

CURRENT RECORDS:

CHANGE TO:

Daum #2-A	B-4-29-7	San Juan 29-7 Unit #82	C-104 Required
Daum #3-A	A-3-29-7	San Juan 29-7 Unit #83	C-104 Required
Daum #4-A	A-1-29-7	San Juan 29-7 Unit #84	C-104 Required
Daum #5-A	K-1-29-7	San Juan 29-7 Unit #85	C-104 Required
Dawson #1-A	L-17-29-7	San Juan 29-7 Unit #86	C-104 Required
Hardie #1-C	G-19-29-7	San Juan 29-7 Unit #87	C-104 Required
Hickman #1	N-6-29-7	San Juan 29-7 Unit #88	C-104 Required
Hickman Federal #2	K-7-29-7	San Juan 29-7 Unit #89	C-104 Required
Hodges #1	B-5-29-7	San Juan 29-7 Unit #90	C-104 Required
Hoxsey State #1	A-16-29-7	San Juan 29-7 Unit #91	C-104 Required
Hoxsey State #2	N-16-29-7	San Juan 29-7 Unit #92	C-104 Required
Manning State #1-B	M-2-29-7	San Juan 29-7 Unit #93	C-104 Required
Marshall #1	L-19-29-7	San Juan 29-7 Unit #94	C-104 Required
Marshall #2	H-31-29-7	San Juan 29-7 Unit #95	C-104 Required
Marshall #3	K-31-29-7	San Juan 29-7 Unit #96	C-104 Required
Marshall #4	L-33-29-7	San Juan 29-7 Unit #97	C-104 Required
Marshall #5	H-30-29-7	San Juan 29-7 Unit #98	C-104 Required
Marshall #6	L-29-29-7	San Juan 29-7 Unit #99	C-104 Required
San Juan 29-7 Unit #75-23	G-23-29-7	San Juan 29-7 Unit #75	
San Juan 30-5 Unit #1-22	A-22-30-5	San Juan 30-5 Unit #1	
San Juan 30-5 Unit #3-9	M-9-30-5	San Juan 30-5 Unit #3	
San Juan 30-5 #4-35	B-35-30-5	San Juan 30-5 Unit #4	
San Juan 30-5 Unit #8-11	B-11-30-5	San Juan 30-5 Unit #8	
San Juan 30-5 Unit #9-32	M-32-30-5	San Juan 30-5 Unit #9	
San Juan 30-5 Unit #10-18	M-18-30-5	San Juan 30-5 Unit #10	
San Juan 30-5 #11-23	L-23-30-5	San Juan 30-5 Unit #11	
San Juan 30-5 Unit #12-31	N-31-30-5	San Juan 30-5 Unit #12	
San Juan 30-5 Unit #13-16	B-16-30-5	San Juan 30-5 Unit #13	
San Juan 30-5 Unit #14-31	B-31-30-5	San Juan 30-5 Unit #14	
San Juan 30-5 #15-19	H-19-30-5	San Juan 30-5 Unit #15	
San Juan 30-5 #16-26	N-26-30-5	San Juan 30-5 Unit #16	
San Juan 30-5 Unit #17-6	H-6-30-5	San Juan 30-5 Unit #17	
San Juan 30-5 Unit #19-18	G-18-30-5	San Juan 30-5 Unit #19	
San Juan 30-5 #20-8	H-8-30-5	San Juan 30-5 Unit #20	
San Juan 30-5 Unit #21-24	K-24-30-5	San Juan 30-5 Unit #21	
San Juan 30-5 Unit #22-17	G-17-30-5	San Juan 30-5 Unit #22	
San Juan 30-5 #23-7	H-7-30-5	San Juan 30-5 Unit #23	
San Juan 30-5 Unit #24-16	M-16-30-5	San Juan 30-5 Unit #24	
San Juan 30-5 Unit #25-17	M-17-30-5	San Juan 30-5 Unit #25	
San Juan 30-5 Unit #26-8	L-8-30-5	San Juan 30-5 Unit #26	
San Juan 30-5 Unit #27-20	M-20-30-5	San Juan 30-5 Unit #27	
San Juan 30-5 Unit #28-23X	A-23-30-5	San Juan 30-5 Unit #28-X	
San Juan 30-5 Unit #29-14	G-14-30-5	San Juan 30-5 Unit #29	
San Juan 30-5 Unit #30-21	L-21-30-5	San Juan 30-5 Unit #30	
San Juan 30-5 Unit #31-27	L-27-30-5	San Juan 30-5 Unit #31	
San Juan 30-5 Unit #32-26	A-26-30-5	San Juan 30-5 Unit #32	
San Juan 30-5 Unit #6-19	M-19-30-5	San Juan 30-5 Unit #6	(TA)
Abraham #1	B-13-30-6	San Juan 30-6 Unit #39	C-104 Required
Abraham #2-X	M-12-30-6	San Juan 30-6 Unit #40-X	C-104 Required
Abraham #3	M-3-30-6	San Juan 30-6 Unit #41	C-104 Required
Abraham #1-B	M-14-30-6	San Juan 30-6 Unit #42	C-104 Required
Abraham #2-B	A-14-30-6	San Juan 30-6 Unit #43	C-104 Required
Abraham #3-B	N-15-30-6	San Juan 30-6 Unit #44	C-104 Required
Abraham #1-C	G-15-30-6	San Juan 30-6 Unit #45	C-104 Required
Abraham #1-D	H-11-30-6	San Juan 30-6 Unit #46	C-104 Required
Aztec State No. 1 #1	H-32-30-7	San Juan 30-6 Unit #47	C-104 Required
Howell #4-B	L-15-30-7	San Juan 30-6 Unit #63	C-104 Required
Howell #5-B	A-11-30-7	San Juan 30-6 Unit #64	C-104 Required
Howell #1-H	N-13-30-7	San Juan 30-6 Unit #65	C-104 Required
Howell #2-H	K-14-30-7	San Juan 30-6 Unit #66	C-104 Required
Howell #3-H	H-12-30-7	San Juan 30-6 Unit #67	C-104 Required
Barron Kidd #1	L-27-30-6	San Juan 30-6 Unit #48	C-104 Required
Barron Kidd #2	B-27-30-6	San Juan 30-6 Unit #49	C-104 Required
Barron Kidd #3	M-22-30-6	San Juan 30-6 Unit #50	C-104 Required

