



STATE OF MAINE
PUBLIC UTILITIES COMMISSION

Philip L. Bartlett, II
CHAIR

Amy Dumeny
ADMINISTRATIVE DIRECTOR

Patrick J. Scully
Carolyn C. Gilbert
COMMISSIONERS

January 17, 2025

TO: Gas Companies (by email only)

SUBJECT: 2024 Annual Report to the Public Utilities Commission

NOTE: IT IS THE RESPONSIBILITY OF THE UTILITY TO ENSURE THAT THE ANNUAL REPORT IS FILED ON TIME **IN EXCEL FORMAT USING THE COMMISSION'S ELECTRONIC CASE MANAGEMENT SYSTEM (CMS). Do not use forms from prior years.**

Annual Report/Revenue Due Date:	April 1, 2025
Extension Request Deadline:	March 28, 2025
Requests for Protective Treatment:	February 24, 2025

Changes in Report: NONE

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

Source of Gross Revenues: Operating Revenues Page 12 – 13, column (c), line 2

Link to Electronic Copy of Report and Filing Instructions:

<https://www.maine.gov/mpuc/online-services/annual-financial-reports-templates>

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

[cms.maine.gov/CQM.Custom.WebUI/UserLogin.aspx](https://mpuc-cms.maine.gov/CQM.Custom.WebUI/UserLogin.aspx)

Title 35-A M.R.S. § 504 requires that, within three months of closing its accounts each year, public utilities must file a “balance sheet together with other information as the commission may prescribe.” Chapter 410 of our rules governs gas utility annual report filing requirements. Chapter 410 § 4(B) requires that every natural gas utility file an annual report with the Commission no later than April 1 of each year and establishes that the Commission shall send a blank report to each natural gas utility by January 30 of each year.

LOCATION: 26 Katherine Drive, Hallowell, ME 04347

MAIL: 18 State House Station, Augusta, ME 04333-0018

PHONE: (207) 287-3831 (VOICE)

TTY users call Maine Relay 711

FAX: (207) 287-1039

An extension of up to one month may be granted for the filing of the Annual Report, except for the revenue subject to assessment amount. Because the Commission must complete its annual assessment preparation, which requires the use of each company's gross intrastate operating revenue information, by May 1 of each year, companies must file their revenue subject to assessment information by the April 1 deadline. Any request for extension of the filing deadline for the remainder of the Annual Report must be in writing and must be sent to Lucretia Smith, Utility Analyst at the Commission by March 28, 2025. For this purpose, an email message is acceptable (Lucretia.smith@maine.gov).

Pursuant to Chapter 710 of the Commission Rules, each utility must file a copy of its independent auditor's report with the Commission by July 1st of each year. 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. Please file the report 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.** All annual reports are public unless the Commission issues a specific protective order. Chapter 410 § 4(D) addresses the confidential treatment of the reports. A natural gas utility may request that the Commission issue a protective order pursuant to 35-A M.R.S. § 1311-A and M.R.Civ.P. Rule 26(c) to keep certain information in its annual report confidential for a specified period of time. If you wish a protective order for the 2024 annual report, you must file a motion for such by February 24, 2025 using the Commission's CMS system. The Commission will review the requests and issue protective orders as warranted. The utility must also file a redacted version of its annual report for public viewing. This request must be filed on an annual basis unless otherwise directed.

In lieu of the annual report described in Chapter 410 § 4(B), § 4(C) allows an interstate natural gas pipeline utility operating in Maine to file a copy of its FERC annual report with the Commission or notify the Commission when it has filed its FERC annual report with instructions on how it may be viewed or obtained.

If you have any questions about the filing procedures, please contact Lucretia Smith at 207-287-1383 or at Lucretia.smith@maine.gov.

Sincerely,

/s/ Amy Dumeny

Amy Dumeny
Administrative Director