

# BPA Policy 212-5

## BPA Financial Information Disclosure

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## 1. Purpose & Background

This policy clarifies the responsibility within the Bonneville Power Administration (BPA) for the disclosure of BPA Financial Information.

BPA discloses financial information to its stakeholders and to the public for compliance purposes and to promote financial transparency. “Public” as used in this policy refers to disclosures made external to BPA and the Department of Energy. Financial transparency enables stakeholders and other interested parties to effectively evaluate BPA proposals and actions. BPA Financial Information is made publicly available at [bpa.gov](http://bpa.gov), and may also be disclosed directly to specific recipients.

The public disclosure of BPA Financial Information may be appropriate even if such information is preliminary, incomplete, hypothetical, or unaudited. In addition, because BPA funds certain nonfederal debt obligations issued by third parties, BPA Financial Information is subject to the statutory prohibition against making false or misleading statements of material facts.

The release of information by BPA is subject to statutory limitations, requirements, and concerns regarding the impact on actual or possible litigation, security, confidentiality agreements, securities disclosures, and other sensitivities that may create or raise legal issues or consequences. BPA executives, managers, and employees are encouraged to work with the Office of General Counsel regarding any potential legal issues related to the release of financial information.

BPA is subject to the Freedom of Information Act (FOIA) and operates under a “presumption in favor of disclosure,” as set forth in a Presidential memorandum issued on January 31, 2009. This disclosure presumption is more comprehensive than the traditional standard applied to private companies. In the absence of a formal FOIA request or before an anticipated FOIA request is received, BPA can independently elect to disclose information that might otherwise be protected from release by a FOIA exemption. However, the voluntary and public disclosure of information that might otherwise be protected from release under FOIA virtually eliminates BPA’s ability to later exert a FOIA exemption to withhold that same information. FOIA requests are processed in accordance with BPA Policy 236-4. See BPA Policy 236-4 for further information.

## 2. Policy Owner

BPA’s Executive Vice President and Chief Financial Officer (CFO) is responsible for the oversight and maintenance of this policy.

## 3. Applicability

This policy applies to all BPA employees.

Organization <b>Finance</b>		Title/Subject <b>BPA Financial Information Disclosure</b>	Unique ID <b>212-5</b>	
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## 4. Terms & Definitions

- A. BPA Financial Information:** This information pertains to BPA and the Federal Columbia River Power System (FCRPS). It includes BPA or FCRPS-related revenues, expenses, assets, liabilities, cash flows or financial position, whether historical, rate case, budget, forecast or hypothetical. This information may be audited or unaudited, and it may be prepared as part of a regular reporting process or in response to a request or anticipated request for financial information.
- B. BPA Standard Financial Reports:** Reports may be audited or unaudited and include only certain financial statements and disclosures prepared by BPA’s Accounting and Reporting organization. Reports may be produced annually, quarterly, or monthly. Reports are posted to bpa.gov, specifically to the Annual Reports, Quarterly Reports or Financial Overview (Monthly Financial Public Materials) sites.
- C. Financial Disclosure:** The release, through any means, of BPA financial information to the public, including but not limited to financial information posted to bpa.gov.

## 5. Policy

- A.** BPA business unit senior or executive vice presidents, including the CFO, may decide who discloses financial information.
- B.** Whenever possible, BPA financial information that is published externally is to be consistent in terms of dollars and context with the following BPA Standard Financial Reports available on bpa.gov:
 

<b><u>Period:</u></b>	<b><u>BPA Standard Financial Reports:</u></b>
Annual periods:	Audited FCRPS Financial Statements and Notes to Financial Statements presented in BPA’s Annual Report, and unaudited Management’s Discussion & Analysis (MD&A)
Quarterly periods:	Unaudited Quarterly Financial Report, which includes FCRPS Financial Statements and MD&A
Monthly periods:	Unaudited Monthly Financial Results including annual budget, rate case, and forecast information
- C. BPA Financial Information Releases:** Releases of BPA financial information to external parties should be made electronically in PDF (Portable Document Format) whenever possible. Hard copy documents may also be provided at regularly scheduled customer or other stakeholder meetings or as requested by interested parties.
- D. Notations on BPA Financial Information:** BPA organizations that release BPA financial information to the public should add notations to reports and other documents released. Notations are descriptions or disclaimers added to documents, often times in a footer. See Policy section 8 of this document, Standards & Procedures, for requirements and examples.

