

PUBLIC UTILITIES COMMISSION

505 VAN NESS AVENUE
SAN FRANCISCO, CA 94102-3298



Date: January 16, 2019

To: ALL ELECTRIC AND GAS UTILITIES

RE: 2018 ANNUAL BALANCING AND MEMORANDUM ACCOUNT REPORT DUE ON APRIL 1, 2019

California Public Utilities Code (PUC) Sections 581, 582, 584, and 587 grant authority to the Public Utilities Commission (Commission) to require all public utilities doing business in California to file reports as specified by the Commission.

Your company is hereby directed to complete and return two signed, original hard copies of the 2018 Balancing and Memorandum Account Report to the Commission no later than April 1, 2019. Your company is also directed to complete and submit via e-mail an electronic version (in Microsoft Excel format) of the said report to the Commission on or before the due date. An electronic copy of the template to complete for the Annual Balancing and Memorandum Account Report can be accessed from the Commission's website at the following link:

ftp://ftp.cpuc.ca.gov/utilityaudits/Energy_Balancing_Accounts_Audits/UAFCB_Letters_and_Templates/2019

For dual fuel utility companies, you also need to file an Annual Balancing and Memorandum Account Report for each fuel type in the same manner specified in the preceding paragraph.

Any request for an extension to file the Annual Balancing and Memorandum Account Report shall be provided in writing; an email request is appropriate.

The Annual Balancing and Memorandum Account Report is expected to:

1. Address a 12-month period from January 1, 2018 through December 31, 2018;
2. Provide a list of all balancing and memorandum account balances with over- and under-collection as debit and credit, respectively;
3. Include the total net balance of all the balancing accounts and memorandum accounts, respectively, per each fuel type; and,
4. Be signed by the Chief Financial Officer or equivalent.

Please submit your completed report(s) to:

California Public Utilities Commission
Utility Audit, Finance and Compliance Branch (UAFCB)
Attention: Raymond Yin
505 Van Ness Avenue
San Francisco, CA 94102
Raymond.Yin@cpuc.ca.gov

If any updates or corrections are made to the figures presented in the Annual Balancing and Memorandum Account Report submitted to the Commission, then a signed cover letter providing a written explanation of

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the update/change, to the data affected, as well as the revised pages shall be submitted to the above address within 30 days of the update/change occurring. An electronic version of the cover letter (in Microsoft Word format) and the revised annual report(s) (in Microsoft Excel format) should also be e-mailed to the Commission at the above address.

Commission staff caution against the indiscriminate use of Public Utilities Code § 583 to classify as "confidential" information submitted in the Balancing and Memorandum Account Report. It has been the long-term practice of this Commission to release similar reports to the public upon request. In general, such reports are public records, and if they fail to meet the requirements of General Order (G.O.) 66-D or the exemptions of the California Public Records Act (Government Code §§6250-6276.48); they are required to be available for public inspection. Even those records which are exempted from public inspection can be made public upon the determination of the Commission that the public interest for purpose of disclosure outweighs the public interest in maintaining the confidentiality of such records (see §6255 of the Government Code).

The policy of the California Public Records Act and the practices of this Commission favor making public records readily available to the public. Accordingly, if your company plans to claim confidential status for any information submitted in the company's reports, Commission staff advises that your company shall follow the procedures required in G.O. 66-D, and that any such claim be prominently noted and supported by a detailed explanation of the reasons and facts that substantiate the necessity for confidential treatment. The mere allegation of being placed in an unfair business disadvantage is insufficient to establish it as a fact. Furthermore, data publicly exposed in other contexts (e.g. corporation annual reports, Securities and Exchange Commission ("SEC") disclosure filings) should not be claimed to be confidential information when submitted in accordance with the enclosures.

If certain data included in the Balancing and Memorandum Account Report are confidential, your company can file a request for confidential treatment of such data by following these procedures: The utility shall file two signed copies of the full and complete version of the report and two signed copies of the report with the claimed confidential information removed and the term "REDACTED" inserted in the blank area. The electronic versions of both reports (i.e., confidential version and public version) should also be filed with the Commission the same way as directed in the preceding paragraphs. Requests by the public to review documents for which confidential treatment has been requested shall be handled pursuant to G.O. 66-D.

If you have any questions, please do not hesitate to contact me at Raymond.Yin@cpuc.ca.gov or at (415) 703-1818.

Sincerely,

Raymond Yin

Raymond Yin
Program and Project Supervisor, UAFCB

Attachment 1: G.O. 66-D

cc: Virginia Verneracion-Alunan, Chief Internal Auditor
Simon Baker, Deputy Director, Energy Division
Dorothy Duda, Program Manager, Energy Division