

LAKE CUMBERLAND STATE PARK

WATER COMMISSIONER TRAINING SEMINAR

2013 – AUGUST – 13 & 14



- ELECTRONIC FILING AND ANNUAL REPORTS -

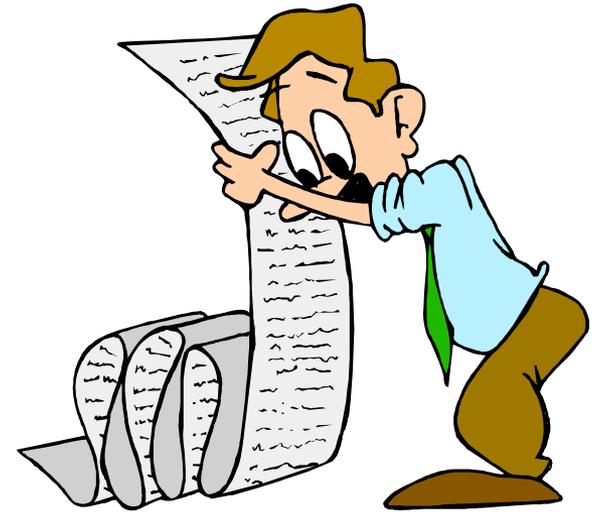
BRENT KIRTLEY

TARIFF BRANCH MANAGER

**Sm
UD**

The Kentucky PSC Small Utilities Division

***“The most valuable thing
you can take home
from this seminar”***



PSC Staff Contact List

Recent Changes

- 807 KAR 5:006 – General Rules
 - *As of January 2013 it is a requirement for every utility to have an email address.*
 - *Every utility is required to monitor and check the email account once a week.*

Recent Changes

- 807 KAR 5:011 – Tariff Filings
 - *As of January 2013 it is a requirement for every utility to e-file its tariff filings.*
 - *Deviations may be granted for good cause.*

Recent Changes

- 807 KAR 5:001 – Rules of Procedure
 - ~~Beginning January 2014~~  the PSC will require every large utility to e-file cases.
 - ~~Phase 2 & 3 will follow later in the year~~  for the medium and small utilities.

Recent Changes

- Instructional Video Series on Electronic Filing
 - *How to Register/Create your e-filer account*
 - *How to Prepare your Tariff filing*
 - *How to Upload your Tariff filing*



Kentucky Public Service Commission

Kentucky.gov

Orders Press Releases

FOLLOW US ON twitter

About the Commission

Commission Records

For Consumers

Utility Information

SiteMap

Contact Us

Register

Login

Search All Files

Search



Electronic Filing

PSC Staff Opinions

New Regulations

Interest on Deposits

Area Code 270/364

Meet the Commissioners

Consumer Alert

Pipeline Safety

Small Utilities Assistance Division

Request PSC Records

Call 811

The Kentucky Public Service Commission Instructional Video Series



Register/Create your e-filer account ([click here](#))

How to File in the Tariff Filing System:

- Prepare your filing – Part 1 ([click here](#))
- Prepare your filing – Part 2 ([click here](#))
- Upload your filing ([click here](#))

Latest Press Releases

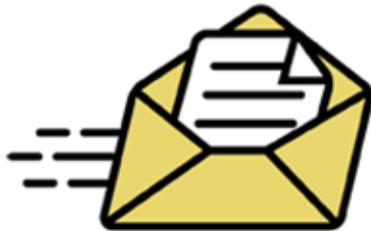
Latest Orders

<http://psc.ky.gov>

Sm
UD

Electronic Filing

Policies and Procedures



Electronic Filing

- E-File Systems Currently Available
 - *Formal Applications (Cases)**
 - *Tariff Filings*
 - *Annual Reports*

Electronic Filing

- E-File Systems Currently Available
 - *Formal Applications (Cases)**
 - *Tariff Filings*
 - *Annual Reports*

*Register / Create
your e-filer
account*

Electronic Filing

- Steps for e-Filing with the PSC
 - Register/Create Your e-Filer Account*
 - Prepare Your Information*
 - Upload/Enter Your Information*

Electronic Filing

- Steps for e-Filing with the PSC
 - Register/Create Your e-Filer Account*
 - Prepare Your Information*
 - Upload/Enter Your Information*



Kentucky Public Service Commission

Kentucky.gov

Orders Press Releases

FOLLOW US ON twitter

About the Commission

Commission Records

For Consumers

Utility Information

SiteMap

Contact Us

Register

Login

Search All Files

Search

Electronic Filing

PSC Staff Opinions

New Regulations

Interest on Deposits

Area Code 270/364

Meet the Commissioners

Consumer Alert

Pipeline Safety

Small Utilities Assistance Division

Request PSC Records

Call 811



Chairman
David L. Armstrong



Vice Chairman
James W. Gardner



Commissioner
Linda Breathitt

Latest Press Releases

Latest Orders

<http://psc.ky.gov>

Sm
UD



Kentucky Public Service Commission

Kentucky.gov

Orders Press Releases

FOLLOW US ON twitter

About the Commission Commission Records For Consumers Utility Information SiteMap Contact Us

Register

Search All Files Search

- Electronic Filing
- PSC Staff Opinions
- New Regulations
- Interest on Deposits
- Area Code 270/364
- Meet the Commissioners
- Consumer Alert
- Pipeline Safety
- Small Utilities Assistance Division
- Request PSC Records
- Call 811



**Chairman
David L. Armstrong**



**Vice Chairman
James W. Gardner**



**Commissioner
Linda Breathitt**

Latest Press Releases

Latest Orders

<http://psc.ky.gov>

Sm
UD

Create a New Account

Use the form below to create a new account.

Passwords are required to be a minimum of 7 characters in length.

Account Information

*Email:	<input type="text" value="Linda.Smith@abc.law"/>
*Password:	<input type="password" value="*****"/>
*Confirm password:	<input type="password" value="*****"/>

Contact Information

Is a Utility:	<input type="checkbox"/> (Do not check if you are NOT the Utility)
*Contact Name:	<input type="text"/>
Organization:	<input type="text"/>
Address1:	<input type="text"/>
Address2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/> <input type="button" value="v"/>
Postal Code:	<input type="text"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>

Roles

- Interconnection Agreement Filers
- Utility Financial Report Filers
- Electronic Case Filers
- Outage System Regulated Utility
- Outage System Non-Regulated Utility
- Tariff Filers
- Telecommunication Relay Service and Access Program Fund Invoicing

Check if you are an employee of the utility.

Contact Information

Is a Utility: (Do not check if you are NOT the Utility)

*Contact Name:

Organization:

Address1:

Address2:

City:

State:

Postal Code:

Phone:

Fax:

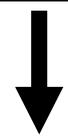
Roles

- Interconnection Agreement Filers
- Utility Financial Report Filers
- Electronic Case Filers
- Outage System Regulated Utility
- Outage System Non-Regulated Utility
- Tariff Filers
- Telecommunication Relay Service and Access Program Fund Invoicing

Register



DO NOT check if you represent the utility, such as an accountant, attorney, consultant, or engineer.



Contact Information

Is a Utility: (Do not check if you are NOT the Utility)

*Contact Name:

Organization:

Address1:

Address2:

City:

State:

Postal Code:

Phone:

Fax:

Roles

- Interconnection Agreement Filers
- Utility Financial Report Filers
- Electronic Case Filers
- Outage System Regulated Utility
- Outage System Non-Regulated Utility
- Tariff Filers
- Telecommunication Relay Service and Access Program Fund Invoicing

Register

Create a New Account

Use the form below to create a new account.

Passwords are required to be a minimum of 7 characters in length.

Account Information

*Email:	<input type="text" value="Linda.Smith@abc.law"/>
*Password:	<input type="password" value="*****"/>
*Confirm password:	<input type="password" value="*****"/>

Contact Information

Is a Utility:	<input type="checkbox"/> (Do not check if you are NOT the Utility)
*Contact Name:	<input type="text" value="Linda Smith"/>
Organization:	<input type="text" value="ABC Law Group"/>
Address1:	<input type="text" value="123 Main Street"/>
Address2:	<input type="text"/>
City:	<input type="text" value="Frankfort"/>
State:	<input type="text" value="KY"/> ▼
Postal Code:	<input type="text" value="40601"/>
Phone:	<input type="text" value="502-555-5555"/>
Fax:	<input type="text" value="502-555-5556"/>

Roles

- Interconnection Agreement Filers
- Utility Financial Report Filers
- Electronic Case Filers
- Outage System Regulated Utility
- Outage System Non-Regulated Utility
- Tariff Filers
- Telecommunication Relay Service and Access Program Fund Invoicing

Create a New Account

Use the form below to create a new account.

Passwords are required to be a minimum of 7 characters in length.

Account Information

*Email:	<input type="text" value="Linda.Smith@abc.law"/>
*Password:	<input type="password" value="*****"/>
*Confirm password:	<input type="password" value="*****"/>

Contact Information

Is a Utility:	<input type="checkbox"/> (Do not check if you are NOT the Utility)
*Contact Name:	<input type="text" value="Linda Smith"/>
Organization:	<input type="text" value="ABC Law Group"/>
Address1:	<input type="text" value="123 Main Street"/>
Address2:	<input type="text"/>
City:	<input type="text" value="Frankfort"/>
State:	<input type="text" value="KY"/>
Postal Code:	<input type="text" value="40601"/>
Phone:	<input type="text" value="502-555-5555"/>
Fax:	<input type="text" value="502-555-5556"/>

Roles

***Select Roles (must select at least one)**

- Interconnection Agreement Filers
- Utility Financial Report Filers
- Electronic Case Filers
- Outage System Regulated Utility
- Outage System Non-Regulated Utility
- Tariff Filers
- Telecommunication Relay Service and Access Program Fund Invoicing



Register

Create a New Account

Use the form below to create a new account.

