

## GENERAL INSTRUCTION SHEET

1. This report must be completed in proper form (typed or legibly printed), and must be **filed with the Comptroller of the Treasury on or before April 1, 2010. A copy should be retained in your files for future reference.**
2. **ROUND ALL DOLLAR FIGURES TO WHOLE DOLLARS!**
3. **NO SHEET OR SECTION SHOULD BE LEFT BLANK.** If a sheet or section does not apply to your company, indicate by placing the words “**inapplicable**” or “**none**.”

### **\*INCOMPLETE REPORTS WILL BE RETURNED!\***

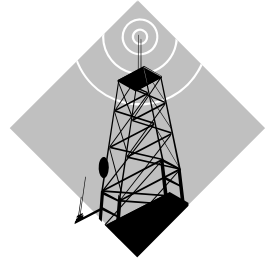
4. **FAILURE** to file a complete report will result in a **FORCED ASSESSMENT**. Tennessee Code Annotated, Section 67-5-1317 states:

“The Owner of any such property refusing or failing to file such schedules and statements shall be deemed to have waived the mode and manner of ascertaining the value of such property, and of the distribution or allocation by the Comptroller of the Treasury of such valuation or assessment to the various counties and municipalities of the State of Tennessee for the purposes of county and municipal taxation, and shall not be permitted to be heard in opposition to the valuation fixed upon said property by the Comptroller of the Treasury, nor in opposition to the distribution or allocation of same by the Comptroller of the Treasury to the various counties and municipalities for the purposes aforesaid; and may, at the discretion of the Comptroller of the Treasury, in addition, be liable to a penalty of one hundred dollars (\$100) for each and every day which such owner is delinquent in filing said statement or schedule.” Failure to file a tax report could result in an audit under T.C.A. 67-5-1320.

5. It is necessary for you to furnish the Comptroller of the Treasury certain information pertaining to the company’s organization, legal status, and operation. **Pages 1 & 1A** should be completed very carefully. If a particular statement or question does not apply to your company, place the words “**inapplicable**” or “**none**” in the appropriate blank(s). **Do not leave any of the statements or questions on Pages 1 & 1A blank unless instructed to do so.**
6. The **Balance Sheet** on **Pages 2 & 3**, and the **Income Statement** on **Page 5** should be completed in a manner that fairly reflects the financial position of your company. All financial statements should be in conformity with generally accepted accounting principles. An entry on lines 8, 11, or 12 of the asset side of the Balance Sheet requires a detailed breakdown. **Use the financial pages included in this report. NO SUBSTITUTIONS ACCEPTED!** Also, please, include all capital leases and off balance sheet equipment owned, leased or used by the company. (Pages 2 & 3)
7. **Page 6** requires a listing of equipment leased and/or used by your company. Leased equipment refers to personal property obtained through an operating lease. Used property refers to personal property not under a lease agreement and not owned by you but in your possession.
8. **Page 7** requires that you give the **Gross Investment & Cash Value** of all Tennessee property, plant, and equipment. You are further required on **Page 7** to break down all Tennessee property, plant, and equipment as to its physical location within the corporate limits or outside corporate limits.

**GENERAL INSTRUCTION SHEET**  
**(continued)**

9. **Page 8** requires a breakdown of **Gross Investment & Cash Value** of Tennessee property, plant, and equipment as to county, city, and special school district. Complete a separate sheet for each county, city, and special school district where property is located. The **county sheet** also includes property located in the cities and special school districts within that particular county. The **city sheet** should also include properties of special school districts located within that particular city. The **special school district sheet** should include only that property located within that particular school district.
10. **Page 9** requires a listing of all purchases and sales of Tennessee **real property** occurring during the year 2009.
11. **Page 10** requires a listing of all real property under construction. This listing will include all real property currently under construction or construction expected to be completed by September 1 of this year. Be sure to include the county and city where located, map reference and property owner, description of improvement, and the construction cost. Also, please indicate if the company intends to initiate any construction or expansion in the future.
12. **IT IS IMPERATIVE THAT THE REPORT BE SIGNED. IF NOT, THE REPORT WILL BE RETURNED.**
13. **Any additional information, schedules, etc., provided by your company must be submitted on LETTER SIZE PAPER (8.5" x 11").**
14. Please provide the Office of State Assessed Properties with all documents in which an opinion of value has been determined by an appraiser hired by your company, any employee of your company, a public utilities commission or its equivalent, or any other party whose service was contracted by your company for the **past three years**. The documents should be summary in nature and **do not include** state or local appraisals.
15. In an effort to assure property accountability compliance, please provide the Office of State Assessed Properties with documentation supporting entries on the Ad Valorem Tax Report for the following: **gross investment in Tennessee, and net investment in Tennessee**. In other words, show how the numbers are derived. For companies located one hundred percent (100%) in Tennessee, a reference to the Balance Sheet is sufficient.



