

## **PUBLIC SERVICE COMMISSION**

### **PUBLIC UTILITY ANNUAL REPORTS**

POLICY 5-05-97 (0)

September 25, 1997

#### **A. PURPOSE**

To establish guidelines for the review of annual reports filed by public utilities.

#### **B. POLICY**

1. All public utility annual reports shall be docketed. This action will facilitate the retention of these reports and information concerning subsequent actions relating to these reports.
2. Staff shall review annual reports and prepare a corresponding recommendation. This recommendation shall be presented to the Commission and docketed in the annual report case. This recommendation shall include supporting information and reasoning; a copy of the recommendation shall be filed with the company. Company responses shall be docketed and filed in the case.
3. The Commission, by motion, will decide what action should be taken concerning the staff recommendation. The motion will close the case, direct that a staff audit be conducted, or direct that some other action be taken. The motion will be filed in the annual report case.
4. For cases that are not closed, the staff will initiate its audit/investigation. Discovery information will not be docketed but may eventually be made part of the record if introduced as evidence subject to cross examination.
5. After completing its investigation, staff will file a recommendation with the Commission. This filing may take the form of:
  - A recommendation to close the case because no further action is warranted,
  - A recommendation to hire expert witnesses necessary to pursue a rate decrease case, or

- The filing of a staff complaint.
6. The recommendation shall be docketed and should include supporting information. This recommendation must be served on the company; any company response shall be docketed in the case.
  7. The Commission will act, by motion, regarding the staff recommendation. The motion will be to close the case, hire expert witnesses, order the company to file additional information, find that the complaint states a prima facie case, or take whatever other action is deemed appropriate.

At this point, the case will either be closed or it will proceed to hearing or settlement.

This process will result in recorded, docketed decisions on annual reports and audits, ensure Commission involvement in the processing of related cases, ensure company input in the process, and preserve, for the record, technical analyses and company input used to make decisions. Settlement discussions may occur at any point in the process, according to established settlement guidelines.

## REFERENCES

- (0) PSC Minutes, September 25, 1997