April 2025

Electric Utility Contact:

Re: Minnesota's Electric Utility Annual Report and Forecast

The Minnesota Department of Commerce (Commerce) is providing your utility with an Excel workbook and instructions to assist you in meeting Minnesota rules and regulations governing electric utilities. These rules require electric utilities operating in Minnesota to provide Commerce with an annual report with utility data for **calendar year 2024**. In addition, specific electric utilities are also required to submit forecast consumption and generation data (see forecast instructions). The data that your utility submits in these reports will assist Commerce in providing the legislature and the public with information regarding the state's current and future electric consumption situation.

The workbook and instructions have been emailed to all utilities for which we have an email address that was contained in last year's Electric Utility Information Annual Report. The workbook contains some of the information that your utility submitted on last year's report.

Please complete the attached workbook(s) by filling in the appropriate data for your utility. When entering data into the workbook, **do NOT** modify the format or rename the workbook/worksheet tabs. The worksheet tabs contain range names identifying various fields, which are used by Commerce's data management system to import the worksheet data. If your utility utilizes an automated routine to enter data values in the various worksheet fields, the routine must not modify the pre-assigned range names. Any additional files should follow the file naming format listed in the Attachments tab of the annual report workbook.

If for any reason the annual report workbook needs to be updated/corrected, resubmit the workbook with "*** CORRECTED ***" highlighted (change the font color from *White* to *Automatic*) in Cell G1 of the Registration tab and place a note in the Comments area (Cells EFG30-35) indicating what was updated.

In an effort to assist you with submitting your utility's data to Commerce, we have provided the following two options:

Option 1) **Electronic Upload to eDockets/eFiling System**
Upload the completed annual report *workbook* (.xls or .xlsx file format, **do not** submit a pdf copy), containing the data for **calendar year 2024**, and all attachments via eDockets/eFiling (a Commerce and Public Utilities Commission system).

Helpful Tips for submitting via eDockets/eFiling at https://www.edockets.state.mn.us/EFiling/:
A. The existing docket number to use for the submittal of data for **calendar year 2024** is **25-11**
B. The Document Type is **Report**
C. The annual report workbook and all attachments should be uploaded into one (1) submission number with:
   a. the annual report workbook and attachments as a '*Public*' document; and
   b. the Largest Customer list workbook as a '*Trade Secret*' document. See Page 2 for additional instructions on documents marked as *Trade Secret*.
D. The actual annual report workbook must be in .xls or .xlsx file format (**do not** submit a pdf copy)
E. All attachments should be in .xls, .xlsx, .doc, .docx, or .pdf file format (**do not** submit in any other file format)
F. Each attachment should be in its own document/spreadsheet (for example: do not put the map and rate schedule into the same pdf); or insert the attachment into a tab in the annual report workbook.
G. An attachment should be submitted even if there weren't any changes since last year (i.e. map, rate schedule, etc).

Sample results after uploading the annual report workbook and the attachments into one (1) submission number for docket **25-11**:

Document ID (submission number)	Class	Docket	Docket Type	On Behalf Of	Document Type
202504-123456-01	PUBLIC	**25-11**	PR	CITY OF ANYTOWN	REPORT-MN ELECTRIC UTILITY ANNUAL REPORT
202504-123456-02	TRADE SECRET	**25-11**	PR	CITY OF ANYTOWN	REPORT-LARGEST CUSTOMER LIST
202504-123456-03	PUBLIC	**25-11**	PR	CITY OF ANYTOWN	REPORT-MN SERVICE AREA MAP
202504-123456-04	PUBLIC	**25-11**	PR	CITY OF ANYTOWN	REPORT-RATE SCHEDULE
202504-123456-05	PUBLIC	**25-11**	PR	CITY OF ANYTOWN	REPORT-MONTHLY POWER COST ADJUSTMENTS
202504-123456-06	PUBLIC	**25-11**	PR	CITY OF ANYTOWN	REPORT-USDOE EIA-861
202504-123456-07	PUBLIC	**25-11**	PR	CITY OF ANYTOWN	REPORT-USDOA FINANCIAL AND STATISTICAL REPORT

After the documents have been uploaded into eDockets, they will be available to the public in 2-3 business days.

For directions on how to e-file, visit: http://www.commerce.state.mn.us/eDocFile/eFilingHelp.html

Option 2) **Email Submittal**
Email the completed annual report *workbook* (.xls or .xlsx file format, **do not** submit a pdf copy), containing the data for **calendar year 2024**, and all attachments to Commerce via rule7610.reports@state.mn.us

Helpful Tips for submitting via email to rule7610.reports@state.mn.us:
A. In one email, send the annual report workbook and all attachments (as separate files, i.e. not all attachments into one pdf OR inserted into a worksheet tab within the annual report workbook).
B. Reply using the email that was sent to you and update the Subject Line to: *your utility name – CY2024 Commerce annual report and attachments* and include your contact information in the body of the email.
C. The Helpful Tips for **eDockets/eFiling** above, items D-G, also apply for emailed responses.

These instructions and blank workbook can be found on the Commerce website: https://mn.gov/commerce/. However, this blank workbook will not contain any information from your previous year's submittal – the workbook included with this email does contain that information. To locate the forms on the Commerce website, select the '*Energy & Utilities*' under **Our Sites**, then select '*For Industry & Government*', '*Utilities*', and then '*Annual Reporting*' under the **Resources** box. On the '*Annual Reporting*' page, click on the plus icon to open the section labeled '*Electric Utility Annual Reporting – Rule 7610*'. The forms and instructions in that section can be downloaded to your computer. The Excel workbook can be downloaded by clicking on the link '*Workbook-Electric Utility Data Report*', filled in and submit to Commerce as described in Option 1) or 2) above. The webpage can also be reached directly at the following address:

https://mn.gov/commerce/energy/industry-government/utilities/annual-reporting.jsp

Minnesota Rules require that you return this information to Commerce by **July 1, 2025**. If you require additional time to submit the information to Commerce, please contact Anne Sell at rule7610.reports@state.mn.us

If you believe that any data requested is *Trade Secret*, please: 1) clearly mark any specific data as such; and 2) explain why you believe the data is *Trade Secret*. The '*Largest Customer List*' is automatically treated as *Trade Secret*, and only that workbook should be automatically uploaded as a *Trade Secret* file via **eDockets/eFiling**.

Please note, for cooperative and municipal utilities, we will use the revenue information you provide on Page 9 of the Standard Form Instructions (form EN-00003-20) under '*Total*' in the '*Revenue*' column for the Alternative Energy Assessment. The corresponding information within the annual report workbook is entered on the '*ElectricityByClass*' worksheet tab.

If you have any questions regarding this annual report, please contact Anne Sell at rule7610.reports@state.mn.us Thank you for your cooperation.

Sincerely,

Grace Arnold
Commissioner

Enclosures