

ANNUAL REPORT

Of

Company Name: **Seven Canyons Water Treatment Company**
755 Golf Club Way

Mailing Address: Sedona AZ
86336

Docket No.: **SW-03389A**
For the Year Ended: **12/31/18**

RECEIVED
MAY 17 2019
ARIZONA CORP COMMISSION
UTILITIES DIVISION - DIRECTOR'S OFFICE

WASTEWATER UTILITY

To

Arizona Corporation Commission

Due on April 15th

Email: rdelafuente@azcc.gov, mail or deliver the completed Annual Report to:
Arizona Corporation Commission
Compliance Section - Utilities Division
1200 West Washington Street
Phoenix, Arizona 85007

Application Type: **Original Filing**
Application Date: **5/17/2019**

5-17-19

ARIZONA CORPORATION COMMISSION
WASTEWATER UTILITY ANNUAL REPORT
Seven Canyons Water Treatment Company
A Class ☐ Utility

1. For the Calendar Year Ended: 12/31/18

2. Address:

755 Golf Club Way			
City:	Sedona	State:	Arizona
Zip Code:	86336		

3. Telephone Number:

928-203-2054

4. Date of Original Organization of Utility:

6/10/1977

5. Person to whom correspondence should be addressed concerning this report:

Name:

Heather Pugsley

Telephone No. :

928-203-2054

Address:

755 Golf Club Way			
City:	Sedona	State:	Arizona
Zip Code:	86336		

Email:

heather.pugsley@sevencanyons.com

6. On-Site Manager:

Name:

Wendy Ferguson

Telephone No. :

928-203-2254

Address:

755 Golf Club Way			
City:	Sedona	State:	Arizona
Zip Code:	86336		

Email:

scwatercompany@seconcanynons.com

7. Ownership:

"C" Corporation

8. Counties Served:

Yavapai

Seven Canyons Water Treatment Company
Annual Report
Utility Plant in Service (Wastewater)
12/31/18

Utility Plant in Service (Wastewater)							
Account No.	Description	Beginning Year Original Cost	Current Year Additions	Current Year Retirements	Adjusted Original Cost	Accumulated Depreciation	OCLD (OC less AD)
351	Organization	\$0			\$0		\$0
352	Franchises				0		0
353	Land and Land Rights				0		0
354	Structures and Improvements				0		0
355	Power Generation Equipment				0		0
360	Collections Wastewater - Force				0		0
361	Collections Wastewater - Gravity	649,229			649,229	404,686	244,543
362	Special Collecting Structures				0		0
363	Services to Customers				0		0
364	Flow Measuring Devices				0		0
365	Flow Measuring Installations				0		0
366	Reuse Services				0		0
367	Reuse Meters & Meter Installations				0		0
370	Receiving Wells				0		0
371	Pumping Equipment				0		0
374	Reuse Distribution Reservoirs				0		0
375	Reuse Trans. And Distr. Equipment				0		0
380	Treatment and Disposal Equipment	2,076,081			2,076,081	1,100,323	975,758
381	Plant Sewers				0		0
382	Outfall Sewer Lines				0		0
389	Other Plant and Misc. Equipment				0		0
390	Office Furniture and Equipment	2,335			2,335	2,335	0
390.1	Computer & Software				0		0
391	Transportation Equipment				0		0
392	Stores Equipment				0		0
393	Tools, Shop and Garage Equipment	3,688			3,688	3,688	0
394	Laboratory Equipment	4,813			4,813	4,813	0
395	Power Operated Equipment				0		0
396	Communication Equipment				0		0
397	Miscellaneous Equipment				0		0
398	Other Tangible Plant				0		0
	Totals	\$2,736,146	\$0	\$0	\$2,736,146	\$1,515,845	\$1,220,301

Instructions: Fill out the Grey Cells with the relevent information. Input 0 or none if there is nothing recorded in that account or there is no applicable information to report.

