

**ANNUAL REPORT TO THE CALIFORNIA
ENERGY COMMISSION: Power Source
Disclosure and Customer Credit Programs
DRAFT, March 2000**

GENERAL INSTRUCTIONS

Please enter your company's name, CPUC registration number as filed with the California Public Utilities Commission (if applicable), and California Energy Commission Renewable Energy Program Registration number (if applicable).

Company Name	
CPUC Reg # (if applicable)	
CEC Reg # (if applicable)	

Fill out the schedules that apply to your company's filing requirements and e-mail the completed file to the addresses shown below. Then print out the file, sign the attestation as appropriate, and mail the package to the address shown below:

California Energy Commission
1516 9th St. MS-45
Sacramento, CA 95814
e-mail: <sb1305@energy.state.ca.us>

If you have questions, contact Melinda Merritt at (916) 654-4536 or <mmerritt@energy.state.ca.us>.

NOTE: Information submitted in this report is not automatically held confidential. If your company wishes the information you submit to be held in confidence, it will be necessary to submit an application for confidentiality.

INTRODUCTION

This document presents the draft annual requirements for reporting electricity purchases and sales (or brokered transactions) to the Energy Commission's Power Source Disclosure Program and Renewable Energy Program, Customer Credit Subaccount. Under the proposed requirements, program participants of the Power Source Disclosure Program must file this report with the Energy Commission if they made claims of specific purchases for the previous calendar year and/or if they are a Power Pool that facilitated Retailer's claims (nomenclature of the Power Source Disclosure Program). As proposed, Registered Renewable Providers and Registered Renewable Wholesalers (nomenclature of the Customer Credit Program) that were active in the Customer Credit Subaccount for the given calendar year must also complete the *Annual Report*.

The *Annual Report* is comprised of eight worksheets. Each worksheet, with the exception of the "Attestation," is identified by a schedule number and a title that describes the information needed for that sheet. The program participants are only required to submit those schedules that are relevant to them as identified below.

The following schedules are required for Retail Suppliers that made claims of specific purchases (as defined in the Power Source Disclosure Program) and/or Registered Renewable Providers that received funds through the Customer Credit Subaccount for the given year.

Schedule #	Schedule Name	Required for Power Source Disclosure Program	Required for Customer Credit Program
1	Power Purchases and Resales	X	X
2A	Retail Sales	X	X
2B	Balancing Sheet	X	X
2C	Annual Power Content Label Calculation	X	
2D	Summary of Retail Sales by Customer Class		X
2E	Retail Sales to Customers Subject to the \$1,000 Funding Cap		X
N/A	Attestation Form	X	X

The following schedules are required for Power Pools that facilitated claims of specific purchases (as defined in the Power Source Disclosure Program) and/or Registered Renewable Wholesalers that facilitated claims for funds from the Customer Credit Subaccount.

Schedule #	Schedule Name	Power Source Disclosure Program	Customer Credit Program
3	Power Sold Into Pool	X	X
4	Power Purchased Out of Pool	X	X
N/A	Attestation Form	X	X

SPECIFIC INSTRUCTIONS

Instructions for completing each schedule are provided below. Instructions are first given for schedules applicable to Retail Suppliers and/or Registered Renewable Providers, followed by instructions for completing schedules applicable to Power Pools and Registered Renewable Wholesalers.

SCHEDULES TO BE COMPLETED BY: RETAIL SUPPLIERS / REGISTERED RENEWABLE PROVIDERS

Schedule 1: Power Purchases and Resales

This worksheet is provided for entering information about all power purchases that were used to support all electricity products covered in this filing.

Specific Purchases: The first table on Schedule 1 is for entering detailed information about specific purchases (for all products in aggregate), including the facility name, fuel type, and identification number(s) of the generating facility and the number of gross megawatt-hours purchased. If the power was purchased from a renewable power pool, it is sufficient to indicate the name of the pool in lieu of the generating facility name so long as the pool is also filing an *Annual Report* with the Energy Commission. The "Power Resold" column is provided for recording power that was resold at wholesale or self-consumed (and therefore not able to be claimed by your company). Note that the column on the far right is provided for indicating purchases for which the customer credit was received.

Generic Purchases: A separate table at the bottom of this page is provided for information about total "generic" purchases, which for purposes of the *Annual Report* to the Energy Commission refers to any purchase other than a specific purchase (e.g., power purchased from the Power Exchange such that the generating facility cannot be identified). Power purchased from a wind facility but resold at wholesale as "generic" power would show up in these tables as a wind purchase and a generic resale. Note that given this convention, it is possible for "net generic MWh purchased" to be a negative number.

