

# SOLAR\*REWARDS COMMUNITY ANNUAL REPORTING GUIDELINES

INFORMATION SHEET  
**MINNESOTA**  
V.1.1, 11/2019



Annual Reports are required 12 months after the community solar garden has become commercially operational. This requirement is part of the Solar\*Rewards Community Contract signed by Xcel Energy and Garden Operators, who have an obligation to provide annual reports to their subscribers. Failure to provide timely annual reports can result in disconnection of the garden as a breach in contract.

Annual Reports by tariff are due at the end of the first full calendar year or fiscal year after a site becomes commercial operational. In practice, and as part of discussions in the S\*RC Implementation workgroup, it has been determined that all annual reports are due by March 31st each calendar year following one full production year. For example, if a CSG is completed on 9/5/18, the first annual report is due 3/1/20 and every following year on March 1st.

A copy of the community solar garden annual report should be sent to SolarRewardsCommMN@xcelenergy.com prior to the deadline for compliance purposes.



## Non-Compliance:

- Deadline is March 31 annually.
- If you do not comply, you will receive a 30-day Notice of Breach, followed by 30-day Notice of Disconnection; per the program section 9 Tariff, these will also be sent to all subscribers, Department of Commerce, OAG and the Commission.

## Annual Report Requirements (at minimum)

Requirement	Page # Requirement is met
Cover Page - Report must be public and cannot state that it is "confidential"	
Identification of management and operatorship of the CSG	
Energy Production (by month and garden if co-located)	
Parent Guarantee (if done by legal entity versus LLC)	
Balance Sheet	
Income Statement	
Sources and Use of Funds Statement	
Notarized/Audited (if applicable)	
Protection of Privacy Statements (Subscribers)	
Garden Operators Signature	
Proof of reporting being sent to subscribers and comments allowed (email or letter example accepted; we suggest this be sent after approval of annual report by Xcel Energy)	N/A

## Sample Annual Report

Community Solar Garden Name

Address

Contact Information (Phone, Email, Website)

Garden Operator

Subscriber Manager (if different)

Provided to Subscribers on: 05/05/2017

### Description of Community Solar Garden:

The Lake Mills Community Gardens is a 5 MW garden at 333 Forest Road. The community garden has produced 55 MW of solar energy since it was installed in September of 2015.

### Energy Production Detail:

#### Monthly Production in kWh

	2015				2016							
SRC# and Name	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Garden 1	2188	2988	3642	5398	5465	5723	1299	1299	1299	1299	1299	1299
Garden 2	2188	2988	3642	5398	5465	5723	1299	1299	1299	1299	1299	1299
Garden 3	2188	2988	3642	5398	5465	5723	1299	1299	1299	1299	1299	1299
Garden 4	2188	2988	3642	5398	5465	5723	1299	1299	1299	1299	1299	1299
Garden 5	2188	2988	3642	5398	5465	5723	1299	1299	1299	1299	1299	1299

## Statement of Financial Position & Activities

Company Name Balance Sheet As of the Period Ending		
	2015	2016
<b>Assets</b>		
Current Assets		
Cash		
Accounts Receivable		
Inventories		
Working Capital		
Total Current Assets		
Non-Current Assets		
Property, Plant and Equipment		
Other Non-Current Assets		
Total Non-Current Assets		
Total Assets		
<b>Liabilities</b>		
Current Liabilities		
Accounts Payable		
Loans Payable		
Other Current Liabilities		
Non-Current Liabilities		
Long-Term Debt		
Other Non-Current Liabilities		
Total Liabilities		
<b>Capitalization (Equity)</b>		
Paid In Capital (Shares)		
Retained Earnings		
Net Income		
Other Contributed Capital		
Total Capitalization		
Total Liabilities and Capitalization		

Company Name Balance Sheet As of the Period Ending		
	2015	2016
<b>Operating Revenue</b>		
Revenue from Operating Leases		
Revenue from Sales of Systems		
Total Operating Revenue		
<b>Cost of Goods Sold</b>		
Cost of Operating Leases		
Cost of Systems Sold		
Total Cost of Goods Sold		
Gross Profit		
<b>Operating Expenses</b>		
General and Administrative		
Maintenance		
Depreciation and Amortization		
Other		
Total Operating Expenses		
Operating Income		
Interest Expenses		
Taxes		
Other		
Net Income		

## Sources and Uses of Funds for the Year 2015, 2016

### Source of Funds:

Net Income  
 Depreciation and Amortization  
 Sale of Assets  
 Loans  
 Other

### Total Source of funds

Use of Funds:  
 Purchase of Assets  
 Decrease of Liabilities  
 Current  
 Non-Current  
 Other  
 Total Use of Funds

### Privacy Statement:

[COMPANY NAME] assures our subscribers that no subscriber will be listed as part of the annual report by name, account or address. In addition, [COMPANY NAME] provide specific bill credit details unless there is explicit informed consent.

Signature \_\_\_\_\_

