



# Suggested Minimum Filings for Utility Rate Application

Issued: August 2009

1. Background information on the Utility (i.e. year established, description of system, current number of customers);
2. Statement of revenue and expenditures\* – actual 2007 and 2008, forecast 2009 and 2010. Forecasts should be shown with *and* without the proposed rates;
3. Brief explanation of what is contained in each revenue and expenditure account and why the amount is increasing/decreasing/remaining constant;
4. Depreciation expense schedule (i.e. capital cost, depreciation rate, depreciation expense);
5. Long-term debt schedule (i.e. loan amount, term, interest rate);
6. Breakdown of current number of customers with assigned proportionate units (for example 50 customers @ 63.5 proportionate units billed);
7. Forecast number of customer to be billed for 2009 and 2010 (in proportionate units);
8. Proposed capital expenditures to the current system in next fiscal period (i.e. main extensions, main replacements);
9. Proposed amortization period to recover current accumulated deficit (if any);
10. Proposed rate structure;
11. Proposed rates with effective date;
12. Minutes from Utility Board of Directors giving authorization to prepare the rate application;
13. Copy of Bylaw creating the Utility pursuant to Section 38.1 of the *Municipalities Act*; and
14. Copy of most recent Utility audited financial statements.

Questions concerning these suggested filings should be directed to Heather Walker 892-3501 (1-800-501-6268) or info@irac.pe.ca.

\*Please note that the principal portion of long-term debt is not to be included in forecast expenditures. This is not an allowable expense for rate purposes—capital recovery is covered through depreciation charges only.