Schedule 2A: Retail Sales

This schedule is for entering information about how the power purchases recorded on Schedule 1 were allocated between your company's products and sold at retail. For example, if your company purchased 100 MWh of solar power, 60 MWh might have been sold as part of Product A and 40 MWh might have been sold as part of Product B.

Schedule 2B: Balancing Sheet

This schedule is for balancing supply and load. You are asked to sum net purchases recorded on Schedule 1, by fuel type, and enter them in the first column. The rest of the spreadsheet will automatically check to make sure that purchases match sales. Net purchases by fuel type should be equal to or greater than retail sales, or nearly so (accounting for losses). If the amounts differ, you are asked to provide a brief explanation either at the bottom of the worksheet or in an attachment to your filing.

Schedule 2C: Power Content Label Calculator

This schedule is an automated worksheet that uses the information from Schedule 2A to calculate the power "content," or fuel mix, for each product recorded. This worksheet can be used as a check against the fuel mix that your company intends to use on your annual power content label (due to consumers by April 15, 2000).

Schedule 2D: Summary of Retail Sales by Customer Class

This schedule only needs to be completed by Registered Renewable Providers active in the Customer Credit Subaccount for the given year.

Enter information about sales to customers who received the customer credit during the given year. The data should be given per registered renewable product and aggregated by customer class. Registered Renewable Providers are required to aggregate data for all eligible products on their Monthly Performance Reports (MPRs), but for this form, please show product specific data.

Number of Eligible MWh Sold to Eligible Customers: For each applicable product, show the number of eligible MWh sold per customer class for the entire year. As a check, the total shown for all products in Schedule 2D should agree with the aggregate total reported in all MPRs submitted to the Commission for the given year, after accounting for any amended MPRs (agree with Box 5a for residential, 6a for small commercial, and 7a for other customers).

Number of Customers at Close of Year: Show the total number of customers per applicable product as of the close of the year. These data should agree with Boxes 5b, 6b, and 7b of the December MPR (or the last month in the given year that the Registered Renewable Provider participated in the Customer Credit Subaccount), after accounting for any amended MPRs.

Number of Customer Credits Passed on to Eligible Customers: For each applicable product, show the amount of customer credits passed on to eligible customers per customer class. As a check, the total shown for all products in Schedule 2D should agree with the aggregated total reported in all MPRs submitted to the Commission for the given year, after accounting for any amended MPRs (agree with Box 5c for residential, 6c for small commercial, and 7c for other customers).

If the data in Schedule 2D do not agree with data reported to the Commission in MPRs, attach a written explanation for the difference.

Schedule 2E: Retail Sales to Customers Subject to \$1,000 Funding Cap

This Schedule only needs to be completed by Registered Renewable Providers active in the Customer Credit Subaccount for the given year.

If you did not have sales to this classification of customers, check the appropriate box at the top of the form. If you had sales to non-residential and non-small commercial customers who received the customer credit during the given year, enter data for each customer who received the credit. The Energy Commission will use these data to test if a customer received more than \$1,000 in customer credits in the year, perhaps by purchasing electricity from more than one Registered Renewable Provider in a given year.

Customer ID number: Enter the unique Utility Distribution Number of each customer.

Rate Schedule: Enter the rate schedule of each customer.

CEC Reg #: Enter the CEC-registration number of the product that was sold to the customer.

Eligible MWh Sold to Eligible Customers: Enter the quantity of eligible electricity sold to each customer per month. The aggregate total for all customers per month should agree with the information submitted on Box 7a of your MPRs. If the totals do not agree, attach a written explanation for the difference.

As a check, the total MWh sold per month to all customers reported on this form should agree with the number of MWh reported in Box 7a of each MPR submitted to the Commission, after accounting for any amended MPRs. If the data in this schedule do not agree with that reported to the Commission in MPRs, attach a written explanation for the difference.

Attestation Form

This form provides the attestation that must be submitted with the *Annual Report* to the Energy Commission, stating that the information contained in the applicable schedules is correct and that the power has been sold “once and only once to retail consumers.” For the electronic copy of this filing, simply fill out the information (insert your cursor over the blanks) but leave the signature block blank. Once printed out, this form must be signed by hand and included in the package that is mailed to the Energy Commission.

**SCHEDULES TO BE COMPLETED BY:
POWER POOLS/REGISTERED RENEWABLE WHOLESALERS****Schedule 3: Power Sold Into Pool**

This worksheet is provided for entering information about all power sold into the power pool.

