**BEFORE THE**

**PENNSYLVANIA PUBLIC UTILITY COMMISSION**

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|  | Public Meeting held May 19, 2016 | |
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| Commissioners Present: |  | |
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| Gladys M. Brown, Chairman | | |
| Andrew G. Place, Vice Chairman  John F. Coleman, Jr.  Robert F. Powelson | | |
|  | | |
| Pennsylvania Sustainable Energy Board | | Docket No. M-00031715 |

**ERRATA NOTICE**

This is to advise all parties of record that the Order entered on May 19, 2016, in the above-captioned proceeding contains an error on Page 7 of Appendix A and Page 6 of Appendix B concerning an incorrect date.

The bylaws in the Appendices did not reflect the change to the deadline for annual reports to be filed to the Commission as discussed in page 5 of the body of the Order. This date should have been changed from February 15th to April 1st. Please find the corrected Appendices pages attached for your records.

The Order on the PA PUC website will be corrected as indicated above.

APPENDIX A

1. **REPORTING**

**A. Regional Sustainable Energy Fund Annual Reports.**

**Design.** The Board will prepare a standard format and required content for an annual report that will be used by each Regional Sustainable Energy Fund in making an annual report to the Board. The standard format will include the information to be presented in the narrative portion of the reports (including performance benchmarks) and the format for reporting the relevant financial information. The financial information in the RSEF annual reports can be a combination of audited and unaudited information and the RSEFs may continue to use a different fiscal year for purposes of financial auditing. The annual reports will be filed with the Commission on April 1st or as otherwise directed by Order of the Commission.

* + 1. **Submission of Annual Reports.** Each Regional Sustainable Energy Fund will prepare and submit an annual report summarizing their activities and their financial transactions during the period January 1st to December 31st.
    2. **Publication.** The Regional Sustainable Energy Funds will distribute written copies of their annual reports to all Board members and to the other Regional Sustainable Energy Funds and will post their annual reports on their websites. In addition, the Commission will post all Regional Sustainable Energy Fund annual reports on the Commission website. The other Board members are encouraged to post the annual reports on their web sites as well.

**B. Board Annual Report.** The annual reports of the Regional Sustainable Energy Funds will be consolidated and summarized in a Board annual report that will be

APPENDIX B

* + 1. **Open Meetings**. All Board meetings are open to the public, except for Executive Session, which may be called by the Board to address:

(a) pending or potential litigation or investigations;

(b) discussion about RSEF financial business that must include information that is confidential and/or proprietary; and,

(c) other matters permitted by law.

* + 1. **Staff Participation**. Staff of the Board members will be entitled to be present for and to participate in all Board meetings, including Executive Sessions of the Board.

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