

NATURAL GAS DISTRIBUTION COMPANY PA PUC REPORTING REQUIREMENTS

Following are descriptions of natural gas distribution company reports required by the Pennsylvania Public Utility Commission (PUC), and the associated PUC contact for that specific report. Each company is responsible to adhere to all of the established rules, regulations and directives of the Commission on reporting requirements of utilities. For questions on a specific report please contact the person listed as the PUC Contact for that report. All other inquiries may be directed to the Bureau of Technical Utility Services at (717) 783-5242.

Report Name & Description	PUC Contact
<p>Annual Financial Report (52 Pa. Code § 59.478; 66 Pa. C.S. § 504 and § 3301)</p> <p>The Annual Financial Report consists of a balance sheet, income statement, and various other forms in a format as determined by the Commission.</p> <p>Due Date: April 30 for reports based on calendar year. July 31 for reports based on fiscal year ending May 31.</p>	<p>Bambi Reese bamreese@pa.gov (717) 705-0934 Bureau of Technical Utility Services</p>
<p>Quarterly Earnings Report (Docket No. L-00910061)</p> <p>Quarterly form filed by natural gas companies to summarize their earnings and capital structure. All utilities with revenues greater than \$1 million are required to file a 4th Quarter Report. Those with revenues more than \$10 million or with an active DSIC must file all four of the Quarterly Reports.</p> <p>Due Date: May 31, August 31, November 30, and March 31 for 1st, 2nd, 3rd, and 4th Quarter Reports, respectively.</p>	<p>Vanessa Johns vanjohns@pa.gov (717) 214-9114 Bureau of Technical Utility Services</p>
<p>Rate Comparison Report (66 Pa. C.S. § 308.1(b))</p> <p>Chart filed by NGDCs annually that displays all the surcharges and rates, separated by customer class, that the company has in effect as of January 31 of each year.</p> <p>Due Date: February 25 of each year.</p>	<p>Marissa Boyle maboyle@pa.gov (717) 214-9114 Bureau of Technical Utility Services</p>
<p>Assessment Report (Form GAO-25) (66 Pa. C.S. § 510(b))</p> <p>All jurisdictional public utilities must report gross intrastate operating revenues for the preceding calendar year. A public utility is assessed its share based on its operating revenue for the year.</p> <p>Due Date: March 31 of each year.</p>	<p>Assessment Section ra-pcpucassessments@pa.gov (717) 265-7548 Bureau of Administration</p>

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<p>Public Utility Security Planning and Readiness Self-Certification Form (52 Pa. Code § 101.1 – § 101.7)</p> <p>All jurisdictional utilities are required to develop and maintain appropriate written physical security, cyber security, emergency response, and business continuity plans to protect the intrastate infrastructure. The utilities must fill out the form and mail it to the Secretary of the Commission (with attention to Angel Elwell) by February 28th. The forms may no longer be emailed to the Commission due to security concerns.</p> <p>Due Date: February 28 of each year.</p>	<p>Derek Ruhl druhl@pa.gov (717) 787-7904 Bureau of Technical Utility Services</p>
<p>Service Outages (52 Pa. Code § 67.1)</p> <p>All public utilities must notify the Commission when 2,500 or 5.0%, whichever is less, of their total customers have a service interruption in a single incident for six or more consecutive hours.</p> <p>Due Date: Within ten working days after the total restoration of service.</p>	<p>Derek Ruhl druhl@pa.gov (717) 787-7904 Bureau of Technical Utility Services</p>
<p>State Tax Adjustment Surcharge (52 Pa. Code § 69.51-§ 69.56)</p> <p>The STAS (State Tax Adjustment Surcharge) was implemented under the State Tax Procedure Order of the Commission dated March 10, 1970, as amended, which permits jurisdictional utilities to recover portions of the Capital Stock Tax, corporate Net Income Tax and Gross Receipts Tax and Public Realty Tax through a surcharge on rates charges to customers. STAS is to be rolled into base rates or otherwise reduced to zero after 24 months.</p> <p>Due Date: March 31 of each year.</p>	<p>Joel Greene joelgreene@pa.gov (717) 783-4454 Bureau of Technical Utility Services</p>