# STATE OF TENNESSEE

## 2010

### AD VALOREM TAX REPORT



COMPANY NAME \_\_\_\_\_

STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 (PRINCIPLE OFFICE INFORMATION)

STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 (PRINCIPLE OFFICE INFORMATION IN TENNESSEE)

PHONE NUMBER ( ) \_\_\_\_\_ FAX NUMBER ( ) \_\_\_\_\_

COMPANY WEB SITE \_\_\_\_\_

MAIL TO:

**COMPTROLLER OF THE TREASURY  
 OFFICE OF STATE ASSESSED PROPERTIES**

414 Union Street, Suite 1120  
 Nashville, Tennessee 37243-1402  
 (615) 741-0140 FAX (615) 741-0142



1. Company Name \_\_\_\_\_

2. Principal Office Location \_\_\_\_\_

Number & Street

City

State

Zip

3. Is Company \_\_\_\_\_ **INDIVIDUAL?** \_\_\_\_\_ **PARTNERSHIP?** \_\_\_\_\_ **CORPORATION?**  
 \_\_\_\_\_ **COOPERATIVE?** \_\_\_\_\_ **OTHER?**

4. If a **CORPORATION** or **OTHER** similar enterprise, supply the following information:

Under laws of what state organized \_\_\_\_\_ Date organized \_\_\_\_\_  
 Add charter of incorporation or similar enterprise. \_\_\_\_\_ Date dissolved \_\_\_\_\_

Under laws of what state organized \_\_\_\_\_ Date organized \_\_\_\_\_

5. Name & address of **PRESIDENT, OWNER, OR PARTNER** \_\_\_\_\_  
 Name

Position/Title

Number & Street

City

State

Zip

6. Name & address of **GENERAL MANAGER** \_\_\_\_\_  
 Name

Number & Street

City

State

Zip

7. **GROSS** Investment in SYSTEM plant and property December 31, 2009 \$ \_\_\_\_\_

8. **NET** Investment in SYSTEM plant and property December 31, 2009 \$ \_\_\_\_\_

9. SYSTEM GROSS Revenue (Income) for year ended December 31, 2009 \$ \_\_\_\_\_

10. SYSTEM NET OPERATING Revenue (Income) for year ended December 31, 2009 \$ \_\_\_\_\_

11. Amount of LOANS FROM FEDERAL AGENCIES, if any \$ \_\_\_\_\_

12. Indicate stock & debt of company:

	Amount Authorized	No. of Shares or Amount Issued	Book or Per Value	Market or Cash Value
Preferred Stock	_____	_____	_____	_____
Common Stock	_____	_____	_____	_____
Bonds	_____	_____	_____	_____
Other Long-Term Debts	_____	_____	_____	_____

13. State surplus at beginning of 2009 \$ \_\_\_\_\_ End of 2009 \$ \_\_\_\_\_

14. State amount of dividends paid for the year 2009: Preferred \$ \_\_\_\_\_ Common \$ \_\_\_\_\_

15. State exact dollar amount of FEDERAL INCOME TAX ACTUALLY PAID OR OWED FOR 2009 as reported on your Federal Income Tax Return \$ \_\_\_\_\_

16. State ACTUAL CASH or MARKET VALUE of all Tennessee plant and property as of January 1, 2010 \$ \_\_\_\_\_



**BALANCE SHEET**  
**ASSETS**

**AS OF DECEMBER 31**

<b><u>Item</u></b>	<b><u>Fixed Assets</u></b>	<b><u>2009</u></b>	<b><u>2008</u></b>
1.	Utility Plant in Service	\$	\$
2.	Plant Under Construction		
3.	Property Held for Future Use		
4.	Plant Acquisition Adjustment		
5.	Total Fixed Assets		
6.	<b>LESS</b> Depreciation & Amortization Reserve		
7.	<b>Net Fixed Assets</b>	\$	\$
	<b><u>Other Property &amp; Investments</u></b>		
*8.	Non-Utility Property	\$	\$
9.	<b>LESS</b> Accumulated Depreciation		
10.	Net Non-Utility Property		
*11.	<b>INVESTMENT IN AFFILIATED COMPANIES</b>		
*12.	<b>OTHER INVESTMENTS</b>		
13.	Miscellaneous Physical Property		
14.	Sinking Funds		
15.	Other Fund Accounts		
16.	<b>Total Other Property &amp; Investments</b>	\$	\$
	<b><u>Current Assets</u></b>		
17.	Cash	\$	\$
18.	Special Cash Deposits		
19.	Working Funds		
20.	Temporary Cash Investments		
21.	Notes Receivable due from Related Parties		
22.	Other Notes Receivable		
23.	Due from Customers & Agent – Net		
24.	Accounts Receivable from Affiliated Companies Net		
25.	Other Accounts Receivable – Net		
26.	Interest & Dividends Receivable		
27.	Pre-Payments		
28.	<b>MATERIALS &amp; SUPPLIES</b>		
29.	Liquefied Natural Gas Stored		
30.	Subscriptions to Security Issues		
31.	Other Current Assets		
32.	<b>Total Current Assets</b>	\$	\$
	<b><u>Deferred Charges</u></b>		
33.	Discount on Long-Term Debt	\$	\$
34.	Extraordinary Maintenance & Retirements		
35.	Clearing Accounts		
36.	Other Deferred Charges		
37.	<b>Total Deferred Charges</b>	\$	\$
38.	<b>TOTAL ASSETS</b>	\$	\$

