



STATE OF MAINE  
PUBLIC UTILITIES COMMISSION

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January 30, 2024

**TO: Electric Investor Owned Utilities (By email only)**

**SUBJECT: 2023 Annual Financial 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.**

<b>Annual Report/Revenue Due Date:</b>	<b>April 1, 2024</b>
<b>Extension Request Deadline:</b>	<b>March 29, 2024</b>
<b>Changes in Report:</b>	<b>NONE</b>
<b>Changes in Process:</b>	<b>Excel File Required. Filing to be made through CMS.</b>
<b>Source of Gross Revenues:</b>	<b>Total Electric Operating Revenues, Subject to Assessment, Page 14, column (c), line 36</b>
<b>Link to Electronic Copy of Report and Filing Instructions:</b>	<a href="https://www.maine.gov/mpuc/online-services/annual-financial-reports-templates">https://www.maine.gov/mpuc/online-services/annual-financial-reports-templates</a>
<b>Link to Filing Site:</b>	<a href="https://mpuc-cms.maine.gov/CQM.Custom.WebUI/UserLogin.aspx">https://mpuc-cms.maine.gov/CQM.Custom.WebUI/UserLogin.aspx</a>

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.” To fulfill this requirement, Investor Owned Transmission & Distribution utilities must file the FERC Form 1 and the Maine PUC Annual Report. 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

LOCATION: 26 Katherine Avenue, Hallowell, ME 04347

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

PHONE: (207) 287-3831 (VOICE)

TTY: 711

FAX: (207) 287-1039

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 29, 2024. For this purpose, an email message is acceptable ([Lucretia.smith@maine.gov](mailto:Lucretia.smith@maine.gov)).

MPUC Page 14 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 14 includes a separate line for revenues that are derived from Standard Offer Sales. Those revenues are not subject to assessment.

Included in the electronic report is a page titled "Delivery of Electricity by Rate Schedule" numbered MPUC Page 15, which is similar to page 304 of the FERC Form No. 1, Sale of Electricity by Rate Schedule. Since deregulation, some investor-owned transmission and distribution utilities have not completed page 304 in the FERC Form No. 1, as they no longer "sell" electricity. **However, the Commission still requires the information included on this schedule and requests that the T&D utility complete this page.**

MPUC Page 17 requires each utility to provide information concerning political activities, institutional advertising, promotional advertising and promotional allowances. This information is required by, and these terms are defined in, Chapter 830 of the Commission's Rules.

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. Consistent with last year, the 2022 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.

Title 35-A M.R.S. § 709 defines insider transactions and states the requirements for review and approval of such transactions by the utility's board of directors or trustees. Subsection 3 of the statute requires that such transactions be reported to the

Commission with the utility's annual report. Each utility should report insider transactions using a separate schedule to provide the information.

The annual report filing is done through the Commission's CMS system. **An Excel spreadsheet is required; pdf files are not acceptable.** We no longer require you to file a paper copy of your report; therefore, you must file the report using the electronic filing system described in the filing instructions.

Any questions or comments regarding the annual report should be directed to 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