GENERAL RATE CASE USING HISTORICAL TEST PERIOD

(Except Sewers)

Filing Requirements Checklist

(Applicable Regulation: 807 KAR 5:001, Sections 14 and 16)

Case No. ____________ Applicant Name ______________________ Received Date ________________ Form Circulation Date ______________

Instructions:

1) Each division noted by checkmark ( ) is to complete its review and return within three business days of receipt.
2) This form is to list only the specific filing deficiencies as identified in the regulations. If additional information is needed, an information request must be issued.
3) Staff member should use initials and list date review is completed.
4) **Return by email to Filings Branch following review and copy all Team members.**

Reviewed by following Divisions:		Date	Staff Member
____________	Filings	____________	______________________
____________	Financial Analysis	____________	______________________
____________	Legal	____________	______________________

Division Responsible	Law/Regulation	Filing Requirement	Requirement Met: Yes	Requirement Met: No	Waiver Requested	Approve Waiver?: Yes	Approve Waiver?: No
Legal	KRS 278.180	30 days' notice of proposed rates to Commission. *(If no effective date provided for proposed rates no advance notice required)*					
	807 KAR 5:001:						
Filings	Section 14(1)	Full name, mailing address, and e-mail address of applicant.					
Filings	Section 14(1)	A reference to the particular provision of law requiring Commission approval.					
Legal	Section 4(3)	Paper signed by submitting party or attorney.					

Division Responsible	Law/Regulation	Filing Requirement	Requirement Met: Yes	Requirement Met: No	Waiver Requested	Approve Waiver?: Yes	Approve Waiver?: No
Legal	Section 4(3)	Name, address, telephone number, fax number, and e-mail address of submitting party or attorney.					
Legal	Section 4(10)	Has submitting party redacted –					
All filings with the Kentucky Public Service Commission which contain personal information must be redacted by the filer pursuant to 807 KAR 5:001 Sec. 4 (10). Filings which are not in compliance will be rejected.		- All social security numbers					
		- All birthdates					
		- All financial account numbers					
		- All other personal identification information					
Legal	Section 8(4)(b)	Has submitting party optimized pdf document –					
(Electronic Case Filing only)		- Making all text pages searchable or OCR'd.					
		- Bookmarks added to distinguish sections of the paper					
Legal	Section 14(2)	If applicant is a corporation, the applicant shall identify in the application the state in which it is incorporated and the date of its incorporation, attest that it is currently in good standing in the state in which it is incorporated, and, if it is not a Kentucky corporation, state whether it is authorized to transact business in Kentucky.					
Legal	Section 14(3)	If applicant is a limited liability company, the applicant shall identify in the application the state in which it is organized and the date on which it was organized, attest that it is in good standing in the state in which it is organized, and, if it is not a Kentucky limited liability company, state whether it is authorized to transact business in Kentucky.					
Legal	Section 14(4)	If applicant is a limited partnership, a certified copy of its limited partnership agreement and all amendments, or a written statement that its partnership agreement and all amendments have been filed with the Commission in a prior proceeding and a reference to the case number of that proceeding.					

Division Responsible	Law/Regulation	Filing Requirement	Requirement Met: Yes	Requirement Met: No	Waiver Requested	Approve Waiver?: Yes	Approve Waiver?: No
Legal	Section 16(1)(b)	1. A statement of the reason the adjustment is required.					
Legal		2. A certified copy of a certificate of assumed name as required by KRS 365.015 or a statement that such a certificate is not necessary.					
Financial Analysis		3. New or revised tariff sheets, if applicable, in form complying with 807 KAR 5:011 with an effective date not less than thirty (30) days from the date the application is filed (or no effective date).					
Financial Analysis		4. New or revised tariff sheets, if applicable, shown by either providing the present and proposed tariffs in comparative form on the same sheet side by side or on facing sheets side by side, or providing a copy of the present tariff indicating proposed additions by italicized inserts or underscoring and striking over proposed deletions.					
Legal		5. A statement that notice has been given in compliance with Section 17 of this administrative regulation, with a copy of the notice.					
Legal	Section 16(2)	If utility's gross annual revenues exceed $5,000,000, was written notice of intent to file a rate application filed at least thirty (30) days, but not more than sixty (60) days, prior to application?					
Legal		(a) Notice shall state whether the application will be supported by historical or a fully forecasted test period.					
Legal		(c) Has a copy of the notice of intent been served upon the Attorney General's Office of Rate Intervention, either by electronic mail in a portable document format to rateintervention@ag.ky.gov or by mail.					

