

Solar*Rewards Community:
Project Annual Reporting Guidelines

v.1.0, 6/13/2017

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 the Garden Operator and non-compliance can result in disconnection.

In addition, the Garden Operator has the ability to sign a contract amendment adjusting the language for the annual report. This language allows for the Garden Operator to create one annual report per garden site rather than per garden and removes the “audited” financial requirement –although maintaining the financial requirement itself.

A copy of the community solar garden annual report should be sent to SRCMN@xcelenergy.com prior to the deadline for compliance purposes. The items below must be included as part of the annual report in order to be considered complete.

Annual Report Requirements (at minimum)

- Cover Page
- Energy Production (by month and by garden if co-located)
- Balance Sheet
- Income Statement
- Sources and use of Funds Statement
- Protection of Privacy Statement (Subscribers)
- Proof of reporting being sent to subscribers and comments allowed (*email or letter example accepted*)
- Garden Operator Signature
- Notarized/Audited if applicable

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

SRC# and Name	2015				2016							
	Sept	Oct	Nov	Dec	Jan.	Feb.	March	April	May	June	July	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
<u>Assets</u>		
<u>Current Assets</u>		
Cash		
Accounts Receivable		
Inventories		
Working Capital		
Total Current Assets		
<u>Non-Current Assets</u>		
Property, Plant and Equipment		
Other Non-Current Assets		
Total Non-Current Assets		
Total Assets		
<u>Liabilities</u>		
<u>Current Liabilities</u>		
Accounts Payable		
Loans Payable		
Other Current Liabilities		
<u>Non-Current Liabilities</u>		
Long-Term Debt		
Other Non-Current Liabilities		
Total Liabilities		
<u>Capitalization (Equity)</u>		
Paid In Capital (Shares)		
Retained Earnings		
Net Income		
Other Contributed Capital		
Total Capitalization		
Total Liabilities and Capitalization		

Company Name
Income Statement
For Year Ending

	2015	2016
<u>Operating Revenue</u>		
Revenue from Operating Leases		
Revenue from Sales of Systems		
Total Operating Revenue		
<u>Cost of Goods Sold</u>		
Cost of Operating Leases		
Cost of Systems Sold		
Total Cost of Goods Sold		
Gross Profit		
<u>Operating Expenses</u>		
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