Seven Canyons Water Treatment Company
Annual Report
Depreciation Expense for the Current Year (Wastewater)
12/31/18

Depreciation Expense for the Current Year (Wastewater)								
Account No.	Description	Beginning Year Original Cost	Current Year Additions	Current Year Retirements	Adjusted Original Cost	Fully Depreciated/Non- depreciable Plant	Depreciation Percentages	Depreciation Expense
351	Organization	\$0	\$0	\$0	\$0	\$0		\$0
352	Franchises	0	0	0	0			0
353	Land and Land Rights	0	0	0	0			0
354	Structures and Improvements	0	0	0	0			0
355	Power Generation Equipment	0	0	0	0			0
360	Collections Wastewater - Force	0	0	0	0			0
361	Collections Wastewater - Gravity	649,229	0	0	649,229		4.00%	25,969
362	Special Collecting Structures	0	0	0	0			0
363	Services to Customers	0	0	0	0			0
364	Flow Measuring Devices	0	0	0	0			0
365	Flow Measuring Installations	0	0	0	0			0
366	Reuse Services	0	0	0	0			0
367	Reuse Meters & Meter Installations	0	0	0	0			0
370	Receiving Wells	0	0	0	0			0
371	Pumping Equipment	0	0	0	0			0
374	Reuse Distribution Reservoirs	0	0	0	0			0
375	Reuse Trans. And Distr. Equipment	0	0	0	0			0
380	Treatment and Disposal Equipment	2,076,081	0	0	2,076,081		4.00%	83,043
381	Plant Sewers	0	0	0	0			0
382	Outfall Sewer Lines	0	0	0	0			0
389	Other Plant and Misc. Equipment	0	0	0	0			0
390	Office Furniture and Equipment	2,335	0	0	2,335	2,335	15.61%	0
390.1	Computer & Software	0	0	0	0			0
391	Transportation Equipment	0	0	0	0			0
392	Stores Equipment	0	0	0	0			0
393	Tools, Shop and Garage Equipment	3,688	0	0	3,688	3,688	14.29%	0
394	Laboratory Equipment	4,813	0	0	4,813	4,813	12.30%	0
395	Power Operated Equipment	0	0	0	0			0
396	Communication Equipment	0	0	0	0			0
397	Miscellaneous Equipment	0	0	0	0			0
398	Other Tangible Plant	0	0	0	0			0
	Subtotal	\$2,736,146	\$0	\$0	\$2,736,146	\$10,836		\$109,012

Contribution(s) in Aid of Construction (Gross)	\$0
Less: Non Amortizable Contribution(s)	0
Fully Amortized Contribution(s)	0
Amortizable Contribution(s)	\$0
Times: Proposed Amortization Rate	4.00%
Amortization of CIAC	\$0

Less: Amortization of CIAC

DEPRECIATION EXPENSE

Instructions: Fill out the Grey Cells with the relevant information. Input 0 or none if there is nothing recorded in that account or there is no applicable information to report.

Seven Canyons Water Treatment Company
Annual Report
Balance Sheet Assets
12/31/18

Balance Sheet Assets				
	Assets		Balance at Beginning of Year (2018)	Balance at End of Year (2018)
Account No.	Current and Accrued Assets			
131	Cash		\$1,138	\$288
132	Special Deposits			
135	Temporary Cash Investments			
141	Customer Accounts Receivable		4,721	2,848
142	Other Accounts Receivable			
143	Accumulated Provision for Uncollectable Accounts			
146	Notes Receivable from Associated Companies			
151	Plant Material and Supplies			
162	Prepayments		2,155	2,131
173	Accrued Utility Revenue			
174	Miscellaneous Current and Accrued Assets			
	Total Current and Accrued Assets		\$8,014	\$5,267
	Deferred Debits			
186.1	Deferred Rate Case Expense		\$0	
	Total Deferred Debits		\$0	\$0
	Fixed Assets			
101	Utility Plant in Service*		\$2,736,146	\$2,736,146
103	Property Held for Future Use			
105	Construction Work in Progress			
108	Accumulated Depreciation (enter as negative)*		(1,406,833)	(1,515,845)
121	Non-Utility Property			
122	Accumulated Depreciation - Non Utility			
	Total Fixed Assets		\$1,329,313	\$1,220,301
	Total Assets		\$1,337,327	\$1,225,568

Instructions: Fill out the Grey Cells with the relevant information. Input 0 or none if there is nothing recorded in that account or there is no applicable information to report.

Note these items feed automatically from the adjusted end of year balance from AR4.