Division Responsible	Law/Regulation	Filing Requirement	Requirement Met Yes	Requirement Met No	Waiver Requested	Approve Waiver? Yes	Approve Waiver? No

FOR UTILITIES USING A HISTORICAL TEST PERIOD THE FOLLOWING INFORMATION MUST BE FILED UNLESS THE UTILITY SUBMITS A STATEMENT WHY THE REQUIRED INFORMATION DOES NOT EXIST AND IS NOT APPLICABLE TO THE UTILITY'S APPLICATION:

Division Responsible	Law/Regulation	Filing Requirement	Requirement Met Yes	Requirement Met No	Waiver Requested	Approve Waiver? Yes	Approve Waiver? No
Financial Analysis	Section 16(4)	(a) Complete description and quantified explanation for all proposed adjustments with support for proposed changes in price or activity levels, and other factors affecting the adjustment.					
Financial Analysis		(b) If utility has gross annual revenues exceeding $5,000,000, written testimony of each witness who will support the application.					
Financial Analysis		(c) If the utility has gross annual revenues less than $5,000,000, written testimony of each witness who will support application or statement that utility does not plan to submit written testimony.					
Financial Analysis		(d) Estimate of effect that new rate(s) will have on revenues including, at minimum, total revenues resulting from increase or decrease and percentage of increase or decrease.					
Financial Analysis		(e) If electric, gas, sewage or water utility, the effect upon the average bill for each customer classification to which change will apply.					
Financial Analysis		(f) If incumbent local exchange company, effect upon the average bill for each customer class for change in basic local service.					
Financial Analysis		(g) Analysis of customers' bills in such detail that revenues from present and proposed rates can be readily determined for each customer class.					
Financial Analysis		(h) Summary of determination of revenue requirements based on return on net investment rate base, return on capitalization, interest coverage, debt service coverage, or operating ratio, with supporting schedules.					

Division Responsible	Law/Regulation	Filing Requirement	Requirement Met Yes	Requirement Met No	Waiver Requested	Approve Waiver? Yes	Approve Waiver? No
Financial Analysis		(i) Reconciliation of rate base and capital used to determine revenue requirements.					
Financial Analysis		(j) Current chart of accounts if more detailed than the Uniform System of Accounts.					
Financial Analysis		(k) Independent auditor's annual opinion report, with any written communication from auditor which indicates existence of material weakness in internal controls.					
Financial Analysis		(l) The most recent FERC or FCC audit reports.					
Financial Analysis		(m) The most recent FERC Form 1 (electric), FERC Form 2 (gas), or PSC Form T (telephone).					
Legal		(n) Summary of latest depreciation study with schedules by major plant accounts, except that telecommunications utilities adopting PSC's average depreciation rates shall provide schedule identifying current and test period depreciation rates used by major plant accounts. If filed in another PSC case, refer to that case's number.					
Financial Analysis		(o) List of all commercial or in-house computer software, programs, and models used to develop schedules and work papers associated with the filing. Include each software, program, or model; what each was used for; its supplier; brief description and specifications for the computer hardware and the operating system required to run the program.					
Financial Analysis		(p) Prospectuses of most recent stock or bond offerings.					
Financial Analysis		(q) Annual report to shareholders, or members, and statistical supplements covering the 2 most recent years from the application filing date.					
Financial Analysis		(r) Monthly managerial reports providing financial results for 12 months in test period.					

Division Responsible	Law/Regulation	Filing Requirement	Requirement Met: Yes	Requirement Met: No	Waiver Requested	Approve Waiver?: Yes	Approve Waiver?: No
Financial Analysis		(s) SEC's annual report (Form 10-K) for most recent 2 years, any Form 8-Ks issued within past 2 years, and Form 10-Qs issued during the past 6 quarters updated as current information becomes available.					
Financial Analysis		(t) If utility had amounts charged or allocated to it by affiliate or general or home office, or paid any monies to affiliate or general or home office during test period or during previous 3 calendar years, file:					
		1. Detailed description of method of calculation and amounts allocated or charged to utility by affiliate or general or home office for each charge allocation or payment;					
		2. Explanation of how allocator for the test period was determined; and					
		3. All facts relied upon, including other regulatory approval, to demonstrate that each amount charged, allocated or paid during test period was reasonable;					
Financial Analysis		(u) If gas, electric, sewage or water utility, whose annual gross revenues exceed $5,000,000, cost of service study based on methodology generally accepted in industry and based on current and reliable data from a single time period.					
Financial Analysis		(v) Local exchange carriers with more than 50,000 access lines shall file:					
		1. Jurisdictional separations study consistent with 47 C.F.R. Part 36 of the FCC's rules and regulations; and					
		2. Service specific cost studies supporting pricing of all services that generate annual revenue greater than $1,000,000 except local exchange access:					
		a. Based on current and reliable data from a					

Division Responsible	Law/Regulation	Filing Requirement	Requirement Met: Yes	Requirement Met: No	Waiver Requested	Approve Waiver?: Yes	Approve Waiver?: No
		single time period; and					
		b. Using generally recognized fully allocated, embedded, or incremental cost principles.					