Passwords are required to be a minimum of 7 characters in length.

Account Information

*Email:	<input type="text" value="Linda.Smith@abc.law"/>
*Password:	<input type="password" value="*****"/>
*Confirm password:	<input type="password" value="*****"/>

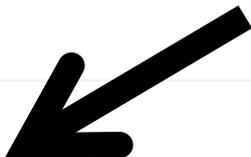
Contact Information

Is a Utility:	<input type="checkbox"/> (Do not check if you are NOT the Utility)
*Contact Name:	<input type="text" value="Linda Smith"/>
Organization:	<input type="text" value="ABC Law Group"/>
Address1:	<input type="text" value="123 Main Street"/>
Address2:	<input type="text"/>
City:	<input type="text" value="Frankfort"/>
State:	<input type="text" value="KY"/>
Postal Code:	<input type="text" value="40601"/>
Phone:	<input type="text" value="502-555-5555"/>
Fax:	<input type="text" value="502-555-5556"/>

Roles

***Select Roles (must select at least one)**

- Interconnection Agreement Filers
- Utility Financial Report Filers
- Electronic Case Filers
- Outage System Regulated Utility
- Outage System Non-Regulated Utility
- Tariff Filers
- Telecommunication Relay Service and Access Program Fund Invoicing



Register



Kentucky Public Service Commission

Use the box below to add utilities to your account:

Enter Utility Name and

Select from the list provided:

[Complete Registration](#)

Kentucky Public Service Commission
 P.O. Box 615, 211 Sower Boulevard, Frankfort, Kentucky 40602-0615
 Phone (502) 564-3940, Fax (502) 564-3460

Copyright © 2008 Commonwealth of Kentucky. All rights reserved.



Kentucky Public Service Commission

Use the box below to add utilities to your account:

Enter Utility Name and
Select from the list provided:

- Saddlebrook Apartments
- Saddlebrook Farms
- Sage Telecom, Inc.
- Sage Telecom, Inc.
- Salem Telephone Company
- Salt River Electric Cooperative Corp.
- Salyersville Water Works
- Sandy Hook Water District
- SBC Long Distance, LLC
- Scottsville Gas Company
- Scottsville Water Department
- Sedalia Water District
- Shadow Wood Waste Environmental, LLC (Sewer Utilities)
- Shadwell Farms, Inc. (Customer-Owned Coin Operated Telephones – COCOTs)
- Sharpsburg Water District (Water Districts)
- Shawn Courtney (Customer-Owned Coin Operated Telephones – COCOTs)
- Shawnee Bay Resort (Customer-Owned Coin Operated Telephones – COCOTs)
- Shelby Communications, LLC (Competitive Local Exchange Carrier)
- Shelby Communications, LLC (Long Distance Carriers)
- Shelby Energy Cooperative, Inc. (Rural Electric Cooperative Corporation)
- Shelby Manor Apartments (Municipally Owned / Colleges and Universities / Housing Authorities)
- Shelbyville Municipal Water (Municipal Water Utilities)

[Complete Registration](#)

Kentucky Public Service Commission
P.O. Box 615, 211 Sower Street
Phone (502) 584-3940, Fax (502) 584-3941



Kentucky Public Service Commission

Use the box below to add utilities to your account:

Enter Utility Name and
Select from the list provided:

- Shelby Communications, LLC (Competitive Local Exchange Carrier)
- Shelby Communications, LLC (Long Distance Carriers)
- Shelby Energy Cooperative, Inc. (Rural Electric Cooperative Corporation)
- Shelby Manor Apartments (Municipally Owned / Colleges and Universities / Housing Authorities)
- Shelbyville Municipal Water (Municipal Water Utilities)

[Complete Registration](#)

Kentucky Public Service Commission
P.O. Box 615, 211 Sower Street
Phone (502) 584-3940, Fax (502) 584-3941



Kentucky Public Service Commission

Use the box below to add utilities to your account:

Enter Utility Name and
Select from the list provided:

Shelby

Shelbyville Municipal Water (Municipal Water Utilities)

[Complete Registration](#)

Kentucky Public Service C
P.O. Box 615, 211 Sower B
Phone (502) 584-3940, Fax

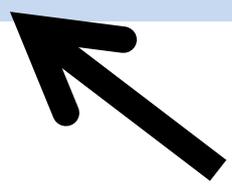


Kentucky Public Service Commission

Use the box below to add utilities to your account:

Enter Utility Name and
Select from the list provided:

Shelby
Shelbyville Municipal Water (Municipal Water Utilities)



[Complete Registration](#)

Kentucky Public Service C
P.O. Box 615, 211 Sower B
Phone (502) 584-3940, Fax



Kentucky Public Service Commission

Use the box below to add utilities to your account:

Enter Utility Name and
Select from the list provided:

Shelbyville Municipal Water (Municipal Water Utilities)

Add Utility

Utility ID

Company Name



8806200 Shelbyville Municipal Water and

[Complete Registration](#)

Kentucky Public Service Commission
P.O. Box 615, 211 Sower Boulevard, Frankfort, Kentucky 40602-0615
Phone (502) 564-3940, Fax (502) 564-3460

Copyright © 2008 Commonwealth of Kentucky. All rights reserved.



Kentucky Public Service Commission

Use the box below to add utilities to your account:

Enter Utility Name and
Select from the list provided:

Utility ID	Company Name
8806200	Shelbyville Municipal Water and

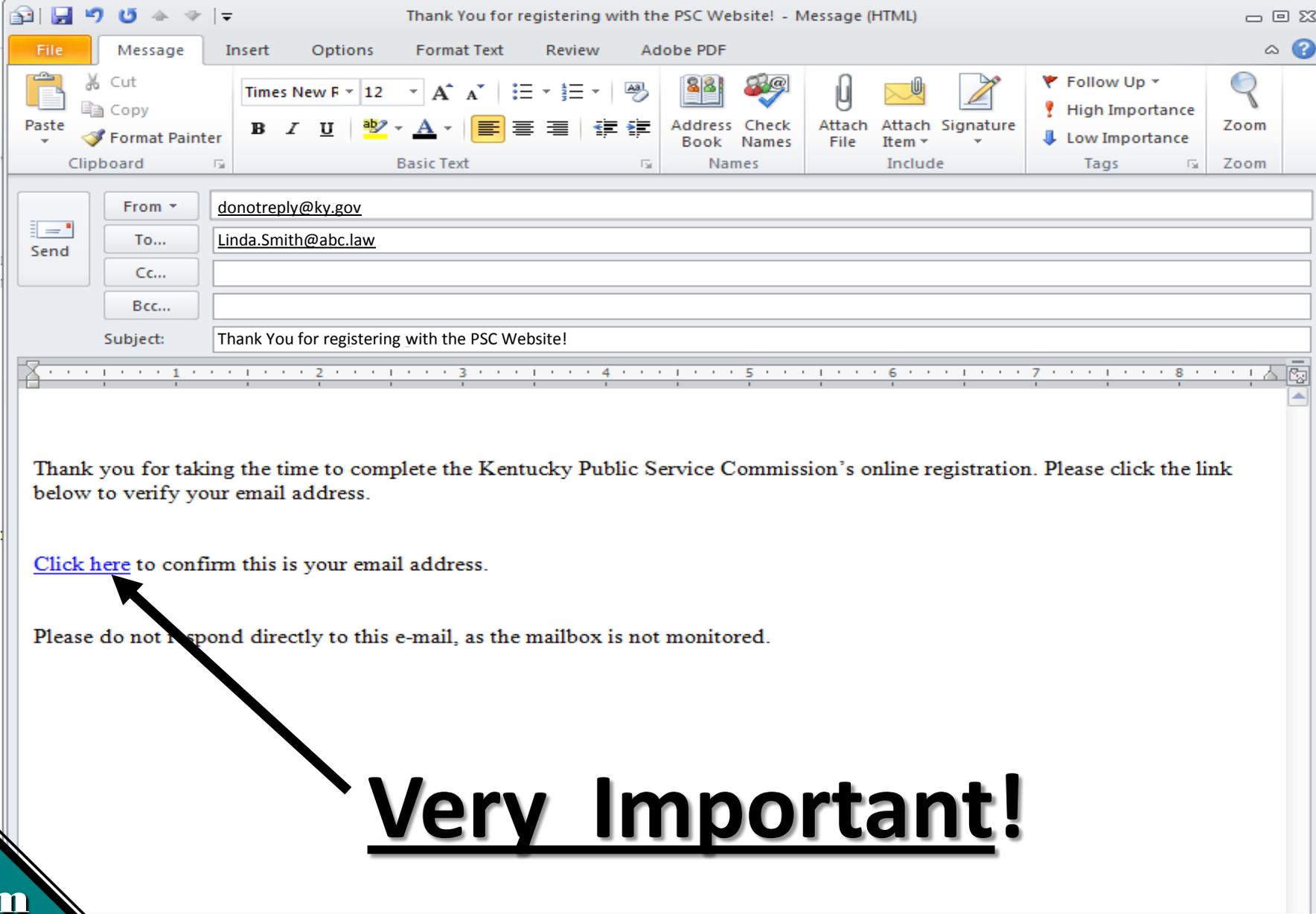
←



Kentucky Public Service Commission

Thank You for submitting your registration. You will receive an email shortly at the email address you provided. This email will contain a link for you to click on and confirm your email address is valid.