Seven Canyons Water Treatment Company
Annual Report
Balance Sheet Liabilities and Owners Equity

Balance Sheet Liabilities and Owners Equity				
	Liabilities		Balance at Beginning of Year (2018)	Balance at End of Year (2018)
Account No.	Current Liabilities			
231	Accounts Payable		\$39,657	\$45,232
232	Notes Payable (Current Portion)			
234	Notes Payable to Associated Companies		131,860	157,060
235	Customer Deposits			
236	Accrued Taxes			
237	Accrued Interest			
241	Miscellaneous Current and Accrued Liabilities			8,789
253	Other Deferred Credits			
	Total Current Liabilities		\$171,517	\$211,081
	Long Term Debt			
224	Long Term Debt (Notes and Bonds)		\$0	\$0
	Total Long Term Debt		\$0	\$0
	Deferred Credits			
252	Advances in Aid of Construction		\$0	\$0
255	Accumulated Deferred Investment Tax Credits		0	0
271	Contributions in Aid of Construction		0	0
272	Less: Amortization of Contributions		0	0
281	Accumulated Deferred Income Tax		0	0
	Total Deferred Credits		\$0	\$0
	Total Liabilities		\$171,517	\$211,081
	Capital Accounts			
201	Common Stock Issued		\$1,000	\$1,000
211	Other Paid-In Capital		3,355,357	3,355,357
215	Retained Earnings		(2,190,547)	(2,341,870)
218	Proprietary Capital (Sole Props and Partnerships)			
	Total Capital		\$1,165,810	\$1,014,487
	Total Liabilities and Capital		\$1,337,327	\$1,225,568

Instructions: Fill out the Grey Cells with the relevant information. Input 0 or none if there is nothing recorded in that account or there is no applicable information to report.

Note: Total liabilities and Capital must match total assets for the beginning and end of the year!

Seven Canyons Water Treatment Company
Annual Report
Wastewater Comparative Income Statement
12/31/18

Wastewater Comparative Income Statement			
Account No.	Calendar Year	Current Year 01/01/2018 -	Last Year 01/01/2017 -
	Operating Revenue		
521	Flat Rate Revenues	\$46,215	\$45,945
522	Measured Revenues	8,939	9,588
534	Rents from Wastewater Property		
536	Other Wastewater Revenues	175	
	Total Revenues	\$55,329	\$55,533
	Operating Expenses		
701	Salaries and Wages	\$0	\$0
704	Employee Pensions and Benefits		
710	Purchased Wastewater Treatment	1,372	1,382
711	Sludge Removal Expense		
715	Purchased Power	10,307	10,456
716	Fuel for Power Production		
718	Chemicals		
720	Materials and Supplies		
720.1	Repairs and Maintenance	753	
720.2	Office Supplies and Expense		266
721	Office Expense	173	
731	Contractual Services -Engineering		
732	Contractual Services - Accounting	2,031	1,388
733	Contractual Services - Legal		
734	Contractual Services - Management Fees	62,256	56,828
735	Contractual Services - Testing	3,045	3,240
736	Contractual Services - Other	3,000	3,000
740	Rents - Building		
742	Rents - Equipment		
750	Transportation Expenses		
757	Insurance - General Liability	12,775	8,946
758	Insurance - Worker's Compensation		
759	Insurance - Other		
760	Advertising Expense		
766	Regulatory Commission Expense - Rate Case		
767	Regulatory Commission Expense - Other		
770	Bad Debt Expense		
775	Miscellaneous Expense	1,002	1,045
403	Depreciation Expense (From Schedule AR4)	109,012	109,012
408	Taxes Other Than Income		
408.11	Property Taxes	2,204	2,164
408.12	Payroll Taxes		
409	Income Taxes		50
	Total Operating Expenses	\$207,930	\$197,777
	Operating Income / (Loss)	(\$152,601)	(\$142,244)
	Other Income / (Expense)		
414	Gain (Loss) on Dispositions	\$0	\$0
419	Interest and Dividend Income	0	0
421	Non-Utility Income	0	0
426	Miscellaneous Non-Utility (Expense)	0	0
427	Interest (Expense)	0	0
	Total Other Income / (Expense)	\$0	\$0
	Net Income / (Loss)	(\$152,601)	(\$142,244)

Instructions: Fill out the Grey Cells with the relevant information. Input 0 or none if there is nothing recorded in that account or there is no applicable information to report.

Seven Canyons Water Treatment Company
Annual Report
Full time equivalent employees
12/31/18

Full time equivalent employees

	Direct Company	Outside service	Total
President	0.0	0.0	0.0
Vice-president	0.0	0.0	0.0
Manager	0.0	0.0	0.0
Engineering Staff	0.0	0.0	0.0
System Operator(s)	0.0	0.5	0.5
Customer Service	0.0	0.0	0.0
Accounting	0.0	0.0	0.0
Business Office	0.0	0.0	0.0
Rates Department	0.0	0.0	0.0
Administrative Staff	0.0	0.0	0.0
Other	0.0	0.0	0.0
Total	0.0	0.5	0.5

Instructions: Fill out the Grey Cells with the relevant information. Input 0 or none if there is nothing recorded in that account or there is no applicable information to report. A full-time employee is based on 2080 total hours per year. Please calculate partial employees using 2080 hours.