Specific Purchases: The first table on Schedule 3 is for entering detailed information about all power sold into the pool, including the name, fuel type, and identification number(s) of the generating facility and total megawatt-hours sold.

Generic Purchases: A separate table at the bottom of this page is provided for information about “generic” power sold into the pool, which for purposes of the *Annual Report* to the Energy Commission refers to any purchase other than a specific purchase (e.g., power purchased from the Power Exchange such that the generating facility cannot be identified).

Schedule 4: Power Purchased from Pool

This schedule is for entering details about purchases out of the pool, including the name of the purchaser and the megawatt-hours of power purchased by fuel type.

Attestation Form

This form provides the attestation that must be submitted with the *Annual Report* to the Energy Commission, stating that the information contained in the applicable schedules is correct and that the power has been sold “once and only once to retail consumers.” For the electronic copy of this filing, simply fill out the information (insert your cursor over the blanks) but leave the signature block blank. Once printed out, this form must be signed by hand and included in the package that is mailed to the Energy Commission.

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SCHEDULE 2A: RETAIL SALES

Program)

Product 1	
Product 2	
Product 3	
Product 4	
Product 5	
Product 6	

	MWh Sold Product 1	MWh Sold Product 2	MWh Sold Product 3	MWh Sold Product 4	MWh Sold Product 5	MWh Sold Product 6	TOTALS ¹
Specific Purchases							
Renewable							
Biomass & Waste							-
Geothermal							-
Small hydroelectric							-
Solar electric							-
Wind							-
Coal							-
Large hydroelectric							-
Natural Gas							-
Nuclear							-
Other							-
Total Specific Purchase							
Power Sold	-	-	-	-	-	-	-
Generic Power Sold							-
Total Retail Sales	-	-	-	-	-	-	-

¹ If total retail sales do not match total "Net MWhs Purchased" from Schedule 1, please provide an explanation in an attachment to your filing. If the difference is due to losses, it is sufficient to simply state this.

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SCHEDULE 2B: BALANCING SHEET

Applicable to: Retail Suppliers (Power Source Disclosure Program) and Registered Renewable Providers (Customer Credit Program)

INSTRUCTIONS: Total your specific purchases (by fuel type) and generic purchases from Schedule 1 and enter these numbers in the first column. The remainder of this sheet is automated. If for any fuel type (including generic) the numbers in the Difference column are negative, please provide an explanation for this imbalance of supply and load.

	Net Purchases (MWh)	Retail Sales (MWh)	Difference (MWh)
Specific Purchases			
Renewable			
Biomass & Waste		-	-
Geothermal		-	-
Small hydroelectric		-	-
Solar electric		-	-
Wind		-	-
Coal		-	-
Large hydroelectric		-	-
Natural Gas		-	-
Nuclear		-	-
Other		-	-
Sold	-	-	-
Generic Power Sold	-	-	-
Total Retail Sales	-	-	-

EXPLANATION OF DISCREPANCIES:

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SCHEDULE 2D: SUMMARY OF RETAIL SALES BY CUSTOMER CLASS

Applicable to: Registered Renewable Providers (Customer Credit Program Participants)

INSTRUCTIONS: Enter information about sales to customers who received the Customer Credit during the period of January 1, 1999 to December 31, 1999. The data should agree with information reported in Boxes 5, 6, and 7 of the Monthly Performance Reports (MPRs) submitted for the Customer Credit Subaccount. If the data in this schedule do not agree with data reported in MPRs, attach a written explanation for the difference.

Product Registration # ¹							TOTALS
Eligible MWh Sold to Eligible Customers (MWh)²							
Residential	(Sum MPR Box 5a)						-
Small Commercial	(Sum MPR Box 6a)						-
Other	(Sum MPR Box 7a)						-
TOTAL		-	-	-	-	-	-
Number of Customers at Close of Year³							
Residential	(MPR Box 5b)						-
Small Commercial	(MPR Box 6b)						-
Other	(MPR Box 7b)						-
TOTAL		-	-	-	-	-	-
Customer Credit Passed onto Customers (\$)⁴							
Residential	(Sum MPR Box 5c)						-
Small Commercial	(Sum MPR Box 6c)						-
Other	(Sum MPR Box 7c)						-
TOTAL		-	-	-	-	-	-

¹ If a product was discontinued prior to December 31, 1999, attach a notation of the actual date the data reflects.

² The total eligible MWh sold for all products should be consistent with the cumulative total reported in Boxes 5a, 6a, and 7a for all MPRs submitted in the given year.

³ The number of customers should be consistent with 5b, 6b, and 7b for the last MPR submitted in the given year.

