

# VERMONT ENERGY EFFICIENCY UTILITY FUND

## FY 2016 VEEU Remittance Worksheet Instructions

### I. Filing Requirements and General Instructions

#### A. Introduction

In 1999, the State of Vermont established its first statewide Energy Efficiency Utility. Since 2000, Vermont electric customers have paid an Energy Efficiency Charge (EEC). This charge was ordered by the Vermont Public Service Board to fund energy efficiency programs for customers throughout the state of Vermont in Docket No. 5980.

In Docket No. 6741, the Vermont Public Service Board adopted a new established methodology for billing the EEC for electrical distribution utilities. In an October, 2015 Memorandum, the Vermont Public Service Board (VPSB) set the EEC rates for the year 2016. The controlling document for these instructions and worksheets is Public Service Board rule 5.300, section 5.309.

#### B. Who Must File

All electrical distribution utilities operating in the state of Vermont are required to contribute to the VEEU Fund. Payment of the EEC by customers of electrical distribution utilities is a requirement for service and is subject to applicable law and Board rules, including but not limited to those rules governing deposits and disconnection for non-payment.

#### C. When and Where to File

The current VEEU contribution period (Fiscal Year 2016) will include revenues from sales for services rendered from January 1, 2016 through December 31, 2016. The EEC for 2016 should be affected on bills rendered to your customers on or after February 1, 2016, with no proration, for January, 2016 charges. Monthly submissions must be received by the VEEU Fiscal Agent, Batchelder Associates, PC on or before the last day of each month. **The initial FY2016 submission is due by March 25, 2016**, based on January data/revenue billed in February. (See Attachment A for the FY2016 VEEU Fund reporting schedule). Worksheets and instructions can be found on the Batchelder Associates, PC website at: [www.batcheldercpa.com](http://www.batcheldercpa.com)

#### D. Compliance

Utilities failing to submit a VEEU Fund worksheet and payment in a timely manner will be reported as delinquent to the VPSB.

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## **II. Line-by-Line Instructions for Completion of the VEEU Worksheet**

All information provided on the worksheet must be legible and printed in ink or typed.

### **Filing Identification Information**

The following blocks are located in the top margin of the remittance worksheet. Complete the information as follows:

#### **Block A-Company Code**

All utilities should continue to use their previously assigned company codes.

#### **Block B- Submission Date**

The Submission Date is the date the remittance worksheet is being forwarded to Batchelder Associates, PC. The worksheet and payment must be received by the last day of each month. Please see Attachment A - "FY2016 VEEU Fund Reporting Schedule".

#### **Block C- Revenue Data Month**

The Revenue Data Month indicates the month and year that corresponds to the revenue data being reported. Please see Attachment A - "FY2016 VEEU Fund Reporting Schedule".

#### **Block D- Original or Revision**

Indicate whether this is the original or revised submission for the data month being reported. Revisions should only be used to report errors. Provide actual revised revenue amounts, not differences.

### **Section 1 - Carrier Identification**

#### **Line 1a - Company Name**

Enter the carrier name that identifies the submitting entity and/or any "doing business as" (d/b/a) names if applicable.

#### **Line 1b - Complete Mailing Address**

Enter the complete mailing address of the electrical distribution utility including street address, city, state, zip, suite numbers, floor, etc.

#### **Line 1c - Telephone**

Enter telephone number for the company headquarters.

#### **Line 1d - Fax**

Enter fax number for the company headquarters.

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## **Line 1e - E-Mail Address**

Enter e-mail address for the company headquarters.

## **Section 2 - Kilowatt Hours**

Line 2a - Total Residential Kilowatt Hours entered here should be for the revenue data month indicated in Block C of this form and should correspond to the official accounting records of the company. Multiply the Kilowatt Hours by the assessment rate indicated on the worksheet and enter the total to the right on the line provided.

Line 2b - Total Commercial Non-Demand Customer Sales entered here should be for the revenue data month indicated in Block C of this form and should correspond to the official accounting records of the company. Multiply the sales by the assessment rate indicated on the worksheet and enter the total to the right on the line provided.

Line 2c - Total Commercial Demand Customer Sales entered here should be for the revenue data month indicated in Block C of this form and should correspond to the official accounting records of the company. Multiply the sales by the assessment rate indicated on the worksheet and enter the total to the right on the line provided.

Line 2d - Total Commercial Demand Customer Billed Capacity entered here should be for the revenue data month indicated in Block C of this form and should correspond to the official accounting records of the company. Multiply the billed capacity by the assessment rate indicated on the worksheet and enter the total to the right on the line provided.

Line 2e - Total Industrial Non-Demand Customer Sales entered here should be for the revenue data month indicated in Block C of this form and should correspond to the official accounting records of the company. Multiply the sales by the assessment rate indicated on the worksheet and enter the total to the right on the line provided.

Line 2f - Total Industrial Demand Customer Sales entered here should be for the revenue data month indicated in Block C of this form and should correspond to the official accounting records of the company. Multiply the sales by the assessment rate indicated on the worksheet and enter the total to the right on the line provided.

Line 2g - Total Industrial Demand Customer Billed Capacity entered here should be for the revenue data month indicated in Block C of this form and should correspond to the official accounting records of the company. Multiply the billed capacity by the assessment rate indicated on the worksheet and enter the total to the right on the line provided.

Line 2h - Total Street Light and Area Lights Kilowatt hours entered here should be for the revenue data month indicated in Block C of this form and should correspond to the official accounting records of the company. Multiply the Kilowatt Hours by the assessment rate indicated on the worksheet and enter the total to the right on the line provided.

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## **Section 3 - Remittance Calculation**

Line 3a - Total Remittance Due to the Vermont EEU

Total the amounts entered on Line 2a through 2g enter the results on Line 3 a.

## **Section 4 - Certification**

Line 4 - Officer Name Information

Enter the date, officer name, officer signature, and officer title. The officer's signature attests to the accuracy of all information on the remittance worksheet.

Line 5 - Contact Name Information

Enter the date, preparer name, preparer signature and preparer title. This person should be able to provide worksheet clarification and serve as the first point of contact for the VEEUF Fiscal Agent.

Line 6 - Prepares Complete Mailing Address

Enter the preparer's complete mailing address, including street address, PO Box number, suite number, city, state, and zip code. This will serve as the address where all future correspondence and statements will be mailed.

Line 7- Preparer Telephone, Fax, and E-Mail

Enter the preparer's telephone number, fax number and e-mail address.

## **Worksheet Submission and Payment Method**

In the bottom left margin, please take note of submission addresses.

FY 2015 VEEU FUND REPORTING SCHEDULE  
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WORKSHEETS AND PAYMENTS DUE TO BATCHELDER ASSOCIATES, PC	REVENUE DATA MONTH TO BE REPORTED
March 23, 2016	January, 2016
April 23, 2016*	February, 2016
May 23, 2016	March, 2016
June 23, 2016	April, 2016
July 23, 2016*	May, 2016
August 23, 2016	June, 2016
September 23, 2016	July, 2016
October 23, 2016*	August, 2016
November 23, 2016	September, 2016
December 23, 2016	October, 2016
January 23, 2017	November, 2016
February 23, 2017	December, 2016

\*If the due date lands on Saturday or Sunday, the worksheet and payment will be due the Friday before.