Seven Canyons Water Treatment Company
Annual Report
Supplemental Financial Data (Long-Term Debt)
12/31/18

Supplemental Financial Data (Long-Term Debt)				
	Loan #1	Loan #2	Loan #3	Loan #4
Date Issued	No Loans			
Source of Loan				
ACC Decision No.				
Reason for Loan				
Dollar Amt. Issued				
Amount Outstanding				
Date of Maturity				
Interest Rate				
Current Year Interest				
Current Year Principal				

Meter Deposit Balance at Test Year End:	\$0
---	-----

Meter Deposits Refunded During the Test Year:	\$0
---	-----

List all bonds, notes, loans, and other types of indebtedness in which the proceeds were used in the provision of public utility service. Indebtedness incurred for personal uses by the owner of the utility should not be listed. Input 0 or none if there is nothing to report for that cell.

Wastewater Utility Plant Description

Name of System:	Seven Canyons Water Treatment Company
Wastewater Inventory Number (if applicable):	N/A
Type of Treatment	Extended Aeration
Design Capacity of Plant (Gallons per day)	64000

LIFT STATION FACILITIES

Location	Quantity of Pumps	Horsepower Per Pump	Rated Capacity Per Pump (GPM)	Wet Well Capacity (gals)
Secret Canyon Drive	2	25	280	2321

FORCE MAINS

Size	Material	Length (Feet)
6 inch	PVC	1,727

MANHOLES

Type	Quantity
Standard	49
Drop	0

CLEANOUTS

Quantity
2 2-way force main
6
2

Note: If you are filing for more than one system, please provide separate sheets for each system.

Instructions: Fill out the Grey Cells with the relevent information. Input 0 or none if there is nothing recorded in that account or there is no applicable information to report. Copy and paste this sheet as many times as is necessary.

Seven Canyons Water Treatment Company
Annual Report
Wastewater Utility Plant Description (Continued)

[illegible]

For the following five items, list the utility owned assets in each category for each system.

For the following, give the name of the utility owned assets in each category for each system.	
SOLIDS PROCESSING AND HANDLING FACILITIES	N/A
DISINFECTION EQUIPMENT (Chlorinator, Ultra-Violet, Etc.)	Chlorinator
FILTRATION EQUIPMENT (Rapid Sand, Slow Sand, Activated Carbon, Etc.)	N/A
STRUCTURES (Buildings, Fences, Etc.)	Aeration/Blower Building
Other (Laboratory Equipment, Tools, Vehicles, Standby, Power Generators, Etc.)	Sensaphone, telemetry computer, various tools, locator, various lab equipment, turbidimeter, centrifuge, generator, odor control unit

Note: If you are filing for more than one system, please provide separate sheets for each system.

Instructions: Fill out the Grey Cells with the relevant information. Input 0 or none if there is nothing recorded in that account or there is no applicable information to report. Copy and paste this sheet as many times as is necessary.

Seven Canyons Water Treatment Company
Annual Report
Wastewater Flows
12/31/18

Wastewater Flows					
Month	Number of Services	Total Monthly Sewage Flow	Sewage Flow on Peak Day	Purchased Power Expense ¹	Purchased Power (kWh) ²
January	50	184,134	11,597	\$824	4,609
February	50	206,502	18,042	773	4,040
March	50	283,218	17,436	761	3,696
April	50	250,875	13,612	783	4,242
May	50	241,588	12,231	957	5,513
June	50	234,074	13,138	1,118	6,112
July	50	246,367	14,101	917	4,493
August	50	275,478	17,747	848	3,983
September	50	216,048	13,225	865	3,989
October	50	299,655	15,540	900	4,550
November	50	255,910	13,015	809	3,812
December	50	262,789	18,772	752	4,072
Totals		2,956,638	178,456	\$10,307	53,111

Provide the following information as applicable per wastewater system:

Method of Effluent Disposal	Reuse
Groundwater Permit Number	N/A
ADEQ Aquifer Protection Permit ("APP") Number	103334
ADEQ Reuse Permit Number	R103334
EPA NPDES Permit Number	N/A
APP Effluent Treatment Requirement (Class)?	N/A
Permitted Flow Rate	0
Permitted Organic Capacity	0%
Hydraulic Capacity	0%
Type of Biological Treatment	Upflow Anaerobic Sludge Blanket (UASB)

In the space below, list all violations within the past 12 months:

N/A

Note: If you are filing for more than one system, please provide separate sheets for each system.