⁴ The total Customer Credits passed on for all products should be consistent with the cumulative total reported in Boxes 5c, 6c, and 7c for all MPRs submitted in the given year.

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SCHEDULE 2E: RETAIL SALES TO CUSTOMERS SUBJECT TO THE \$1,000 FUNDING CAP

Applicable to: Registered Renewable Providers (Customer Credit Program)

INSTRUCTIONS: Enter Information about sales to non-residential, non-small commercial customers who received the Customer Credit during the period of January 1, 1999 to December 31, 1999. The data should agree with information reported in Box 7 of the Monthly Performance Reports (MPRs) submitted for the Customer Credit Subaccount. If the data in this schedule does not agree with data reported in MPRs, attach a written explanation for the difference.

Check if you had NO sales to non-residential, non-small commercial customers

Customer ID #									
Rate Schedule									
CEC Reg #									
Eligible MWh Sold to Eligible Customers (MWh)									TOTAL (Box 7A)
Jan-99									-
Feb-99									-
Mar-99									-
Apr-99									-
May-99									-
Jun-99									-
Jul-99									-
Aug-99									-
Sep-99									-
Oct-99									-
Nov-99									-
Dec-99									-
TOTAL	#	#	-	-	-	-	-	-	-

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SCHEDULE 3: POWER SOLD INTO POOL

Applicable to: Power Pools (Power Source Disclosure Program) and Registered Renewable Wholesalers (Customer Credit Program)

INSTRUCTIONS: Enter information about the generators that sold power into your company's power pool. If you need additional rows, add them from the INSERT menu.

SELF CHECK: The total amount of power sold into the pool as shown in Schedule 3 should equal or exceed the total amount of power sold out of the pool as shown in Schedule 4. As a check, add the total amount of energy sold into the pool per fuel type for all facilities shown on Schedule 3. The total amount of sales into the pool by fuel type should equal or exceed the total amount of fuel sold out of the pool by fuel type as shown on Schedule 4. Please make this check, although there is no specific worksheet for displaying the data. If the data for Schedule 3 and 4 do not agree, please provide a written explanation for the difference.

SPECIAL INSTRUCTIONS FOR PARTICIPANTS IN THE CUSTOMER CREDIT PROGRAM: Place a check mark in the final column to indicate any transactions that are eligible for the customer credit. Note that the MWh Sold into Pool that received the customer credit as indicated on this schedule should be consistent with the information reported in Box 9 from your Monthly Performance Reports to the Energy Commission.

SPECIFIC PURCHASE POWER - POWER SOLD AS A DEFINED FUEL TYPE						
Facility Name	Fuel Type	EIA ID Number ¹	CEC ID Number ²	Other ID Number ³	MWh Sold into Pool	Check Box if Eligible for Credit

Generic MWh Sold into Pool

Total MWh Sold into Pool

¹ Please enter the Energy Information Administration identification number for the generating facility, if available.

² Please enter the Energy Commission Renewable Energy Program Registration number for the generating facility, if applicable.

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SCHEDULE 4: Power Purchased out of Pool

(Customer Credit Program)

INSTRUCTIONS: Enter information about the power purchased out of your power pool. If you need additional columns, add them from the INSERT menu.

Name of Purchaser ¹								
Identification Number								
	MWh							
	Purchased							
								TOTALS
Purchases Eligible for Customer Credit								
Renewable								
Biomass & Waste								-
Geothermal								-
Small hydroelectric								-
Solar electric								-
Wind								-
Other Specific Purchases								
Renewable								
Biomass & Waste								-
Geothermal								-
Small hydroelectric								-
Solar electric								-
Wind								-
Coal								-
Large hydroelectric								-
Natural Gas								-
Nuclear								-
Other								-
Generic Power Purchases								-
Total Purchases from Pool	-	-	-	-	-	-	-	-

¹Show the CEC Register Renewable Provider number, if applicable, or else enter the CPUC Electric Service Provider registration number.

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ATTESTATION FORM

Applicable to: All participants in the Power Source Disclosure Program and
Customer Credit Program

I, (print name and title) _____,
declare under penalty of perjury, that the statements contained in Schedules
_____ are true and correct and that I, as an authorized agent of (print
name of company) _____, have authority to submit this
report on the company's behalf. I further declare that the megawatt-hours
claimed as specific purchases as shown in these Schedules were, to the best of
my knowledge, sold once and only once to retail consumers.

Signed: _____

Dated: _____

Executed at: _____

CONTACT INFORMATION

Name

Title

Company Name

Address

City, State, Zip

Phone

Fax

E-mail