[Click here to return to the PSC Website.](#)



Very Important!

Questions?

- Steps for e-filing with the PSC
 - Register/Create Your e-Filer Account*
 - Prepare Your Information*
 - Upload/Enter Your Information*

Electronic Filing

- E-File Systems Currently Available
 - *Formal Applications (Cases)**
 - *Tariff Filings*
 - *Annual Reports*

Electronic Filing

- Then next 2-steps will only apply to:
 - *Formal Applications (Cases)**
 - *Tariff Filings*
 - *Not Annual Report Filings*

Electronic Filing



- Annual Report information is actually keyed by hand into the PSC e-filing system.



- Tariffs & Cases require actual documents be converted to an electronic format by scanning or other method and then uploaded into the PSC e-filing system.

Electronic Filing

- Annual Reports Branch

- *Jeff Cline* -MANAGER

- *Brian Barnett*



PSC.reports@ky.gov

502-564-3940

Electronic Filing

- E-File Systems Currently Available
 - *Formal Applications (Cases)**
 - *Tariff Filings*
 - *Annual Reports*

Electronic Filing

- Steps for e-filing with the PSC
 - Register/Create Your e-Filer Account*
 - Prepare Your Information*
 - Upload/Enter Your Information*

Electronic Filing

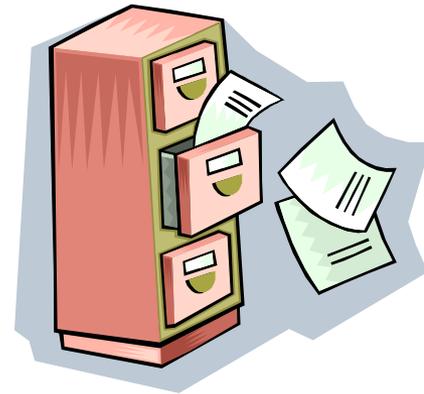
- Prepare Your Information

Gather

Organize

Name

Format



Electronic Filing

- Prepare Your Information

Gather

Organize



Name

Format

Electronic Filing

- Prepare Your Information

Gather

Organize

Name

Format



Letter



Support



Tariff

Questions?

- Prepare Your Information

- Gather*

- Organize*

- Name*

- Format*

Electronic Filing

- Prepare Your Information

Gather

Organize

Name

Format

Electronic Filing

- Ensure your Files are in the Proper Format
 - Portable Document Format (pdf)*
 - Optical Character Recognition (ocr)*
 - Optimized for Internet Viewing*
 - Resolution of 300 dots per inch (dpi)*

Electronic Filing

- Ensure your Files are in the Proper Format

- Portable Document Format (pdf)*

“Allows a document to look the same on the screen and in print, regardless of what kind of computer or printer someone is using and regardless of what software was originally used to create the document.”

Electronic Filing

- Ensure your Files are in the Proper Format

- Optical Character Recognition (ocr)*

“A process that converts the visual image of letters and numbers into computer readable letters and numbers.”

Electronic Filing

- Ensure your Files are in the Proper Format

- Optimized for Internet Viewing*

“A process that converts your information into a format that loads quickly and looks appropriate for viewing on the internet and/or in a web browser.”

Electronic Filing

- Ensure your Files are in the Proper Format
 - ☑ *Resolution of 300 dots per inch (dpi)*
 - *Less than 300 dpi might make your documents difficult to read on a website.*
 - *More than 300 dpi makes the file larger but provides no additional clarity and requires a greater amount of storage.*

Questions?

- Ensure your Files are in the Proper Format
 - Portable Document Format (pdf)*
 - Optical Character Recognition (ocr)*
 - Optimized for Internet Viewing*
 - Resolution of 300 dots per inch (dpi)*

Electronic Filing

- Steps for e-Filing with the PSC
 - Register/Create Your e-Filer Account*
 - Prepare Your Filing*
 - Upload Your Filing*

Electronic Filing

- At this time you should have:
 - *Electronic Documents*
 - *Searchable, optimized, and in pdf*
 - *Named & Saved in a known location*



Kentucky Public Service Commission

Kentucky.gov

Orders Press Releases

FOLLOW US ON twitter

About the Commission

Commission Records

For Consumers

Utility Information

SiteMap

Contact Us

Login

Search All Files

Search

Electronic Filing

PSC Staff Opinions

New Regulations

Interest on Deposits

Area Code 270/364

Meet the Commissioners

Consumer Alert

Pipeline Safety

Small Utilities Assistance Division

Request PSC Records

Call 811



Chairman
David L. Armstrong



Vice Chairman
James W. Gardner



Commissioner
Linda Breathitt

Latest Press Releases

Latest Orders

<http://psc.ky.gov>

Sm
UD



Kentucky Public Service Commission

Username: Commonwealth of Kentucky
Public Service Commission
E-Filing System

Password:

If you have already registered for an account or have an existing account, please login to access the e-filing system. If you need to acquire an account, you may begin the [registration process](#) here. *Note: Only utilities or entities representing utilities are allowed access to the e-filing system.*

[Login](#)

Kentucky Public Service Commission
P.O. Box 615, 211 Sower Boulevard, Frankfort, Kentucky 40602-0615
Phone (502) 564-3940, Fax (502) 564-3460

Copyright © 2008 Commonwealth of Kentucky. All rights reserved.

Username
Password

Sm
UD



Kentucky Public Service Commission

PSC Website

Logout

Secure Tariff Filing

Commonwealth of Kentucky
Public Service Commission
E-Filing System

Use the MENU On the left to navigate to the application you wish to utilize.

Kentucky Public Service Commission
P.O. Box 615, 211 Sower Boulevard, Frankfort, Kentucky 40602-0615
Phone (502) 564-3940, Fax (502) 564-3460

Copyright © 2008 Commonwealth of Kentucky. All rights reserved.

**Secure
Tariff Filing**

**Sm
UD**



Kentucky Public Service Commission

Home

Services

Search

Related Sites

Help

Tariff Upload



Services

Tariff Upload



Attention Filers

Make certain all tariff, contract and promotion documents are completely searchable before uploading.

Kentucky Public Service Commission

Electronic Filing Center

Tariffs

Contracts

Promotions



Kentucky Public Service Commission

General Filing Information

Filer Name*	<input type="text"/>	of	Filers Company	<input type="text"/>
On Behalf of:	<input type="text"/>		Address	<input type="text"/>
E-mail Address	<input type="text"/>			<input type="text"/>
			City	<input type="text"/>
			State	<input type="text"/>
			Zip	<input type="text"/>
Phone Number*	<input type="text"/>			
Case Number	<input type="text"/>	If this filing is in response to an order. Please provide the case number and order date		
Order Date	<input type="text"/>			
Filing Type	<input type="text"/>			
Proposed Effective Date *	<input type="text"/>			

Filing Description*

**(Enter A Brief General Description Of The Filing.)
*Not For Description Of Individual Documents.**

Continue



Kentucky Public Service Commission

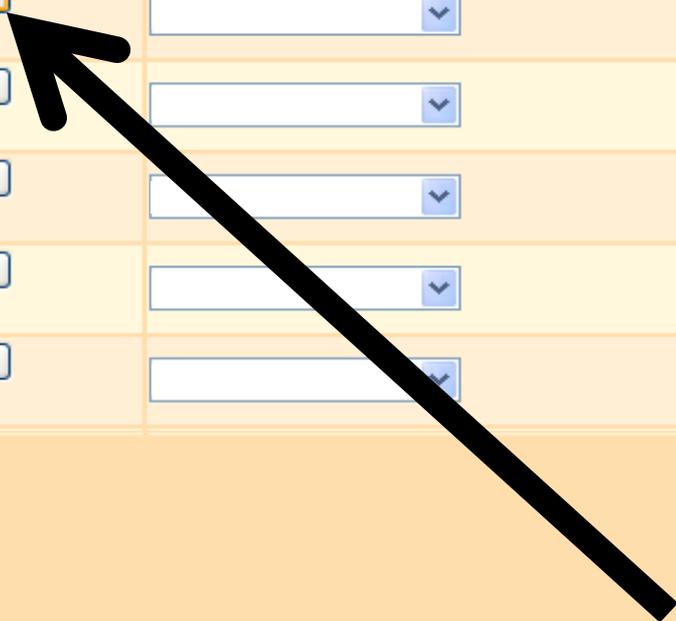
- Choose up to five files to upload at one time
- Only PDF and XLS files will be accepted.

