



## Ohio Administrative Code

### Rule 4901:1-37-08 Cost allocation manual (CAM).

Effective: April 2, 2009

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- (A) Each electric utility that receives products and/or services from an affiliate and/or that provides products and/or services to an affiliate shall maintain information in the CAM, documenting how costs are allocated between the electric utility and affiliates and the regulated and nonregulated operations.
- (B) The CAM will be maintained by the electric utility.
- (C) The CAM is intended to ensure the commission that no cross-subsidization is occurring between the electric utility and its affiliates.
- (D) The CAM will include:
- (1) An organization chart of the holding company, depicting all affiliates, as well as a description of activities in which the affiliates are involved.
  - (2) A description of all assets, services, and products provided to and from the electric utility and its affiliates.
  - (3) All documentation including written agreements, accounting bulletins, procedures, work order manuals, or related documents, which govern how costs are allocated between affiliates.
  - (4) A copy of the job description of each shared employee.
  - (5) A list of names and job summaries for shared consultants and shared independent contractors.
  - (6) A copy of all transferred employees' (from the electric utility to an affiliate or vice versa) previous and new job descriptions.



- (7) A log detailing each instance in which the electric utility exercised discretion in the application of its tariff provisions.
- (8) A log of all complaints brought to the electric utility regarding this chapter.
- (9) A copy of the minutes of each board of directors meeting, where it shall be maintained for a minimum of three years.
- (E) The method for charging costs and transferring assets shall be based on fully allocated costs.
- (F) The costs should be traceable to the books of the applicable corporate entity.
- (G) The electric utility and affiliates shall maintain all underlying affiliate transaction information for a minimum of three years.
- (H) Following approval of a corporate separation plan, an electric utility shall provide the director of the utilities department (or their designee) with a summary of any changes in the CAM at least every twelve months.
- (I) The compliance officer designated by the electric utility will act as the contact for the staff when staff seeks data regarding affiliate transactions, personnel transfers, and the sharing of employees.
- (J) The staff may perform an audit of the CAM in order to ensure compliance with this rule.