- | |
|---|
| 1 Enter the total purchased power costs for the power meters associated with this system. |
| 2 Enter the total purchased kWh used by the power meters associated with this system. |

Instructions: Fill out the Grey Cells with the relevant information. Input 0 or none if there is nothing recorded in that account or there is no applicable information to report.

Property Taxes	
Amount of actual property taxes paid during Calendar Year 2018 was	\$2,130

If no property taxes paid, explain why.
N/A

Instructions: Fill out the Grey Cells with the relevent information. Input 0 or none if there is nothing recorded in that account or there is no applicable information to report.

Verification and Sworn Statement (Taxes)

Verification: State of Arizona I, the undersigned of the
(state name)

County of (county name): Yavapai
Name (owner or official) title: Dave Bisbee, Treasurer
Company name: Seven Canyons Water Treatment Company

RECEIVED

APR 30 2019

ARIZONA CORP COMMISSION
UTILITIES DIVISION - DIRECTOR'S OFFICE

DO SAY THAT THIS ANNUAL UTILITY PROPERTY TAX AND SALES TAX REPORT TO THE ARIZONA CORPORATION COMMISSION.

FOR THE YEAR ENDING: 12/31/18

HAS BEEN PREPARED UNDER MY DIRECTION, FROM THE ORIGINAL BOOKS, PAPERS AND RECORDS OF SAID UTILITY; THAT I HAVE CAREFULLY EXAMINED THE SAME, AND DECLARE THE SAME TO BE A COMPLETE AND CORRECT STATEMENT OF BUSINESS AND AFFAIRS OF SAID UTILITY FOR THE PERIOD COVERED BY THIS REPORT IN RESPECT TO EACH AND EVERY MATTER AND THING SET FORTH, TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

Sworn Statement: I HEREBY ATTEST THAT ALL PROPERTY TAXES FOR SAID COMPANY ARE CURRENT AND PAID IN FULL.

I HEREBY ATTEST THAT ALL SALES TAXES FOR SAID COMPANY ARE CURRENT AND PAID IN FULL.

[Signature]
signature of owner/official

928-203-2004
telephone no.

SUBSCRIBED AND SWORN TO BEFORE ME A NOTARY PUBLIC
IN AND FOR THE COUNTY

THIS

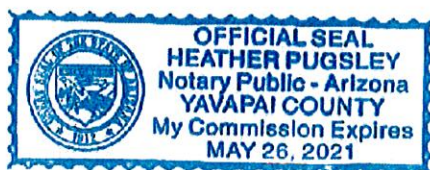
30

DAY OF

Yavapai
(county name)
April 2019
(month) and (year)

MY COMMISSION EXPIRES

May 26, 2021
(date)



[Signature]
(signature of notary public)

Verification and Sworn Statement

Verification:

State of Arizona I, the undersigned of the
(state name)

County of (county name):

Yavapai

Name (owner or official) title:

Dave Bisbee, Treasurer

Company name:

Seven Canyons Water Treatment Company

RECEIVED

APR 30 2019

ARIZONA CORP COMMISSION
UTILITIES DIVISION - DIRECTOR'S OFFICE

DO SAY THAT THIS ANNUAL UTILITY PROPERTY TAX AND SALES TAX REPORT TO THE ARIZONA CORPORATION COMMISSION.

FOR THE YEAR ENDING: 12/31/18

HAS BEEN PREPARED UNDER MY DIRECTION, FROM THE ORIGINAL BOOKS, PAPERS AND RECORDS OF SAID UTILITY; THAT I HAVE CAREFULLY EXAMINED THE SAME, AND DECLARE THE SAME TO BE A COMPLETE AND CORRECT STATEMENT OF BUSINESS AND AFFAIRS OF SAID UTILITY FOR THE PERIOD COVERED BY THIS REPORT IN RESPECT TO EACH AND EVERY MATTER AND THING SET FORTH, TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

Sworn Statement: IN ACCORDANCE WITH THE REQUIREMENTS OF TITLE 40, ARTICLE 8, SECTION 40-401, ARIZONA REVISED STATUTES, IT IS HEREIN REPORTED THAT THE GROSS OPERATING REVENUE OF SAID UTILITY DERIVED FROM ARIZONA INTRASTATE UTILITY OPERATIONS DURING THE CALENDAR YEAR WAS:

Arizona Intrastate Gross Operating Revenues Only (\$)

\$55,329

(The amount in the box above includes

\$0 in sales taxes

billed or collected)

Dave Bisbee

signature of owner/official

928-203-2004

telephone no.

