. Title 66.

 Chapter 5 of the Public Utility Code, 66 PA. C.S. §504, provides:

"The Commission may require any public utility to file periodical reports, at such time, and in such forms, and of such content, as the Commission may prescribe, and special reports concerning any matter whatsoever about which the Commission is authorized to inquire, or keep itself informed, or which it is required to enforce. The Commission may require any public utility to file with it a copy of any report filed by such public utility with any Federal Department or regulatory body. All reports shall be under oath or affirmation when required by the Commission."

 Chapter 33 of the Public Utility Code, 66 PA. C.S. §3301 (a) under “Civil Penalties for Violations” provides, in part, as follows:

"(a) If any public utility, … shall fail, omit, neglect or refuse to obey, observe, and comply with any regulation or final direction, requirement, determination, or order made by the Commission,…such public utility person or corporation for such violation, omission, failure, neglect, or refusal shall forfeit and pay to the Commonwealth a sum not exceeding $1000… ."

 To meet these requirements you will be required to file one paper and one electronic copy of the 2011 Annual Report. The blank copy of the 2011 Annual Report is located on our website at [www.puc.state.pa.us](file:///C%3A%5CMy%20Docs%5CWord%5Cwww.puc.state.pa.us). On the left side of the Commission’s home page, click on the link “Online Forms”. On the next page click on the link “Electric Forms.” The next page will show items for “2011 Electric Distribution Company Annual Report Form” or “2011 Municipal Electric Annual Report Form” with a link for an Excel document. Click on “Excel”; save the form to your computer before you enter data. **Do not use any forms from previous years.** Please do not file the FERC Form 1 as you have in previous years. The completed electronic version of the report must be e-mailed to Richard Layton at rlayton@state.pa.us. In the subject line of the e-mail to Mr. Layton, please include the name of your company. Failure to do so may result in the deletion of your e-mail.

 The paper and electronic copies of the report should be filed with the Commission no later than April 30, 2012. A copy of your report is to be retained in your files for reference purposes. The report should be completed in detail, showing the information required where applicable, or by insertion of the word **"NONE**" where applicable. **Substituting other reports or schedules in lieu of downloading the 2011 annual report from our website is not acceptable. Annual reports filed in an outdated version will be rejected.** Failure to file the required information in proper and complete form will necessitate filing corrected reports.

 If you have any questions regarding the filing of your annual report, you may contact Richard Layton at 717-214-9117.

 Very truly yours,

 Rosemary Chiavetta

 Secretary