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<p>Annual Integrated Resource Planning Report (52 Pa. Code § 59.81 and § 59.84)</p> <p>All NGDCs with sales of 8 billion cubic feet per year or more including transportation volume are required to file with the Commission an annual integrated resource planning report. Except for Form 1A/2A, whose filing date is March 1, an original copy of the report shall be submitted on or before June 1. Copies of the report must also be served upon the Office of Consumer Advocate (OCA), Office of Small Business Advocate (OSBA), and the Bureau of Investigation and Enforcement.</p> <p>Due Date: March 1 (Forms 1A/2A) and June 1 of each year.</p>	<p>Matthew Stewart (717)-214-1936 mattstewar@pa.gov Bureau of Technical Utility Services</p>
<p>Unaccounted for Gas Reports (52 Pa Code § 59.111 and Docket No. L-2012-2294746)</p> <p>All NGDCs are required to file an annual unaccounted for gas report with the Secretary of the Commission by September 30 of each year.</p> <p>Due Date: September 30 of each year.</p>	<p>Matthew Stewart (717)-214-1936 mattstewar@pa.gov Bureau of Technical Utility Services</p>
<p>Annual Depreciation Reports (52 Pa. Code § 73.3)</p> <p>All NGDCs must file an annual depreciation report with the Bureau of Technical Utility Services and serve a copy upon the OCA, OSBA, and Office of Special Assistants.</p> <p>Due Date: June 30 each year, or as required by 52 Pa. Code § 73.3(b).</p>	<p>Matthew Stewart (717)-214-1936 mattstewar@pa.gov Bureau of Technical Utility Services</p>
<p>Capital Investment Plan Report (52 Pa. Code § 73.7)</p> <p>NGDCs with gross intrastate revenues in excess of \$20 million per year must file a capital investment plan (CIP) report every 5 years with the Office of Special Assistants by August 31. The first CIP reports were due August 31, 2000. Copies of the CIP reports must also be served upon the OCA and OSBA.</p> <p>Due Date: August 31 every 5 years.</p>	<p>Matthew Stewart (717)-214-1936 mattstewar@pa.gov Bureau of Technical Utility Services</p>

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<p>Service Life Study (52 Pa. Code § 73.5 - § 73.6)</p> <p>NGDCs with gross intrastate revenues in excess of \$20 million per year must file a service life study (SLS) report every 5 years with the Office of Special Assistants by August 31. The first SLS reports were due August 31, 2000. Copies of the SLS reports must also be served upon the OCA and OSBA.</p> <p>Due Date: August 31 every 5 years.</p>	<p>Matthew Stewart (717)-214-1936 mattstewar@pa.gov Bureau of Technical Utility Services</p>
<p>Annual Asset Optimization Plans (52 Pa. Code § 121.6)</p> <p>NGDCs with an approved Distribution System Improvement Charge (DSIC) must file an annual Asset Optimization Plan.</p> <p>Due Date: Within 60 days after each 12-month period of an LTIP</p>	<p>Matthew Stewart (717)-214-1936 mattstewar@pa.gov Bureau of Technical Utility Services</p>
<p>DSIC Updates (66 Pa. C.S. § 1357(d))</p> <p>Utilities with a DSIC must provide quarterly and annual updates. Supporting data must be served upon the OCA and the OSBA at least 10 days prior to the effective date of the update.</p> <p>Due Date: Each quarter a DSIC is implemented, and an annual reconciliation is required January 31 of each year.</p>	<p>Lori Burger lburger@pa.gov (717) 425-7847 Bureau of Audits</p>
<p>Diversity Report (52 Pa. Code § 51.13)</p> <p>Each electric, natural gas, water and wastewater utility with a net plant-in-service value greater than \$10 million must file an annual report describing its diversity program activity for the prior year.</p> <p>Due Date: March 31 of each year.</p>	<p>Vanessa Johns vanjohns@pa.gov (717) 214-9114 Bureau of Technical Utility Services</p>