SUBSCRIBED AND SWORN TO BEFORE ME A NOTARY PUBLIC
IN AND FOR THE COUNTY

THIS

30

DAY OF

Yavapai

(county name)

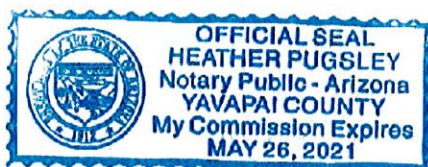
April 2019

(month) and (year)

MY COMMISSION EXPIRES

May 26, 2021

(date)



Heather Pugsley

(signature of notary public)

Verification and Sworn Statement (Residential Revenue)

Verification:

State of Arizona I, the undersigned of the
(state name)

County of (county name):

Yavapai

Name (owner or official) title:

Dave Bisbee, Treasurer

Company name:

Seven Canyons Water Treatment Company

RECEIVED

APR 30 2019

ARIZONA CORP COMMISSION
UTILITIES DIVISION - DIRECTOR'S OFFICE

DO SAY THAT THIS ANNUAL UTILITY PROPERTY TAX AND SALES TAX REPORT TO THE ARIZONA CORPORATION COMMISSION.

FOR THE YEAR ENDING: 12/31/18

HAS BEEN PREPARED UNDER MY DIRECTION, FROM THE ORIGINAL BOOKS, PAPERS AND RECORDS OF SAID UTILITY; THAT I HAVE CAREFULLY EXAMINED THE SAME, AND DECLARE THE SAME TO BE A COMPLETE AND CORRECT STATEMENT OF BUSINESS AND AFFAIRS OF SAID UTILITY FOR THE PERIOD COVERED BY THIS REPORT IN RESPECT TO EACH AND EVERY MATTER AND THING SET FORTH, TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

Sworn Statement: IN ACCORDANCE WITH THE REQUIREMENTS OF TITLE 40, ARTICLE 8, SECTION 40-401, ARIZONA REVISED STATUTES, IT IS HEREIN REPORTED THAT THE GROSS OPERATING REVENUE OF SAID UTILITY DERIVED FROM ARIZONA INTRASTATE UTILITY OPERATIONS RECEIVED FROM RESIDENTIAL CUSTOMERS DURING THE CALENDAR YEAR WAS:

Arizona Intrastate Gross Operating Revenues Only (\$)

\$21,015

(The amount in the box above includes

\$0

in sales taxes
billed or collected)

[Signature]
signature of owner/official

928-203-2004

telephone no.

SUBSCRIBED AND SWORN TO BEFORE ME A NOTARY PUBLIC
IN AND FOR THE COUNTY

Yavapai
(county name)

THIS

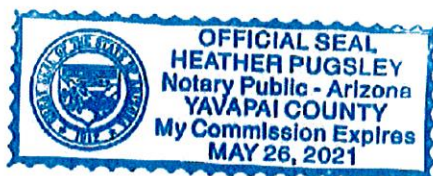
30

DAY OF

April 2019
(month) and (year)

MY COMMISSION EXPIRES

May 26, 2021
(date)



[Signature]
(signature of notary public)

Company Name:	Seven Canyons Water Treatment Company
Docket No.:	SW-03389A

Name of System:	Seven Canyons Water Treatment Company
Wastewater Inventory Number (if applicable):	N/A

2018 Utility Shutoffs / Disconnects			
Month	Termination without Notice R14-2-609.B	Termination with Notice R14-2- 609.C	Other
January	0	0	0
February	0	0	0
March	0	0	0
April	0	0	0
May	0	0	0
June	0	0	0
July	0	0	0
August	0	0	0
September	0	0	0
October	0	0	0
November	0	0	0
December	0	0	0
Total	0	0	0

Other (description):

N/A

Instructions: Fill out the Grey Cells with the relevant information. Input 0 or none if there is nothing recorded in that account or there is no applicable information to report.