cc: El Paso Natural Gas Company (3)
 Southern Union Gas Co.
 Southern Union Gathering Co.
 Oil Conservation Commission, Santa Fe
 U.S. Geological Survey

APPROVED

E.S. Oberly
 El Paso Natural Gas Co.
 Effective 11-1-65

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be carefully documented to ensure the integrity of the financial data. This includes recording dates, amounts, and the nature of the transactions.

The second part of the document outlines the procedures for reconciling the accounts. It states that the accounts should be reconciled at the end of each month to identify any discrepancies. If a discrepancy is found, it should be investigated immediately to determine the cause and corrected accordingly.

The third part of the document describes the process of preparing the financial statements. It notes that the statements should be prepared on a regular basis, typically at the end of each quarter or year. The statements should provide a clear and concise summary of the financial performance of the organization.

The fourth part of the document discusses the role of the accounting department in the overall management of the organization. It states that the accounting department is responsible for providing accurate and timely financial information to the management, which is essential for making informed decisions.

The fifth part of the document outlines the responsibilities of the accounting department in relation to the tax authorities. It states that the department is responsible for ensuring that the organization complies with all applicable tax laws and regulations. This includes preparing and filing the required tax returns.

The sixth part of the document discusses the importance of maintaining the confidentiality of financial information. It states that all financial data should be kept secure and access should be restricted to authorized personnel only. This is to prevent unauthorized disclosure of sensitive information.

The seventh part of the document describes the process of auditing the financial records. It notes that the records should be audited regularly by an independent auditor to ensure their accuracy and reliability. The auditor's findings should be used to improve the internal controls and financial reporting process.

The eighth part of the document discusses the role of the accounting department in the budgeting process. It states that the department is responsible for preparing the budget and monitoring the actual performance against the budget. This helps management to identify any variances and take corrective action.