File	Type	Confirm
1 <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> ▾	<input checked="" type="checkbox"/>
2 <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> ▾	<input checked="" type="checkbox"/>
3 <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> ▾	<input checked="" type="checkbox"/>
4 <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> ▾	<input checked="" type="checkbox"/>
5 <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> ▾	<input checked="" type="checkbox"/>

You may repeat this step as needed to upload all files during one file session

Cancel Filing

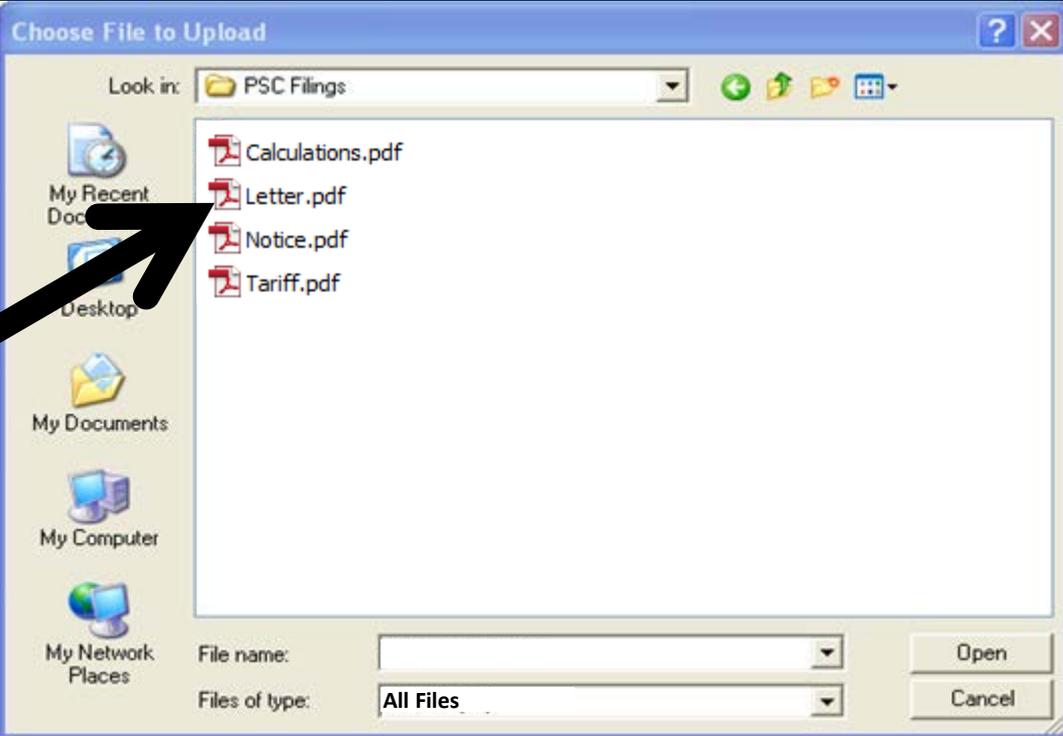
Upload These Files





Kentucky Public Service Commission

- Choose up to five files to upload at one time
- Only PDF and XLS files will be accepted.

File	Type	Confirm
1	<input type="text"/> <input type="button" value="Browse..."/>	 <p>The dialog box shows the 'PSC Filings' folder containing four PDF files: Calculations.pdf, Letter.pdf, Notice.pdf, and Tariff.pdf. A black arrow points from the 'Browse...' button in the first row of the table to the 'Letter.pdf' file in the dialog box.</p>
2	<input type="text"/> <input type="button" value="Browse..."/>	
3	<input type="text"/> <input type="button" value="Browse..."/>	
4	<input type="text"/> <input type="button" value="Browse..."/>	
5	<input type="text"/> <input type="button" value="Browse..."/>	



Kentucky Public Service Commission

- Choose up to five files to upload at one time
- Only PDF and XLS files will be accepted.

File	Type	Confirm
1	<input type="text"/> <input type="button" value="Browse..."/>	
2	<input type="text"/> <input type="button" value="Browse..."/>	
3	<input type="text"/> <input type="button" value="Browse..."/>	
4	<input type="text"/> <input type="button" value="Browse..."/>	
5	<input type="text"/> <input type="button" value="Browse..."/>	

Choose File to Upload

Look in: PSC Filings

- Calculations.pdf
- Letter.pdf
- Notice.pdf
- Tariff.pdf

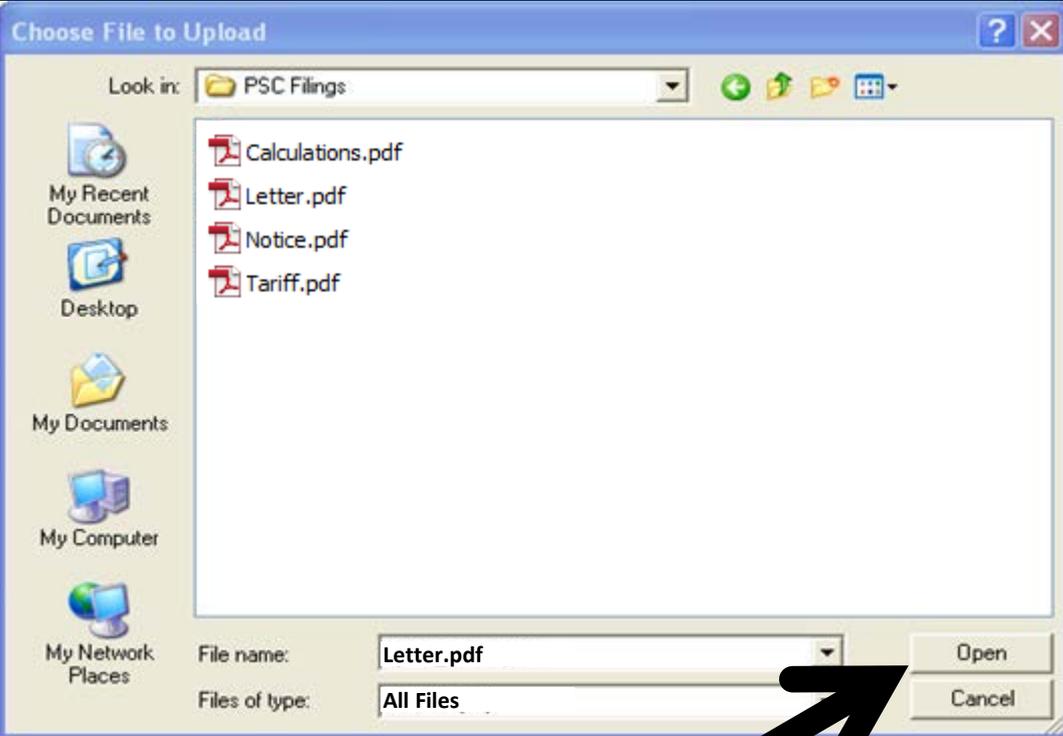
File name: Letter.pdf

Files of type: All Files



Kentucky Public Service Commission

- Choose up to five files to upload at one time
- Only PDF and XLS files will be accepted.

File	Type	Confirm
1	<input type="text"/> <input type="button" value="Browse..."/>	 <p>The dialog box shows the 'PSC Filings' folder containing four PDF files: Calculations.pdf, Letter.pdf, Notice.pdf, and Tariff.pdf. The 'File name' field is set to 'Letter.pdf' and 'Files of type' is set to 'All Files'. A large black arrow points to the 'Open' button.</p>
2	<input type="text"/> <input type="button" value="Browse..."/>	
3	<input type="text"/> <input type="button" value="Browse..."/>	
4	<input type="text"/> <input type="button" value="Browse..."/>	
5	<input type="text"/> <input type="button" value="Browse..."/>	



Kentucky Public Service Commission

- Choose up to five files to upload at one time
- Only PDF and XLS files will be accepted.

File	Type	Confirm
1 Letter.pdf <input type="button" value="Browse..."/>		
2 <input type="text"/> <input type="button" value="Browse..."/>		
3 <input type="text"/> <input type="button" value="Browse..."/>		
4 <input type="text"/> <input type="button" value="Browse..."/>		
5 <input type="text"/> <input type="button" value="Browse..."/>		

Choose File to Upload

Look in: PSC Filings

- Calculations.pdf
- Letter.pdf
- Notice.pdf
- Tariff.pdf

File name: Letter.pdf

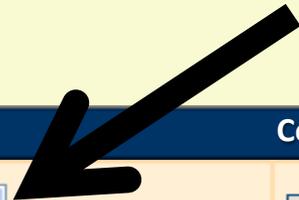
Files of type: All Files



Kentucky Public Service Commission

- Choose up to five files to upload at one time
- Only PDF and XLS files will be accepted.

	File	Type	Confirm
1	<input type="text" value="Letter.pdf"/> <input type="button" value="Browse..."/>	Cover Letter <input type="button" value="v"/>	<input checked="" type="checkbox"/>
2	<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> <input type="button" value="v"/>	<input checked="" type="checkbox"/>
3	<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> <input type="button" value="v"/>	<input checked="" type="checkbox"/>
4	<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> <input type="button" value="v"/>	<input checked="" type="checkbox"/>
5	<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> <input type="button" value="v"/>	<input checked="" type="checkbox"/>



You may repeat this step as needed to upload all files during one file session

Cancel Filing

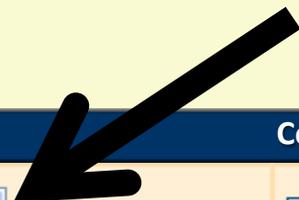
Upload These Files



Kentucky Public Service Commission

- Choose up to five files to upload at one time
- Only PDF and XLS files will be accepted.

