

User Instructions for Completion of 2011 IRM3 Shared Tax Savings Workform for Electricity Distributors

Chapter 1 Getting Started

Objective of Workform

Mechanism to calculate an electricity distributor's shared tax savings rate rider.

Glossary

Billing Determinants – Are retail components applied against applicable tariffs to determine an end user customer's energy bill.

Scope and Purpose of Instructions

This document is designed to help the user complete the 2011 IRM3 Shared Tax Savings Workform.

Tools to Complete Workform

- Chapter 3 of the Filing Requirements for Transmission and Distribution Applications, version 2.0, July 9, 2010
- Report of the Board on Electricity Distributors' Deferral and Variance Account Review Initiative (EDDVAR), July 31, 2009.
- 2009 RRR Filings
- 2006 EDR Decision and/or last Cost of Service Decision and Order

Chapter 2 Using the 2011 IRM3 Shared Tax Savings Workform

Format of the Workform

The workform consists of various worksheets, which are password protected. The naming convention for the worksheets is a letter, then a number, and then a title. The input worksheets, where the user is expected to input data, are indicated by green worksheet tabs and cells. Yellow cells indicate a drop down menu, where the user selects their applicable information. The formulaic worksheets, where inputted results are calculated, are indicated by blue worksheet tabs and cells.

Contact Board staff if any problems are to occur.

Completing the Workform

<p><i>Sheet:</i> A1.1. LDC Information</p>	<p><i>User Input Required:</i> Yes</p>
<p><i>Purpose:</i></p> <p>Identify applicant's name, application number, and licence number.</p>	
<p><i>Instructions:</i></p> <p>User will select their LDC from yellow drop down menu into cell D20. User will also click on "Update Sheet" button.</p> <p>Note: The workform will update (once the user moves off the current worksheet).</p>	
<p><i>Sheet:</i> A2.1 Table of Contents</p>	<p><i>User Input Required:</i> No</p>
<p><i>Purpose:</i></p> <p>Summarize all the worksheets in the workform.</p>	
<p><i>Instructions:</i></p> <p>User does not input any data into this worksheet.</p>	
<p><i>Sheet:</i> B1.1. Rate Class and Re-Based Billing Determinants & Rates</p>	<p><i>User Input Required:</i> Yes</p>
<p><i>Purpose:</i></p> <p>Record re-based billing determinants.</p>	
<p><i>Instructions:</i></p> <p>User will select applicable rate groups and rate class from yellow drop down menu. User will input number of customers (or connections) into column "A" and the corresponding re-based billed kWh or billed kW into column "B" and/or "C". User will input fixed service charge into column "D". User will also input distribution volumetric rate (kWh) and/or volumetric rate (kW) into columns "E" and/or "F" for each applicable rate class (from Sheet E1.1 from 2011 IRM 3 Rate Generator).</p>	
<p><i>Sheet:</i> B1.3 Calculated Re-Based Revenue From Rates</p>	<p><i>User Input Required:</i> No</p>
<p><i>Purpose:</i></p> <p>Calculate revenue requirement from rates.</p>	
<p><i>Instructions:</i></p>	

User does not input any data into this worksheet.	
<i>Sheet:</i> F1.1 Z-Factor Tax Changes	<i>User Input Required:</i> Yes
<p><i>Purpose:</i></p> <p>Calculate tax savings amount.</p>	
<p><i>Instructions</i></p> <p>Using the Board approved income tax values as found in applicants most recent cost of service filing User will input taxable capital into cell E25, G25 or I25 (please read note below). User will input deduction from taxable capital into cell E27, G27 or I27. User will also input regulatory taxable income into cell E36, G36 or I36. User will then click on “Update Sheet” button.</p> <p>Note: 2008 Cost of Service filers will complete column “E”, 2009 Cost of Service filers will complete column “G” and 2010 Cost of Service filers will complete column “I”.</p>	
<i>Sheet:</i> F1.3 Calculate Tax Change Rate Rider Volumetric	<i>User Input Required:</i> No
<p><i>Purpose:</i></p> <p>Calculate volumetric tax change rate rider by rate class.</p>	
<p><i>Instructions:</i></p> <p>User does not input any data into this worksheet.</p> <p>Note: User should input amount in Cell K47 into 2011 IRM3 Rate Generator. Red highlighted amounts indicates that the materiality threshold has not been met, therefore, disposition is not required. In this situation, the applicant should request to record the amount into account 1595.</p>	

Submitting the Completed Workform

User should save completed workform and submit electronic version and hard copy print out through the Board’s online e-Filing services and with the Board Secretary’s Office.