



# UTILITY CONFERENCE PACK

## Northern Utilities Units: Imperial Guidelines for Utility/Country Reports

All Active Utility Members are required to provide the PPA Secretariat a written Utility/Country Report. This Report is to be received at the Secretariat no later than July 10, 2009.

This Report should be no more than two (2) pages and include the following:

- the operation of the utility in brief;
- the major highlights of utility activities;
- the summary of projects under implementation;
- a list of projects under planning;
- a list of major tenders, bids, contracts, consultancy, major purchases and other services to be sourced externally over the next 12 month period; and
- current organisation chart with listing of incumbent Board and Management personnel.

**NOTE:** To create a database for the future the PPA Secretariat would appreciate that this report be provided to the Secretariat on a CD.

### Annual Utility Statistics

The Annual statistical returns (form included) must be completed and attached to the Utility/Country Report.

### Annual Utility Reports & Plans

Two (2) copies of the following documents if produced annually should be included in the Conference pack:

- Annual Report
- Corporate Plan
- Engineering / Development Plan
- Financial Plan
- Annual Financial Statements

### Utility Magazine & Newsletters

Two (2) copies of the Utility magazine and Newsletters should be included in the Conference pack.

**PACIFIC POWER ASSOCIATION  
NORTHERN UTILITY STATISTICS (Imperial)**

<b>COUNTRY:</b>	<b>UTILITY :</b>
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**FOR YEAR ENDING:** \_\_\_\_\_

Country Population	
Total Utility Customers	
Total Utility Staff	
Electricity Access %	
System Peak Demand <b>MW</b>	
Total Line Loss %	
Annual Generation <b>MWh</b>	
Annual Sales <b>MWh</b>	
Annual Fuel Consumption <b>(million gallons)</b>	
Current Fuel Price <b>US\$ per gallon</b>	
Fixed Assets <b>(US\$millions)</b>	
Capitalisation <b>(US\$millions)</b>	
Total Operating Income <b>(US\$millions)</b>	
Total Operating Expenses <b>(US\$millions)</b>	
Operating Profit <b>(US\$millions)</b>	
Net Profit <b>(US\$millions)</b>	
Rate of Return %	
Debt Service Coverage	
Debt to Equity Ratio %	
Current Ratio	
Av Residential Elec Tariff >100kWh in <b>US\$</b>	
Av Revenue per kWh sold <b>US\$</b>	
Operating Cost to Customer <b>US\$</b>	
Staff to Customer Ratio	
Fuel Efficiency kWh per litre/US Gallons	
Generation Plant Availability %	
System Load Factor	