IF UTILITY PROPOSES PROFORMA ADJUSTMENTS FOR KNOWN AND MEASURABLE CHANGES, THE FOLLOWING INFORMATION MUST BE FILED OR A STATEMENT AS TO WHY THE INFORMATION DOES NOT EXIST OR IS NOT APPLICABLE:

Division Responsible	Law/Regulation	Filing Requirement	Requirement Met: Yes	Requirement Met: No	Waiver Requested	Approve Waiver?: Yes	Approve Waiver?: No
Financial Analysis	Section 16(5)	(a) Detailed income statement and balance sheet reflecting impact of all proposed adjustments.					
Financial Analysis		(b) Most recent capital construction budget containing at least period of time as proposed for any pro forma adjustment for plant additions					
Legal		(c) For each proposed pro forma adjustment reflecting plant additions the following information: 1. Starting date of the construction of each major component of plant;					
		2. Proposed in-service date;					
		3. Total estimated cost of construction at completion;					
Financial Analysis		4. Amount contained in construction work in progress at end of test period;					
Legal		5. A schedule containing complete description of actual plant retirements and anticipated plant retirements related to the pro forma plant additions including the actual or anticipated date of retirement;					
Legal		6. Original cost and the cost of removal and salvage for each component of plant to be retired during the period of the proposed pro forma adjustment for plant additions;					
Legal		7. Explanation of any differences in amounts contained in the capital construction budget and amounts of capital					

Division Responsible	Law/Regulation	Filing Requirement	Requirement Met Yes	Requirement Met No	Waiver Requested	Approve Waiver? Yes	Approve Waiver? No
		construction cost contained in the pro forma adjustment period; and					
Legal		8. Impact on depreciation expense of all proposed pro forma adjustments for plant additions and retirements;					
Financial Analysis		(d) Operating budget for each month of the period encompassing the pro forma adjustments;					
Financial Analysis		(e) Number of customers to be added to the test period – end level of customers and the related revenue requirements impact for all pro forma adjustments with complete details and supporting work papers.					

INFORMATION THAT MUST BE INCLUDED IN PUBLIC NOTICE:

Division Responsible	Law/Regulation	Filing Requirement	Requirement Met Yes	Requirement Met No	Waiver Requested	Approve Waiver? Yes	Approve Waiver? No
Financial Analysis	Section 17(4)	(a) The proposed effective date and the date the proposed rates are expected to be filed with the commission. (b) The present and proposed rates for each customer class to which the proposed rates will apply.					
Financial Analysis		(c) Amount of change requested in dollar amounts and percentage change for each customer classification to which change will apply.					
Financial Analysis		(d) Electric, gas, and water utilities – the amount of the average usage and the effect upon average bill for each customer class to which change will apply.					
Financial Analysis		(d) Local exchange companies include effect upon average bill for each customer class for change in basic local service.					
Legal	Section 17(4)	If copy of public notice included, did it meet requirements?*					

*Section 17 Notice

If a utility has twenty (20) or fewer customers or is a sewage utility, the utility shall mail a written notice to each customer no later than the date on which the application is submitted to the commission.

If a utility has more than twenty (20) customers and is not a sewage utility, it shall provide notice by:

1. Including notice with customer bills mailed no later than the date the application is submitted to the commission;

2. Mailing a written notice to each customer no later than the date the application is submitted to the commission;

3. Publishing notice once a week for three (3) consecutive weeks in a prominent manner in a newspaper of general circulation in the utility's service area, the first publication to be made no later than the date the application is submitted to the commission; or

4. Publishing notice in a trade publication or newsletter delivered to all customers no later than the date the application is submitted to the commission.

A utility that provides service in more than one county and is not a sewage utility may use a combination of the notice methods.

Each notice shall contain:

1. The proposed effective date and the date the proposed rates are expected to be filed with the commission;

2. The present rates and proposed rates for each customer classification to which the proposed rates will apply;

3. The amount of the change requested in both dollar amounts and percentage change for each customer classification to which the proposed rates will apply;

4. The amount of the average usage and the effect upon the average bill for each customer classification to which the proposed rates will apply, except for local exchange companies, which shall include the effect upon the average bill for each customer classification for the proposed rate change in basic local service;

5. A statement that a person may examine this application at the offices of (utility name) located at (utility address);

6. A statement that a person may examine this application at the commission's offices located at 211 Sower Boulevard, Frankfort, Kentucky, Monday through Friday, 8:00 a.m. to 4:30 p.m., or through the commission's Web site at *http://psc.ky.gov*;

7. A statement that comments regarding the application may be submitted to the Public Service Commission through its Web site or by mail to Public Service Commission, Post Office Box 615, Frankfort, Kentucky 40602;

8. A statement that the rates contained in this notice are the rates proposed by (utility name) but that the Public Service

Commission may order rates to be charged that differ from the proposed rates contained in this notice;

9. A statement that a person may submit a timely written request for intervention to the Public Service Commission, Post Office Box 615, Frankfort, Kentucky 40602, establishing the grounds for the request including the status and interest of the party; and

10. A statement that if the commission does not receive a written request for intervention within thirty (30) days of initial publication or mailing of the notice, the commission may take final action on the application.