

**APPENDIX III  
CHAPTER 24  
RECORDS, REPORTS, AND OTHER INFORMATION  
THAT MAY BE REQUIRED**

This appendix lists other sections of the commission's Substantive Rules that contain additional requirements for records, reports, and other information that water and sewer utilities or other persons may be required to provide to the commission. This appendix is to assist persons in locating the requirements. Failure to list a requirement in this appendix does not relieve the person responsible for filing the information of the requirement.

DESCRIPTION OF RECORD	RULE LOCATION
For an emergency order issued, the utility shall maintain adequate books and records for a period not less than 12 months to allow for the determination of a cost of service	§24.14(c)(6)
Filing of tariffs	§24.21
Notice of intent and application to change rates	§24.22
Escrow agreement	§24.30
Additional revenues over and above the utility's usual cost of service	§24.32
Cash reserve account	§24.34
Recordkeeping, reporting and filing requirements for water and sewer utilities	§24.71
Financial records and reports - Uniform system of accounts	§24.72
Service, financial, and normalized earnings report due by June 1 of each year	§24.73
Management audits	§24.75
Annual charges and assessment collections	§24.76
Line extension policy	§24.86
Records of customer complaints	§24.81
Records of deposits	§24.84
Meter records	§24.89
Continuity of service - Record of interruption	§24.90
Temporary restriction report	§24.93
Copy of TCEQ planning report	§24.93
Report	§24.105
Recording in county records of granted CCN or CCN amendment	§24.106
Application of sale, acquisition, lease, rental, merger, or consolidation of any water or sewer system	§24.109
Report of bankruptcy	§24.110
Filing of maps	§24.119
Owner registration and records	§24.122

<b>DESCRIPTION OF RECORD</b>	<b>RULE LOCATION</b>
Utility shall report to tenant in writing the result of a disputed bill	§24.125
Submeters or point-of-use submeters	§24.127
Cost of service study and other information supporting protested rate	§24.134
Filing of rate data	§24.138
Temporary manager operating a utility shall report to the Commission on a monthly basis (income statement, summary of utility activities, such as improvements or major repairs, etc.)	§24.143