

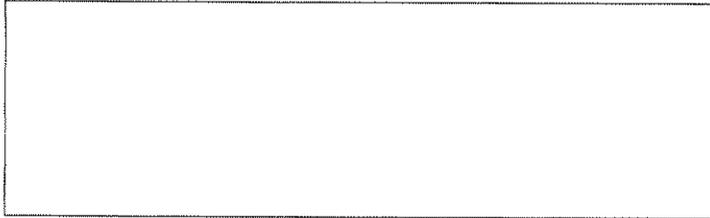


STATE OF MAINE
PUBLIC UTILITIES COMMISSION
101 Second Street, Hallowell, Maine 04347
18 State House Station
Augusta, Maine 04333-0018

JACK CASHMAN
CHAIRMAN

VENDEAN V. VAFIADES
DAVID LITTELL
COMMISSIONERS

January 11, 2011



**To: Public Utilities Authorized as Competitive Local Exchange Carriers (CLEC)
and/or Interexchange Carriers (IXC)**

SUBJECT: 2010 Annual Report to the Public Utilities Commission

**NOTE: IT IS THE RESPONSIBILITY OF THE UTILITY TO ENSURE THAT BOTH
THE PAPER REPORT IS FILED WITH THE COMMISSION AND THAT THE
ELECTRONIC FILING IS COMPLETED IN A TIMELY MANNER AND USING THE MOST
RECENT REPORT FORM.**

Utility Contact Information Sheet Due:	February 18, 2011
Annual Report/Revenue Due Date:	April 1, 2011
Extension Request Deadline:	March 30, 2011

**The 2010 PUC Report has changed from 2009; to ensure the use of the proper
form, use the form on the PUC web page – do not use forms from prior years.**

**Source of Gross Revenues: Page 1, Maine Intrastate Retail Operating
Revenue (General Info tab, Column B, Line 24)**

Link to Electronic Copy of Report and Filing Instructions:
<http://www.maine.gov/mpuc/online/forms.shtml>

**Link to Filing Site: <http://mpuc.informe.org/filereport>
User ID: annrpt
Password: 176*671**

Pursuant to 35-A M.R.S.A. § 504, public utilities must submit an Annual Report to the Maine Public Utilities Commission (Commission). The Annual Report for the year ended December 31, 2010, is due by April 1, 2011. As permitted by 35-A M.R.S.A. § 507, the Commission has established different reporting requirements for various types of telephone utilities. The electronic (Excel) Annual Report form can be accessed from the PUC web site (see link on page 1 of this letter) and must be filed by utilities that are authorized to operate as Competitive Local Exchange Carriers and/or Interexchange Carriers. If the carrier is providing service under only one of the authorizations, it should complete the parts of the Report that pertain to its service. Each reporting carrier must file a paper and an electronic (Excel) copy of the annual report with the Commission.

The annual report is not a confidential document and will be made available to the public. A utility may request confidential treatment of any part of the annual report by filing a request for such treatment pursuant to 35-A M.R.S.A. §1311-A, including an explanation of why it is necessary to keep the information confidential. The Commission historically has not allowed protection for the information included in these reports.

Because the Commission must complete its annual assessment preparation, which requires use of operating revenue information, by May 1 of each year, companies must file the revenue information by the April 1 deadline. Utilities with less than \$50,000 in gross intrastate operating revenues will not be assessed, but all utilities must report their revenues. **If a utility does not respond by the due date, it is the Commission's intention to start enforcement proceedings, which could lead to the rescission of the utility's certification to operate in Maine.**

On page 1 of the Annual Report the utility must report its operating revenue information. Maine intrastate retail revenues are subject to the Commission assessment. These revenues are defined in 35-A M.R.S.A. § 116 as follows: "For the purposes of this section, 'intrastate gross operating revenues' mean intrastate revenues derived from filed rates, except revenues derived from sales for resale." Thus, revenues subject to assessment are those intrastate revenues derived from the sale to end users of goods or services that (1) are made under an approved tariff, (2) have been detariffed by Chapter 214 of the Commission's rules, or (3) are made under a special contract that is subject to Commission jurisdiction. This amount is reported on lines 22 through 24, with the Total Maine Intrastate Retail Operating Revenue reported on line 24. Revenue derived from wholesale transactions is exempt from assessment. For regulatory and analytical purposes, utilities also must report their total revenue generated from operations in Maine. This information is reported on lines 27 through 29

If a utility offers any services that generate jurisdictionally-combined revenue, it must indicate on its report the method it uses to separate the revenue for reporting purposes. Chapter 285, the Maine Telecommunications Education Access Fund, at Section 2 (C) and (D), and Chapter 288, the Maine Universal Service Fund, at Section 4 (D) and (E), require that carriers employ an approved separations method for reporting any jurisdictionally-combined revenues to the Joint Administrator of the funds. Each carrier must use that same method for Annual Report purposes.

Pursuant to Chapter 710 of the Commission Rules, each utility is required to file a copy of its independent auditor's report with the Commission by July 1, 2011, but it may request an extension if necessary. If the auditor expresses a qualified opinion or finds inaccuracies in the information contained in the Annual Report, the utility must file corrected pages of the Annual Report, and it must indicate what action it will take to prevent future misreporting or to correct any identified deficiency in its accounting systems. If a CLEC or IXC is part of a corporation or other legal entity whose books are audited on a combined basis, the CLEC or IXC may satisfy the audit report requirement by submitting a copy of its Auditor's Opinion letter, or any analogous document, by the required filing date.

Questions about the annual report filing requirements should be directed to Richard Kania at (207) 287-1379 or rich.kania@maine.gov.

Filing is done through a one-page electronic web form. The utility will be able to upload the electronic version of its Annual Report from this page as well. A set of instructions, which are attached to this letter, describes the process to access the appropriate web page and file the report electronically. This form must be completed regardless of the utility's revenue amount.

The Utility Contact Information Sheet, also available electronically on our web page at <http://www.maine.gov/mpuc/online/forms/AnnualReportForms.html> under "All Utilities", is necessary to ensure that the Commission has current points of contact for all utilities in the State. Please complete the form according to its instructions and return it to the Commission, to the attention of Tammy Chamberlain via facsimile (207-287-1039) or mail, by **February 18, 2011**. Questions about the Contact Information Sheet should be directed to Tammy Chamberlain at 207-287-6075 or tammy.chamberlain@maine.gov.

We have also enclosed an updated Contact Protocol containing procedures for all immediate notifications provided to the Commission pursuant to Chapters 130, 200, and 895 of the Commission's Rules and Chapter 2 of the ESCB Rules. Please distribute this Protocol to all personnel responsible for notifying the Commission about emergencies, accidents, safety or security issues, underground facility damage, or service-related failures or outages. **The MPUC contact information attached to the Contact Protocol is confidential and shall not be given out to the public.**

Sincerely,



Karen Geraghty
Administrative Director

Enclosures