File	Type	Confirm
1 Letter.pdf <input type="button" value="Browse..."/>	Cover Letter <input type="button" value="v"/>	<input checked="" type="checkbox"/>
2 Calculations.pdf <input type="button" value="Browse..."/>	Support Document <input type="button" value="v"/>	<input checked="" type="checkbox"/>
3 Notice.pdf <input type="button" value="Browse..."/>	Support Document <input type="button" value="v"/>	<input checked="" type="checkbox"/>
4 Tariff.pdf <input type="button" value="Browse..."/>	Tariff <input type="button" value="v"/>	<input checked="" type="checkbox"/>
5 <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> <input type="button" value="v"/>	<input checked="" type="checkbox"/>



You may repeat this step as needed to upload all files during one file session

Cancel Filing

Upload These Files



Kentucky Public Service Commission

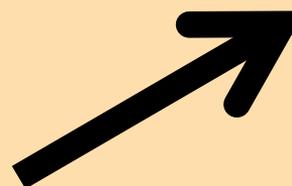
- Choose up to five files to upload at one time
- Only PDF and XLS files will be accepted.

	File	Type	Confirm
1	<input type="text" value="Letter.pdf"/> <input type="button" value="Browse..."/>	<input type="text" value="Cover Letter"/> ▼	<input checked="" type="checkbox"/>
2	<input type="text" value="Calculations.pdf"/> <input type="button" value="Browse..."/>	<input type="text" value="Support Document"/> ▼	<input checked="" type="checkbox"/>
3	<input type="text" value="Notice.pdf"/> <input type="button" value="Browse..."/>	<input type="text" value="Support Document"/> ▼	<input checked="" type="checkbox"/>
4	<input type="text" value="Tariff.pdf"/> <input type="button" value="Browse..."/>	<input type="text" value="Tariff"/> ▼	<input checked="" type="checkbox"/>
5	<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> ▼	<input checked="" type="checkbox"/>

You may repeat this step as needed to upload all files during one file session

Cancel Filing

Upload These Files





Kentucky Public Service Commission

- Choose up to five files to upload at one time
- Only PDF and XLS files will be accepted.

File	Type	Confirm
1 Letter.pdf <input type="button" value="Browse..."/>	Cover Letter <input type="button" value="v"/>	<input checked="" type="checkbox"/>
2 Calculations.pdf <input type="button" value="Browse..."/>	Support Document <input type="button" value="v"/>	<input checked="" type="checkbox"/>
3 Notice.pdf <input type="button" value="Browse..."/>	Support Document <input type="button" value="v"/>	<input checked="" type="checkbox"/>
4 Tariff.pdf <input type="button" value="Browse..."/>	Tariff <input type="button" value="v"/>	<input checked="" type="checkbox"/>
5 <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> <input type="button" value="v"/>	<input checked="" type="checkbox"/>

You may repeat this step as needed to upload all files during one file session

Cancel Filing

Upload These Files

Microsoft Internet Explorer



Upload another set of documents or click `COMPLETE FILING`

OK



Kentucky Public Service Commission

- Choose up to five files to upload at one time
- Only PDF and XLS files will be accepted.

File	Type	Confirm
1 Letter.pdf <input type="button" value="Browse..."/>	Cover Letter <input type="button" value="v"/>	<input checked="" type="checkbox"/>
2 Calculations.pdf <input type="button" value="Browse..."/>	Support Document <input type="button" value="v"/>	<input checked="" type="checkbox"/>
3 Notice.pdf <input type="button" value="Browse..."/>	Support Document <input type="button" value="v"/>	<input checked="" type="checkbox"/>
4 Tariff.pdf <input type="button" value="Browse..."/>	Tariff <input type="button" value="v"/>	<input checked="" type="checkbox"/>
5 <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> <input type="button" value="v"/>	<input checked="" type="checkbox"/>

You may repeat this step as needed to upload all files during one file session

Cancel Filing

Upload These Files





Kentucky Public Service Commission

- Choose up to five files to upload at one time
- Only PDF and XLS files will be accepted.

File	Type	Confirm
1 <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> ▾	<input checked="" type="checkbox"/>
2 <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> ▾	<input checked="" type="checkbox"/>
3 <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> ▾	<input checked="" type="checkbox"/>
4 <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> ▾	<input checked="" type="checkbox"/>
5 <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> ▾	<input checked="" type="checkbox"/>

You may repeat this step as needed to upload all files during one file session

Uploaded this session

File	Type
Letter.pdf	Cover Letter
Calculations.pdf	Support Document
Notice.pdf	Support Document
Tariff.pdf	Tariff

Note: Your filing is not complete until you click "**Complete Filing**" at the bottom right of this screen.



Kentucky Public Service Commission

- Choose up to five files to upload at one time
- Only PDF and XLS files will be accepted.

File	Type	Confirm
1 <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> <input type="button" value="v"/>	<input checked="" type="checkbox"/>
2 <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> <input type="button" value="v"/>	<input checked="" type="checkbox"/>
3 <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> <input type="button" value="v"/>	<input checked="" type="checkbox"/>
4 <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> <input type="button" value="v"/>	<input checked="" type="checkbox"/>
5 <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> <input type="button" value="v"/>	<input checked="" type="checkbox"/>

You may repeat this step as needed to upload all files during one file session

Uploaded this session

File	Type
Letter.pdf	Cover Letter
Calculations.pdf	Support Document
Notice.pdf	Support Document
Tariff.pdf	Tariff

Note: Your filing is not complete until you click **"Complete Filing"** at the bottom right of this screen.





Kentucky Public Service Commission

[Home](#) [Services](#) [Search](#) [Related Sites](#) [Print](#) [Help](#)

Documents received for Tariff filing: TFS-2013-00001

Utility Name

Description: Filing Description

Items Transmitted: 01/01/2013 12:00:01 AM

File Name	Description
Letter.pdf	Cover Letter
Calculations.pdf	Support Document
Notice.pdf	Support Document
Tariff.pdf	Tariff

Questions?

- Steps for e-Filing with the PSC
 - Register/Create Your e-Filer Account*
 - Prepare Your Filing*
 - Upload Your Filing*

Problems & Issues

with

Annual Reports

Annual Reports

- Biggest Problem / Issue

“Accuracy!”

Annual Reports

- Questionable line-loss numbers
- Annual Report Gross Revenues don't match the Gross Revenues Report

Annual Reports

- Verify your numbers
- Purchase invoices should match
- Billing records should match

Annual Reports

- Electronic Reviews implemented
- Commissioner term details missing
- Commissioner salary info missing

MONTH	PURCHASED	SOLD
JANUARY	12,000	10,000
FEBRUARY	12,000	10,000
MARCH	12,000	10,000
APRIL	12,000	10,000
MAY	12,000	10,000
JUNE	12,000	10,000
JULY	12,000	10,000
AUGUST	12,000	10,000
SEPTEMBER	12,000	10,000
OCTOBER	12,000	10,000
NOVEMBER	12,000	10,000
DECEMBER	12,000	10,000
TOTAL	144,000	120,000

2010 ANNUAL REPORT	GALLONS	DATE
MAXIMUM GALLONS PUMPED IN ANY ONE DAY	1,761,400	7/14/2010
MINIMUM GALLONS PUMPED IN ANY ONE DAY	756,800	2/17/2010
PEAK MONTH – GALLONS SOLD	32,414,200	August
PEAK DAY – GALLONS SOLD	1,761,400	7/14/2010

2011 ANNUAL REPORT	GALLONS	DATE
MAXIMUM GALLONS PUMPED IN ANY ONE DAY	1,761,400	7/14/2011
MINIMUM GALLONS PUMPED IN ANY ONE DAY	756,800	2/17/2011
PEAK MONTH – GALLONS SOLD	32,414,200	August
PEAK DAY – GALLONS SOLD	1,761,400	7/14/2011

2010 ANNUAL REPORT	GALLONS	DATE
MAXIMUM GALLONS PUMPED IN ANY ONE DAY	1,761,400	7/14/2010
MINIMUM GALLONS PUMPED IN ANY ONE DAY	756,800	2/17/2010
PEAK MONTH – GALLONS SOLD	32,414,200	August
PEAK DAY – GALLONS SOLD	1,761,400	7/14/2010

2011 ANNUAL REPORT	GALLONS	DATE
MAXIMUM GALLONS PUMPED IN ANY ONE DAY	1,761,400	7/14/2011
MINIMUM GALLONS PUMPED IN ANY ONE DAY	756,800	2/17/2011
PEAK MONTH – GALLONS SOLD	32,414,200	August
PEAK DAY – GALLONS SOLD	1,761,400	7/14/2011

2010 ANNUAL REPORT	GALLONS	DATE
MAXIMUM GALLONS PUMPED IN ANY ONE DAY	1,761,400	7/14/2010
MINIMUM GALLONS PUMPED IN ANY ONE DAY	756,800	2/17/2010
PEAK MONTH – GALLONS SOLD	32,414,200	August
PEAK DAY – GALLONS SOLD	1,761,400	7/14/2010

2011 ANNUAL REPORT	GALLONS	DATE
MAXIMUM GALLONS PUMPED IN ANY ONE DAY	1,761,400	7/14/2011
MINIMUM GALLONS PUMPED IN ANY ONE DAY	756,800	2/17/2011
PEAK MONTH – GALLONS SOLD	32,414,200	August
PEAK DAY – GALLONS SOLD	1,761,400	7/14/2011

2010 ANNUAL REPORT	GALLONS	DATE
MAXIMUM GALLONS PUMPED IN ANY ONE DAY	1,761,400	7/14/2010
MINIMUM GALLONS PUMPED IN ANY ONE DAY	756,800	2/17/2010
PEAK MONTH – GALLONS SOLD	32,414,200	August
PEAK DAY – GALLONS SOLD	1,761,400	7/14/2010