\*GIVE A DETAILED BREAKDOWN AND DESCRIPTION OF THIS TYPE OF PROPERTY INVESTMENT.



**SUPPLEMENT  
TO BALANCE SHEET**

**As of December 31**

	<b><u>2009</u></b>	<b><u>2008</u></b>
1. Contributed Plant	\$ _____	\$ _____
2. Accumulated Depreciation on Contributed Plant	_____	_____
3. Net Contributed Plant	_____	_____
4. Non- Contributed Plant	_____	_____
5. Accumulated Depreciation on Non- Contributed	_____	_____
6. Net Non- Contributed Plant	_____	_____
7. Total Utility Plant in Service	_____	_____
8. Total Accumulated Depreciation	_____	_____
9. *TOTAL NET PLANT	\$ _____	\$ _____

**\*THIS FIGURE SHOULD BE EQUAL TO THE FIGURE REPORTED ON THE PRECEDING PAGE REPRESENTING NET FIXED ASSET**

List below the items included in the Contributed Plant Account:

	<b><u>AMOUNT</u></b>
_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
<b>TOTAL CONTRIBUTED PLANT</b>	\$ _____

**LONG-TERM DEBT**

**Mortgages, Bonds, Promissory Notes, & Miscellaneous Long-Term Debt**

Date of Issue	Date of Maturity	Description: (Bonds, Notes, or Other Instrument)	Beginning of Year Balance	Principal Paid During Year	*End of Year Balance	Interest	for Year	Leave This Column Blank
						Rate (%)	Amount	
			\$	\$	\$		\$	
		<b>TOTALS</b>	\$	\$	\$ *	-----	\$	

**INCOME STATEMENT**

		<b>AS OF DECEMBER 31</b>	
		<b><u>2009</u></b>	<b><u>2008</u></b>
<b>Item</b>	<b><u>Operating Revenues</u></b>		
1.	Unmetered Revenue	\$	\$
2.	Metered Revenue		
3.	Fire Hydrant Revenue & Service		
4.	Revenue from Sale of Taps		
5.	Sewerage Revenue		
6.	Other Revenue		
7.	<b>Total Operating Revenues</b>	<b>\$</b>	<b>\$</b>
	<b><u>Operating Expense</u></b>		
8.	Water Supply Expense	\$	\$
9.	Pumping Expense		
10.	Purification Expense		
11.	Distribution Expense		
12.	Customer Accounting & Collection Expense		
13.	Administrative & General Expense		
14.	State, County, & Municipal Taxes		
15.	Federal Income Taxes		
16.	Other Federal Taxes		
17.	Depreciation Expense		
18.	Amortization Expense		
19.	Other Operating Expense		
20.	<b>Total Operating Expense</b>	<b>\$</b>	<b>\$</b>
21.	<b>NET OPERATING INCOME</b>	<b>\$</b>	<b>\$</b>
	<b><u>Other Income</u></b>		
22.	Dividend Income	\$	\$
23.	Allowance for Funds Used During Construction (AFUDC) LESS: Federal Income Taxes on AFUDC		
24.	Other Interest Income		
25.	Total Interest Income		
26.	Income from Non-Operating Property		
27.	Miscellaneous Income		
28.	<b>Total Other Income</b>	<b>\$</b>	<b>\$</b>
	<b><u>Miscellaneous Deductions from Income</u></b>		
29.	Miscellaneous Income Charges	\$	\$
30.	Federal Income Tax – Non-Operating		
31.	Other Non-Operating Taxes		
32.	Total Miscellaneous Deductions		
33.	Net Other Income		
34.	<b>Gross Income</b>	<b>\$</b>	<b>\$</b>
	<b><u>Interest &amp; Other Deductions</u></b>		
35.	Interest on Funded Debt	\$	\$
36.	Other Interest Deductions		
37.	Amortization of Discount on Long-Term Debt		
38.	Release of Premium on Long-Term Debt-Credit		
39.	Other Fixed Charges		
40.	<b>TOTAL INTEREST &amp; OTHER DEDUCTIONS</b>	<b>\$</b>	<b>\$</b>
41.	<b>Net Income Before Extraordinary Items</b>	<b>\$</b>	<b>\$</b>
	<b><u>Extraordinary &amp; Delayed Items</u></b>		
42.	Extraordinary & Delayed Items	\$	\$
43.	<b>Net Income to Retained Earnings</b>	<b>\$</b>	<b>\$</b>