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- E. **Disclosure of Preliminary or Hypothetical Financial Information:** BPA should properly notate and discuss the nature of preliminary or hypothetical information.

## 6. Policy Exceptions

- A. Nothing in this policy is intended to inhibit the release of financial information required to be released under (1) applicable law or regulation agreement, or order, (2) directive by any regulatory body, agency, or court with appropriate jurisdiction or (3) information required to be released to BPA’s external auditors.
- B. Nothing in this policy is intended to require release of information that is protected from release under any applicable law or regulation, agreement or order or directive by any regulatory body, agency, or court with appropriate jurisdiction.
- C. This policy shall not apply to immaterial amounts. If in doubt, BPA business units and other departments should consult with Finance to make a determination.

## 7. Responsibilities

- A. **Executive Vice President & Chief Financial Officer (CFO):** Responsible for preparation and/or certification of financial statements, reports, and plans for submission to the Department of Energy, Department of the Treasury, the Office of Management and Budget, other Federal agencies, Congress, and other entities as required by law or regulation; also responsible for the oversight and maintenance of this policy.
- D. **BPA Business Unit Senior or Executive Vice Presidents:** Responsible for ensuring compliance with this policy for information released by their business units.
- E. **Department Managers:** Responsible for ensuring compliance with this policy for information released by their workgroups or organizations.
- F. **Manager of Accounting and Reporting:** Oversees the preparation and consistency from period to period of the BPA Standard Financial Reports.
- G. **All BPA Executives, Managers, and Supervisors:** Ensure compliance with this policy by their workgroups or organizations.
- H. **All BPA employees:** Responsible for following this policy.

## 8. Standards & Procedures

- A. **Notations on BPA financial information:** BPA organizations that release BPA financial information to the public should add appropriate notations to reports and other publicly released documents. However, certain published documents that contain BPA financial information, such as the Annual Report, quarterly reports and related press releases, represent official releases of information in prescribed formats which are subject to regulatory and professional standards and need not follow the notation guidance described below.
- B. **Examples of notations follow and may be modified as needed.**

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1. BPA Standard Financial Reports should be clearly marked with the following type of notation, which may be modified as needed:
  - **“This BPA-approved financial information was made publicly available on [INSERT: Month/Day/Year].”**
2. BPA financial information that is consistent with information presented in BPA Standard Financial Reports should be clearly marked with the following type of notation, which may be modified as needed:
  - **“This information was made publicly available on Month/Day/Year and is sourced from [INSERT: Name of the BPA Standard Financial Report with Date/Version of Report] and contains BPA-approved financial information.”**
3. Other BPA financial information that is not clearly connected to information found in BPA Standard Financial Reports should be clearly marked with the following type of notation, which may be modified as needed:
  - **“This information was made publicly available on [INSERT: Month/Day/Year] and contains information not sourced directly from BPA financial statements.”**

## 9. Performance & Monitoring

Business unit Senior or Executive Vice Presidents, including the CFO, are responsible for ensuring compliance with this policy and for monitoring their organizations’ disclosure of BPA financial information to the public.

## 10. Authorities & References

- A. BPA Policy 236-4: Freedom of Information Act
- B. Antifraud provisions of Section 17(a) of the Securities Act of 1933

## 11. Review

This policy is scheduled for review in 2021.

Reviews of this policy are conducted every five years by Finance. However, more frequent reviews may occur as deemed necessary by BPA’s CFO.

## 12. Revision History

Version	Issue Date	Description of Change
2	March 17 2016	Content updated and migrated to new policy format.

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