2011 ANNUAL REPORT	GALLONS	DATE
MAXIMUM GALLONS PUMPED IN ANY ONE DAY	1,761,400	7/14/2011
MINIMUM GALLONS PUMPED IN ANY ONE DAY	756,800	2/17/2011
PEAK MONTH – GALLONS SOLD	32,414,200	August
PEAK DAY – GALLONS SOLD	1,761,400	7/14/2011

2010 ANNUAL REPORT	GALLONS	DATE
MAXIMUM GALLONS PUMPED IN ANY ONE DAY	1,761,400	7/14/2010
MINIMUM GALLONS PUMPED IN ANY ONE DAY	756,800	2/17/2010
PEAK MONTH – GALLONS SOLD	32,414,200	August
PEAK DAY – GALLONS SOLD	1,761,400	7/14/2010

2011 ANNUAL REPORT	GALLONS	DATE
MAXIMUM GALLONS PUMPED IN ANY ONE DAY	1,761,400	7/14/2011
MINIMUM GALLONS PUMPED IN ANY ONE DAY	756,800	2/17/2011
PEAK MONTH – GALLONS SOLD	32,414,200	August
PEAK DAY – GALLONS SOLD	1,761,400	7/14/2011

TITLE	NAME	BUSINESS ADDRESS	SALARY	TERM EXPIRES
Chairman	Jan Brady	123 Main St, Lake City, KY	\$1,800.00	1/1/2012
Vice-Chair	Marcus Welby	123 Main St, Lake City, KY	\$1,800.00	3/1/2012
Secretary	April Showers	123 Main St, Lake City, KY	\$1,800.00	4/1/2012
Treasurer	May Flowers	123 Main St, Lake City, KY	\$1,800.00	5/1/2012
Commissioner	June Cleaver	123 Main St, Lake City, KY	\$1,800.00	6/1/2012

CONTACT INFO	NAME	ELECTRONIC INFO
Web Address	Lake County Water District	www.lc wd.com
Email Address	Lake County Water District	lc wd@lakenet.com
Contact & Email	Crystal Waters, Manager	c.waters@lakenet.com

Questions?

- Annual Reports Branch

- *Jeff Cline* -MANAGER

- *Brian Barnett*



PSC.reports@ky.gov

502-564-3940

New Procedures

for

Alternative Rate Filings

Alternative Rate Filings

- 807 KAR 5:076 – Amendments
 - *\$1 Million cap increased to \$5 Million*
 - *Almost every water utility should now qualify to file the abbreviated application*
 - *Easier to file; less info required; online forms*

Alternative Rate Filings

- 807 KAR 5:076 – Amendments
 - *A utility should be able to prepare and submit this type of filing on an annual basis with little or no assistance.*
 - *Why wait and have a much larger increase?*

Alternative Rate Filings

- ARF Procedures for a 'traditional' filing:
 1. *Fill out the forms*
 2. *Make copies*
 3. *Submit the original and 5-copies*

Alternative Rate Filings

- ARF Procedures for an 'electronic' filing:
 1. *Register and create your e-filer account*
 2. *Submit your notice of election to e-file*
 3. *Fill out the forms*

Alternative Rate Filings

- ARF Procedures for an 'electronic' filing:
 4. *Upload your forms and other documents into the electronic case filing system*
 5. *Submit 1-original of everything that was uploaded to the PSC.*
 6. *The originals must be received within 2-business days of the electronic upload*

NOTICE OF ELECTION OF USE OF ELECTRONIC FILING

USE OF ELECTRONIC FILING PROCEDURES FOR AN APPLICATION
FOR RATE ADJUSTMENT MADE PURSUANT TO 807 KAR 5:076
(Fill All Blank Spaces and Check Applicable Boxes)

In accordance with 807 KAR 5:076, Section 13, _____ gives notice of its intent to file an application for rate adjustment pursuant to 807 KAR 5:076 with the Public Service Commission no later than _____ and to use the electronic filing procedures set forth in that regulation.

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. It requests that the Public Service Commission assigned a case number to the intended application and advise it of that number as soon as possible; | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. It or its authorized representatives have registered with the Public Service Commission and are authorized to make electronic filings with the Public Service Commission to enable it to make electronic filings; | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Neither it nor its authorized representatives have registered with the Public Service Commission for authorization to make electronic filings but will do so no later than seven days before the date of its filing of its application for rate adjustment; | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Pursuant to KRS 278.380, for purposes of this proceeding only it waives any right to service of Public Service Commission orders by mail; | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. It or its authorized agents possess the facilities to receive electronic transmissions; | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. The following persons are authorized to make filings on its behalf and to receive electronically service of Public Service Commission orders and any pleadings filed by any party or the Public Service Commission Staff (List the name and e-mail address of each person)* | | |

Name	Electronic Mail Address

7. It and its authorized representatives listed above have read and understand the procedures for electronic filing set forth in 807 KAR 5:076 and will fully comply with those procedures unless the Public Service Commission directs otherwise.

(Signed) _____

Name: _____
 Title: _____
 Address: _____

 Telephone Number: _____

SUBMIT ORIGINAL AND FIVE ADDITIONAL COPIES, UNLESS FILING ELECTRONICALLY

APPLICATION FOR RATE ADJUSTMENT
BEFORE THE PUBLIC SERVICE COMMISSION

For Small Utilities Pursuant to 807 KAR 5:076
(Alternative Rate Filing)

<i>(Name of Utility)</i>
<i>(Business Mailing Address - Number and Street, or P.O. Box)</i>
<i>(Business Mailing Address - City, State, and Zip)</i>
<i>(Telephone Number)</i>

BASIC INFORMATION

NAME, TITLE, ADDRESS, TELEPHONE NUMBER and E-MAIL ADDRESS of the person to whom correspondence or communications concerning this application should be directed:

<i>(Name)</i>
<i>(Address - Number and Street or P.O. Box)</i>
<i>(Address - City, State, Zip)</i>
<i>(Telephone Number)</i>
<i>(E-mail Address)</i>

(For each statement below, the Applicant should check either "YES" or "NO".)

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. a. In its immediate past calendar year of operation, Applicant had \$5,000,000 or less in gross annual revenue. | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Applicant operates two or more divisions that provide different types of utility service. In its immediate past calendar year of operation, Applicant had \$5,000,000 or less in gross annual revenue from the division for which a rate adjustment is sought. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. a. Applicant has filed an annual report with the Public Service Commission for the past year. | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Applicant has filed an annual report with the Public Service Commission for the two previous years. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Applicant's records are kept separate from other commonly-owned enterprises. | <input type="checkbox"/> | <input type="checkbox"/> |

- | | YES | NO |
|---|--------------------------|--------------------------|
| 4. a. Applicant is a corporation. A certified copy of its articles of incorporation and all amendments are attached to this application or were filed with the Public Service Commission in Case No. _____. | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Applicant is a limited liability company. A certified copy of its articles of organization and all amendments are attached to this application or were filed with the Public Service Commission in Case No. _____. | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Applicant is a limited partnership. A certified copy of its limited partnership agreement and all amendments thereto are attached to this application or were filed with the Public Service Commission in Case No. _____. | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Applicant is a sole proprietorship or partnership. | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Applicant is a water district organized pursuant to KRS Chapter 74. | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Applicant is a water association organized pursuant to KRS Chapter 273. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. a. A paper copy of this application has been mailed to Office of Rate Intervention, Office of Attorney General, 1024 Capital Center Drive, Suite 200, Frankfort, Kentucky 40601-8204. | <input type="checkbox"/> | <input type="checkbox"/> |
| b. An electronic copy of this application has been electronically mailed to Office of Rate Intervention, Office of Attorney General at rateintervention@ag.ky.gov. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. a. Applicant has 20 or fewer customers or is a sewer utility and has mailed written notice of the proposed rate adjustment to each of its customers no later than the date this application was filed with the Public Service Commission. A copy of this notice is attached to this application. (Attach a copy of customer notice.) | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Applicant has more than 20 customers, is not a sewer utility, and has included written notice of the proposed rate adjustment with customer bills that were mailed by the date on which the application was filed. A copy of this notice is attached to this application. (Attach a copy of customer notice.) | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Applicant has more than 20 customers, is not a sewer utility, and has made arrangements to publish notice once a week for three (3) consecutive weeks in a prominent manner in a newspaper of general circulation in its service area, the first publication having been made by the date on which this Application was filed. A copy of this notice is attached to this application. (Attach a copy of customer notice.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Applicant requires a rate adjustment for the reasons set forth in the attachment entitled "Reasons for Application." (Attach completed "Reasons for Application" Attachment.) | <input type="checkbox"/> | <input type="checkbox"/> |