**LEASED EQUIPMENT**

**This schedule should include all operating equipment located in Tennessee that is leased or used by your company.**

Type of Equipment	No. Of Units	Total Annual Amount of Rent	Age Of Units	Annual Depreciation Rate	Lease Expiration Date	Owner	Tax Liability Lessor or Lessee	Original Cost	Accumulated Depreciation	Depreciated Cost	Location (County & City)
		\$						\$	\$	\$	



**PROPERTY SHEET**

**Note:** One sheet to be completed for each county, city, and special school district where property located.

Name of city or special school district \_\_\_\_\_ County \_\_\_\_\_

**WATER DISTRIBUTION SYSTEM**

	<b>Gross Investment Within Corporate Limits</b>	<b>Gross Investment Outside Corporate Limits</b>	<b>Gross Investment</b>
Meters	\$ _____	\$ _____	\$ _____
Mains by Size & Kind:	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Pumps - Booster	_____	_____	_____
Fire Hydrants	_____	_____	_____
<b>Total Investment</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>Total Cash Value 1/1/2010</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

**WATER SUPPLY & EQUIPMENT**

Wells & Springs	\$ _____	\$ _____	\$ _____
Boilers & Motors	_____	_____	_____
Pumps & Other Pumping Equip.	_____	_____	_____
Reservoirs & Stand Pipes	_____	_____	_____
Purification & Filtration	_____	_____	_____
<b>Miscellaneous</b>	_____	_____	_____
<b>Total Investment</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>Total Cash Value 1/1/2010</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

Total Gross Investment in furniture, fixtures, equipment, automobiles, materials & supplies, & other general equipment	\$ _____	\$ _____	\$ _____
Total cash value of above	\$ _____	\$ _____	\$ _____

**CONSTRUCTION WORK IN PROGRESS (CWIP)**

<b>Gross Investment (CWIP)</b>	\$ _____	\$ _____	\$ _____
<b>Personal @ 15%</b>	\$ _____	\$ _____	\$ _____
<b>Real @ 100%</b>	\$ _____	\$ _____	\$ _____

**REAL ESTATE - TENNESSEE**

**Land:**

Acres	Location	Year Acquired	Purchased From	Deed Book	Page No.	Gross Investment	Cash Value Jan. 1, 2010
_____	_____	_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	_____	_____	_____	_____
<b>Total Land</b>						<b>\$ _____</b>	<b>\$ _____</b>

**Structures:**

Kind & Type	Location	Year Constructed/Acquired	Gross Investment	Cash Value Jan. 1, 2010
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	_____
<b>Total Structures</b>			<b>\$ _____</b>	<b>\$ _____</b>
<b>Total Real Estate</b>			<b>\$ _____</b>	<b>\$ _____</b>
<b>Total All Property-City, County, SSD</b>			<b>\$ _____</b>	<b>\$ _____</b>

**PURCHASES AND SALES OF TENNESSEE PROPERTY**

List all purchases and sales of Tennessee **real property** (including Telecommunications Towers) that occurred during the year 2009. Give all applicable information for each transaction separately. (You may copy pages as needed) **Please attach a copy of the warranty deed or sales contract.**

**PURCHASES**

**Date of Purchase:** \_\_\_\_\_

**County/City:** \_\_\_\_\_

**Assessor’s Tax Map & Parcel Number:** \_\_\_\_\_

**Purchase Price:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

Number & Street

City

State

Zip

**Description of Property:** \_\_\_\_\_

**Grantor (seller):** \_\_\_\_\_

**Type of Improvement:** \_\_\_\_\_

**SALES**

**Date of Sale:** \_\_\_\_\_

**County/City:** \_\_\_\_\_

**Assessor’s Tax Map & Parcel Number:** \_\_\_\_\_

**Sale Price:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

Number & Street

City

State

Zip

**Description of Property:** \_\_\_\_\_

**Grantee (buyer):** \_\_\_\_\_

**Type of Improvement:** \_\_\_\_\_



**DATE:** \_\_\_\_\_

I, \_\_\_\_\_, being the **OWNER, PRESIDENT, SECRETARY, AND /OR PARTNER OF** \_\_\_\_\_, do hereby swear and affirm that the foregoing Ad Valorem Tax Report for the year two thousand ten has been prepared from only the original books, papers, and records of said respondent under my direction in accordance with Tennessee Code Annotated, §67-5-1316, and is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**OFFICIAL CAPACITY**