



STATE OF MAINE  
PUBLIC UTILITIES COMMISSION

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January 20, 2022

**TO: Small Consumer Owned Electric Utilities**

**SUBJECT: 2021 Annual Financial Report to the Public Utilities Commission**

**Annual Report/Revenue Due Date:**

**April 1, 2022**

**Extension Request Deadline:**

**March 29, 2022**

**Changes in Report: Questions on Source of Energy and how shown on customer bills added**

**Changes in Process: **Excel File Required.** Filing to be made through CMS.**

**Source of Gross Revenues: Total Electric Operating Revenues, Subject to Assessment, Page 17, column (c), line 32**

**Link to Electronic Copy of Report and Filing Instructions:**

**<http://www.maine.gov/mpuc/online/AnnualFinancialReports.htm>**

**Link to Filing Site: <https://mpuc->**

You are required to file Page 17 of the Annual Financial Report by Electric Utilities (Form A) to the Maine Public Utilities Commission (MPUC) which is available on the web site referenced above. On November 30, 2000, in Docket No. 2000-244 (Investigation of Exemptions for Small Consumer Owned Utilities), the Commission issued its Order Approving Stipulation exempting small consumer-owned transmission and distribution utilities from certain requirements of Title 35-A and the Commission Rules. Pursuant to this order, please complete Page 17 using 2020 data and file the completed Excel file using our electronic filing process as described in the instructions on the referenced web site. Certain aspects of the reporting process are clarified or amplified in the following paragraphs. We will no longer require that you file a paper copy and therefore, **an Excel spreadsheet** must be filed. **PDF files are not acceptable.**

Any request for an extension of the filing deadline must be in writing and must be sent to Lucretia Smith, Utility Analyst, at the Commission by March 29, 2022. For this purpose, an email is acceptable (Lucretia.smith@maine.gov). An extension of up to one month may be granted for filing the complete report. However, 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 revenue information by the April 1 deadline.

Page 17 requires the utility to report Revenues Subject to MPUC Assessment; these revenues are defined in 35-A M.R.S. § 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 for Assessment are those intrastate revenues derived from the sale to end users of goods or services that are made under an approved tariff (sometimes referred to as a schedule of rates) on file with the MPUC or are made under a special contract that is subject to MPUC jurisdiction. Wholesale transactions, in which the utility is the seller, are exempt from assessment. Page 17 includes a separate line for revenues that are derived from Standard Offer Sales. Those revenues are not subject to assessment.

As required by Chapter 710 of the Commission's Rules, each public utility must have its books of account audited annually. Utilities with a fiscal year ending December 31 must file with the Commission a copy of the audited financial statements and the auditor's report by the following July 1. With the audited financial statements, the utility must file an explanation of any material discrepancies between the audited statements and the annual report filed with the Commission. The stipulation did not waive this requirement but did allow for an extension of time to file the audited financial statements. Consistent with previous years, the 2020 annual report must be filed in the Commission's CMS system, using the same tracking number the utility will be given when it files its PUC annual report.

The annual report filing is done through the Commission's CMS system. **An Excel spreadsheet is required.** We no longer accept paper copies or PDF files. The instructions for filing the annual report as well as the annual report template are available on our web page at:

<http://www.maine.gov/mpuc/online/AnnualFinancialReports.htm>

If you have questions or need further information regarding the annual report and the filing process, please contact Lucretia Smith at 207-287-1383 or at [Lucretia.Smith@maine.gov](mailto:Lucretia.Smith@maine.gov). Thank you for your cooperation in this matter.

Sincerely,

*/s/ Harry Lanphear*

Harry Lanphear  
Administrative Director