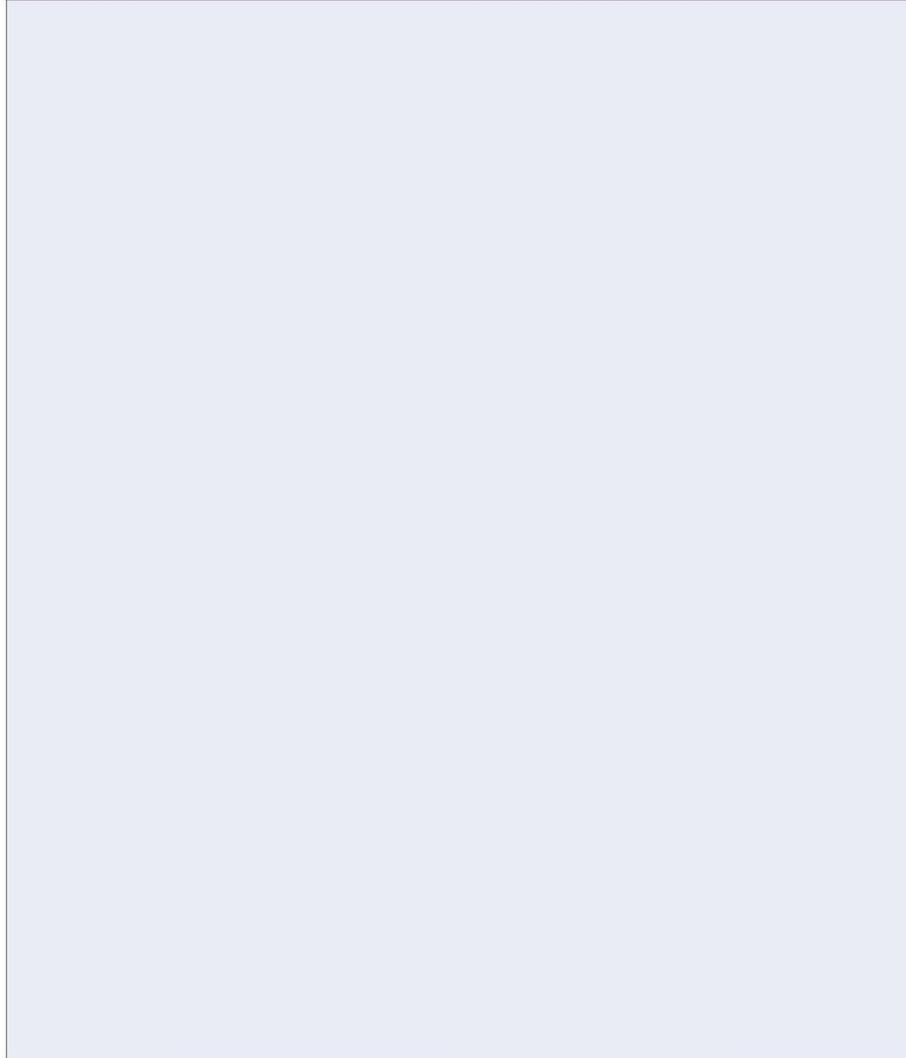
- | | YES | NO |
|--|--------------------------|--------------------------|
| 8. Applicant proposes to charge the rates that are set forth in the attachment entitled "Current and Proposed Rates." (Attach completed "Current and Proposed Rates" Attachment.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Applicant proposes to use its annual report for the immediate past year as the test period to determine the reasonableness of its proposed rates. This annual report is for the 12 months ending December 31, _____. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Applicant has reason to believe that some of the revenue and expense items set forth in its most recent annual report have or will change and proposes to adjust the test period amount of these items to reflect these changes. A statement of the test period amount, expected changes, and reasons for each expected change is set forth in the attachment "Statement of Adjusted Operations." (Attach a completed copy of appropriate "Statement of Adjusted Operations" Attachment and any invoices, letters, contracts, receipts or other documents that support the expected change in costs.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Based upon test period operations, and considering any known and measurable adjustments, Applicant requires additional revenues of \$ _____ and total revenues from service rates of \$ _____. The manner in which these amounts were calculated is set forth in "Revenue Requirement Calculation" Attachment. (Attach a completed "Revenue Requirement Calculation" Attachment.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. As of the date of the filing of this application , Applicant had _____ customers. | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. A billing analysis of Applicant's current and proposed rates is attached to this application. (Attach a completed "Billing Analysis" Attachment.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Applicant's depreciation schedule of utility plant in service is attached. (Attach a schedule that shows per account group: the asset's original cost, accumulated depreciation balance as of the end of the test period, the useful lives assigned to each asset and resulting depreciation expense.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 15.a. Applicant has outstanding evidences of indebtedness, such as mortgage agreements, promissory notes, or bonds. | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Applicant has attached to this application a copy of each outstanding evidence of indebtedness (e.g., mortgage agreement, promissory note, bond resolution). | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Applicant has attached an amortization schedule for each outstanding evidence of indebtedness. | <input type="checkbox"/> | <input type="checkbox"/> |

LIST OF ATTACHMENTS
(Indicate all documents submitted by checking box)

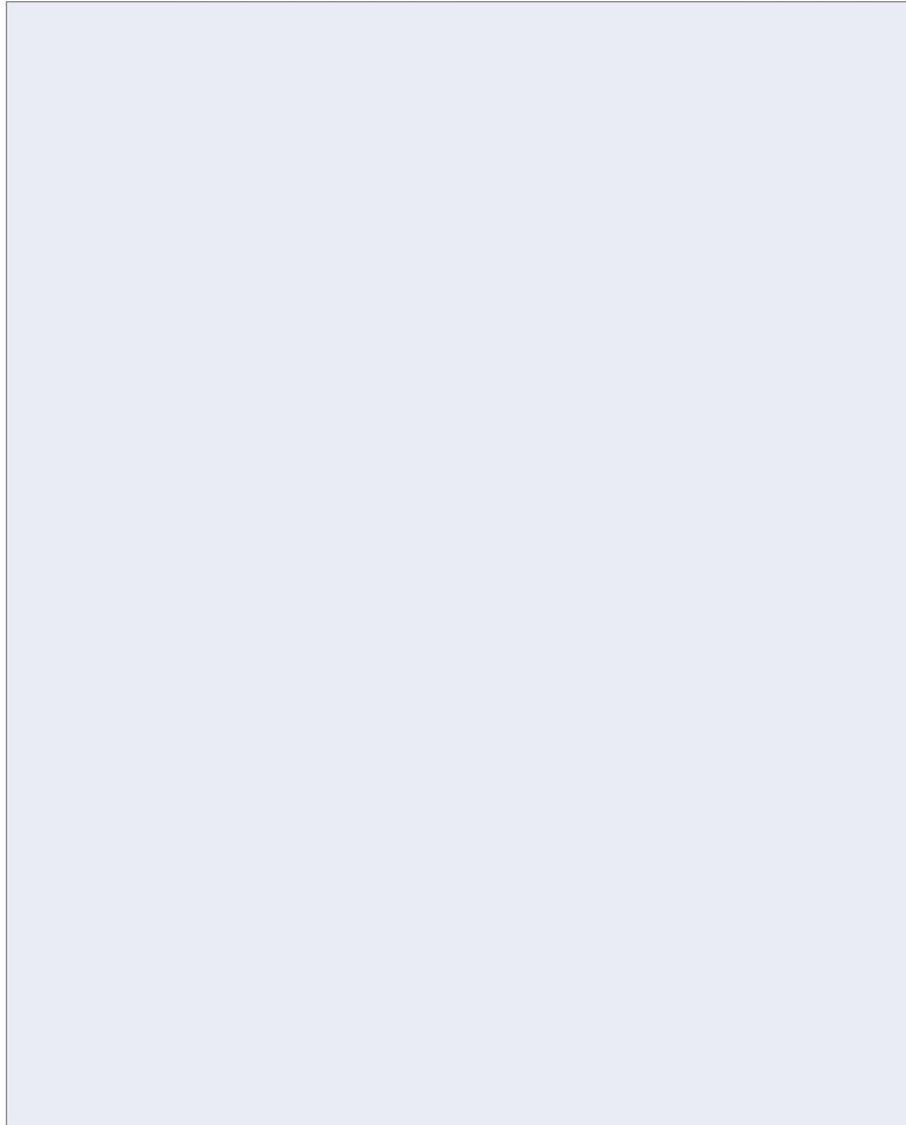
- Applicant's Articles of Incorporation, Articles of Organization, or Limited Partnership Agreement.
- All amendments to Applicant's Articles of Incorporation, Articles of Organization, or Limited Partnership Agreement.
- Customer Notice of Proposed Rate Adjustment
- "Reasons for Application" Attachment
- "Current and Proposed Rates" Attachment
- "Statement of Adjusted Operations" Attachment
- "Revenue Requirements Calculation" Attachment
- "Billing Analysis" Attachment
- Depreciation Schedule
- Outstanding Debt Instruments (i.e., Bond Resolutions, Mortgages, Promissory Notes, Amortization Schedules.)
- State Tax Return
- Federal Tax Return

REASONS FOR APPLICATION

(In the space below list all reasons why the Applicant requires a rate adjustment. Describe any event or occurrence of significance that may affect the Applicant's present or future financial condition, including but not limited to excessive water line losses, regulatory changes, major repairs, planned construction, and increases in wholesale water costs.)



