

# Program Curriculum



## *Morning Session (9:00 a.m. – 12:00 p.m.)*

**Basic Accounting** – Participants will gain a better understanding of utility accounting and how that information transfers to the IURC Annual Report forms.

**Completing an Annual Report** – Learn how to complete each section of the IURC's Annual Report forms and changes for 2009.

**Asset Management Tools** – Participants will learn about a new asset management software program offered free by the Environmental Protection Agency (EPA). The Check Up Program for Small Systems (CUPSS) can assist utilities and help ensure adequate planning for the operation and maintenance of a utility's system.

## *Afternoon Session (1:00 p.m. – 4:30 p.m.)*

### **Asset Management Tools (cont')**

**Preparing a Rate Case** – Participants will learn how to complete the IURC's Small Utility Rate Application forms.

**Resources at Your Fingertips** – A toolkit of information and resources will be provided for each participant.

*\*For questions, please call Dana Lynn at (317) 232-2750.*



# Registration



## *Pre-registration Deadline:*

Thursday, September 18, 2008

\*Class size is limited to 32 participants on a first-come, first-served basis. Knowledge of Microsoft Excel will be beneficial.

*Fee:* \$20.00 per person

### *Location:*

Indiana Government Center - South  
Room 31  
302 W. Washington Street  
Indianapolis, IN 46204

\*Parking is free for those that pre-register. Maps and parking passes will be mailed after registration payment is received.

### *Dining:*

A box lunch and refreshments will be provided.

### *Water Works Operation Certification:*

Seven (7) technical hours have been approved by the IDEM Drinking Water Branch.

*To register for the workshop, please mail your registration form (on back) and a check to:*

Indiana Utility Regulatory Commission  
Water/Sewer Division  
Re: Annual Small Utility Workshop  
101 W. Washington Street, Suite 1500E  
Indianapolis, IN 46204

# Registration Form



Date of Workshop (select one):

\_\_\_\_\_ Tuesday, September 30, 2008

\_\_\_\_\_ Saturday, October 4, 2008

Amount Enclosed: \_\_\_\_\_

Utility Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Participant(s) Name and Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Dietary Requirements: \_\_\_\_\_

\_\_\_\_\_

Number of Parking Passes: \_\_\_\_\_

Indiana Utility Regulatory Commission  
101 W. Washington Street, Suite 1500E  
Indianapolis, IN 46204



## Annual Small Utility Workshop

*Presented by the Indiana Utility  
Regulatory Commission*

**Tuesday, September 30, 2008  
or Saturday, October 4, 2008**