

Message

From: Natalie Schaus [/O=IMO/OU=EXTERNAL (FYDIBOHF25SPDLT)/CN=RECIPIENTS/CN=B897A94510D445798D3E93CE2F45F83B]
Sent: 2017-03-23 5:27:03 PM
To: Susan Nicholson [/O=IMO/OU=MSX1/cn=Recipients/cn=Susan Nicholson]
CC: Alefiya Jivajee [/O=IMO/OU=EXTERNAL (FYDIBOHF25SPDLT)/cn=Recipients/cn=14f90f0d71884197ade847e1f9d7f12f]
Subject: Q1/, 2017 Corporate & Market Financial Statements, Timing & Vacation Planning

Corporate F/S Plan

Complete WD 5 - Friday April 7 (draft –pending Regulatory Asset adjustment)

Deliverables from Alefiya

Reconcile Contract Security Deposits (gl 31120)

JE's –SERP Investment, Market Interest, Penalty and Enforcement, GAM Back-out

Market F/S Plan

Note: Alefiya is on Vacation from April 18-May2

Deliverables from Alefiya (Due Prior to April 18)

Update the March Market Data & FS file, Settlement Imbalance file and provide Natalie with written procedures and training

Prepare HST submission for March

Prepare March JE's

Reconcile Unbilled A/R

Prepare Intercompany Analysis and Reconcile

Reconcile Cash Clearing

Investigate RPP Difference

Wholesale Market Service charges compare info to Vesna's

Prepare Trend Analysis for Anthony

April 18 - Physical Invoicing (Beth)

April 18 & 19 - NS runs BITS queries and updates the March Market Data and FS file & Settlement Imbalance File and prepares the following JE's: OESP to Provision, RRRP to Provision, TR Auction Revenue and Provision, Settlement Imbalance and Others on the Market JE list not completed by Alefiya.

Other:

CRS queries (no JE required) this can wait until Alefiya returns from vacation

April 26 – GAM submission (preparation time 1-2 hours) *Phyllis (she has prepared this in the past)

Market Data & FS file, Settlement Imbalance files:

Computer > cs.c (\naspen\org) (L.) > Market Accounting > Monthly Reconciliations > Monthly Reconciliations 2017 > 02 - Feb 2017

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	CRS	2017/03/14 9:09 AM	File folder	
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	Reconciliations	2017/03/14 9:09 AM	File folder	
	Settlement Imbalance	2017/03/14 9:09 AM	File folder	
	TR	2017/02/21 10:00 AM	File folder	
	Feb-17 Monthly Market Data & Financial Statements.xlsx	2017/03/09 9:26 AM	Microsoft Excel ...	
	HST Reporting for Feb 2017.xlsx	2017/03/21 2:30 PM	Microsoft Excel ...	
	Rolling 13 Month Trend Analysis - Feb17.pdf	2017/03/20 9:14 PM	Adobe Acrobat ...	