CURRENT AND PROPOSED RATES
(List Applicant's Current and Proposed Rates)



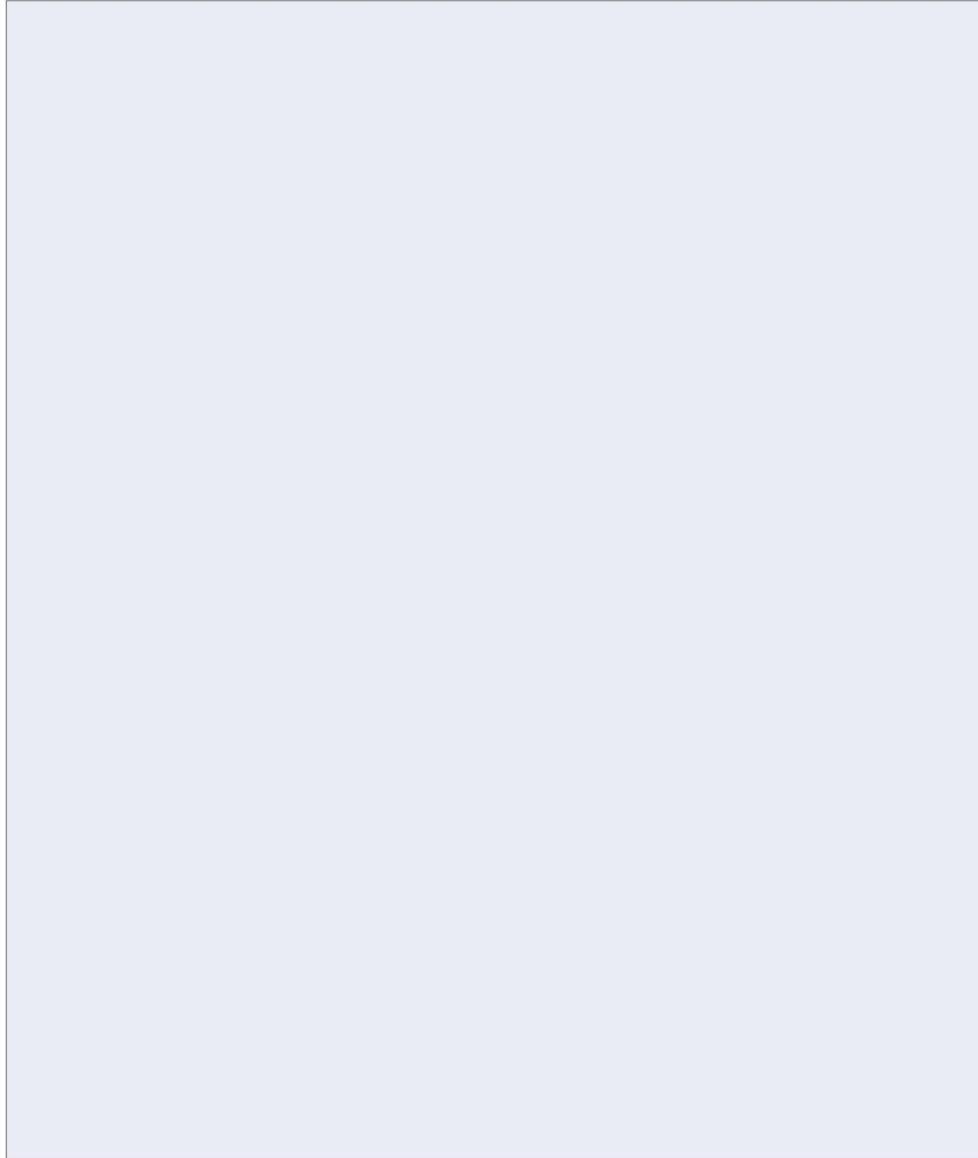
SCHEDULE OF ADJUSTED OPERATIONS - WATER UTILITY

TYE 12/31/20

	Test Year	Adjustment	Ref.	Pro Forma
<u>Operating Revenues</u>				
Sales of Water				
Unmetered Water Sales				0.00
Metered Water Sales				0.00
Bulk Loading Stations				0.00
Fire Protection Revenue				0.00
Sales for Resale				0.00
Total Sales of Water	0.00	0.00		0.00
Other Water Revenues				
Forfeited Discounts				0.00
Miscellaneous Service Revenues				0.00
Rents from Water Property				0.00
Other Water Revenues				0.00
Total Other Water Revenues	0.00	0.00		0.00
Total Operating Revenues	0.00	0.00		0.00
<u>Operating Expenses</u>				
Operation and Maintenance Expenses				
Salaries and Wages - Employees				0.00
Salaries and Wages - Officers				0.00
Employee Pensions and Benefits				0.00
Purchased Water				0.00
Purchased Power				0.00
Fuel for Power Production				0.00
Chemicals				0.00
Materials and Supplies				0.00
Contractual Services				0.00
Water Testing				0.00
Rents				0.00
Transportation Expenses				0.00
Insurance				0.00
Regulatory Commission Expenses				0.00
Bad Debt Expense				0.00

Miscellaneous Expenses				0.00
Total Operation and Maintenance Expenses	0.00	0.00		0.00
Depreciation Expense				0.00
Amortization Expense				0.00
Taxes Other Than Income				0.00
Income Tax Expense				0.00
Total Operating Expenses	0.00	0.00		0.00
Utility Operating Income	0.00	0.00		0.00

References



REVENUE REQUIREMENT CALCULATION - DEBT COVERAGE METHOD
 (This method is used commonly by non-profits that have long-term debts outstanding.)

Pro forma Operating Expenses	
Plus: Average Annual Debt Principal and Interest Payments*	
Debt Coverage Requirement**	
Total Revenue Requirement	0.00
Less: Other Operating Revenue	
Non-operating Revenue	
Interest Income	
Revenue Required from Rates	0.00
Less: Revenue from Sales at Present Rates	
Required Revenue Increase	\$0.00

Required Revenue Increase stated as a Percentage of Revenue at Present Rates

* This should be a 3 year average calculated using the debt principal and interest payments for the three years following the test year.

** This amount is calculated by multiplying the average annual debt principal and interest payments by the debt service requirement of the utility's lending agency.

Revenue from Present/Proposed Rates
Test Period from 01-01-XX to 12-31-XX

USAGE TABLE
Usage by Rate Increment

Class: Residential

(1)	(2) Bills	(3) Gallons/Mcf	(4) First 2,000	(5) Next 3,000	(6) Next 10,000	(7) Next 25,000	(8) Over 40,000	(9) Total
First 2,000 Minimum Bill	432	518,400	518,400					518,400
Next 3,000 Gallons	1,735	4,858,000	3,470,000	1,388,000				4,858,000
Next 10,000 Gallons	1,830	16,268,700	3,660,000	5,490,000	7,118,700			16,268,700
Next 25,000 Gallons	650	15,275,000	1,300,000	1,950,000	6,500,000	5,525,000		15,275,000
Over 40,000 Gallons	153	9,975,600	306,000	459,000	1,530,000	3,825,000	3,855,600	9,975,600
Totals	4,800	46,895,700	9,254,400	9,287,000	15,148,700	9,350,000	3,855,600	46,895,700

REVENUE TABLE
Revenue by Rate Increment

(1)	(2) Bills	(3) Gallons/Mcf	(4) Rates	(5) Revenue
First 2,000 Minimum Bill	4,800	9,254,400	\$5.00 Minimum Bill	\$24,000.00
Next 3,000 Gallons		9,287,000	\$2.50 per 1,000 Gal.	\$23,217.00
Next 10,000 Gallons		15,148,700	\$2.00 per 1,000 Gal.	\$30,297.40
Next 25,000 Gallons		9,350,000	\$1.25 per 1,000 Gal.	\$11,687.50
Over 40,000 Gallons		3,855,600	\$0.75 per 1,000 Gal.	\$2,891.70
Totals	4,800	46,895,700		\$92,094.10

Instructions for Completing Revenue Table:

- (9) Complete Columns No. 1, 2, and 3 using information from Usage Tables.
- (10) Complete Column No. 4 using rates either present or proposed.
- (11) Column No. 5 is completed by first multiplying the bills times the minimum charge. Then, starting with the second rate increment, multiply Column No. 3 by Column No. 4 and total.

Questions?

- 807 KAR 5:076 – Amendments

Alternative Rate Filing - ARF

- *Almost every water utility should now qualify*
- *Easier to file; less info required; online forms*

Other Issues

Things to Know

Things to Know

- Fewer & Newer
 - *Fewer number of staff at PSC*
 - *Newer employees are still learning*
 - *Be proactive; contact us; ask questions*

Things to Know

- Small Utilities Division



smallutilities@ky.gov



<http://smallutilities.ky.gov>



Ky PSC Small Utilities Division



@SmUD_kypsc

Things to Know

- Two Websites
 - *www.psc.ky.gov*
 - *www.smallutilities.ky.gov*

Things to Know

- Online Resources
 - *All Tariffs and Contracts*
 - *All recent Cases and Orders*
 - *Statutes and Regulations*

Things to Know

- Online Resources
 - *Filing Checklists*
 - *Sample Filings and Tariff Pages*
 - *FAQ's and Legal Information*

Things to Know

- Municipal Utilities
 - *Contact the Tariff Branch around 60-days in advance of a new rate taking effect.*
 - *We can walk you through the process and prepare all necessary documents for you.*

Things to Know

- Biggest Mistakes by Utilities
 - Not including a letter of explanation

*“Be sure to tell us what is being filed
and/or why it is being filed.”*

Things to Know

- Biggest Mistakes by Utilities
 - Not following the requirement checklist

“There are checklists on the website so you will know exactly what we look for when a new case is filed.”

Things to Know

- Biggest Mistakes by Utilities
 - Not following an Order

“PSC Orders should give very specific instructions on what actions the utility must take.”

Things to Know

- Biggest Mistakes by Utilities
 - Not Calling

“Call us anytime with questions on filing items with the PSC.”

Things to Know

- Biggest Mistakes by Utilities
 - Not Filing

“Call us when in doubt as to whether something should be filed.”

Things to Know

- Biggest Mistakes by Utilities

- Not verifying your info was received

“If you file something and don’t hear from us – call and ask.”

Things to Know

- Two-Word Summary

“Contact us!”

Tariff Branch Contacts

- Brent Kirtley
- Daniel Hinton
- Kelli Buckley

(502) 564 – 3940

PSC.tariffs@ky.gov