

PHYSICAL PLANT
OPERATING POLICY AND PROCEDURE

PP/OP 05.03: Utility Cost Projection

DATE: September 7, 2007

PURPOSE

The purpose of this Physical Plant Operating Policy and Procedure (PP/OP) is to establish a standard procedure for developing utility cost projections to be used in preparing budget and legislative request requirements. This procedure also provides a method for comparing the current fiscal year budgets to the current year projected costs.

REVIEW

This PP/OP will be reviewed by December 1 of each odd numbered year (ONY) by the Associate Director for Physical Plant Business Office and Material Resources with recommendations for required modification forwarded to the Managing Director for Physical Plant (MDPP).

INDEX

Due to the numerous sections and comprehensiveness of this PP/OP, the following index is provided for quick reference and clarity:

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POLICY/PROCEDURES

1. General

Utilities for both Education and General Use (E&G) and auxiliary facilities are provided by the Physical Plant and cost over \$18,000,000 annually. Total utility cost consists of Purchased Utilities, Manufactured Utilities and Utility Systems Maintenance. Each of these categories, in addition to Costs Used to Manufacture Utilities and Utility Production Reports, are discussed later.

- a. Purchased Utilities – Purchased Utilities include all utilities purchased from a utility company or municipally owned utility and includes natural gas, electricity, water, and sewer services. E&G and auxiliary facilities use electricity, gas, water, and sewer in raw form and Central Heating and Cooling Plant (CHACP) I uses all types of purchased utilities to produce manufactured utilities.
 - (1) Natural Gas – Natural gas is purchased from several vendors in two manners. The University's remote facilities such as the New Deal Farm, Junction, and East Campus Research Center are served from various gas companies, therefore several statements are received each month from these vendors. Statements are received in the Physical Plant Business Office, verified by the Accountant, and Check Issuance Requests generated to pay these statements. The fund source for all gas statements is from the Purchased Utilities Account, 049A-49-AA40. (After the Campus Bill Report is developed, as discussed later, all gas used by Auxiliary facilities, including CHACP I, II, is billed to each applicable account, and the Purchased Utilities Account reimbursed.)
 - (2) Electricity – Electricity is purchased from several vendors because of the University's remote facilities. The main campus is the major user of electricity and Lubbock Power and Light and Water (LP&L) is the vendor. Vendor statements are paid by Check Issuance Requests and reimbursed the same as gas bills discussed above. When the monthly LP&L bill is received, the meter readings are audited by the Accountant and credits applied if applicable. Once the bill is verified, a Check Issuance Request is generated and it is forwarded for payment.
 - (3) Water and Sewer – Water and sewer services are purchased from several vendors; however, the majority of the water/sewer is purchased from LP&L. Statements are verified; a Check Issuance Request is generated and forwarded for payment.
 - (4) Credits – Utility refund checks for credits and/or billing errors are occasionally received from utility companies. These checks are deposited into the Purchased Utilities Account, 049A-49-AA40.
- b. Manufactured Utilities – Manufactured Utilities include treated water, compressed air, steam, and chilled water.

- (1) Treated Water – Treated water is made in CHACP I for the purpose of producing boiler feed water to supplement condensate being returned from the campus steam distribution system. In addition, treated water is piped to some campus laboratories for use in research projects. Water, sewer, and electricity are the purchased utilities used to manufacture treated water.
 - (2) Compressed Air – Compressed air is manufactured in CHACP I for the purpose of providing high pressure air for use in producing other manufactured utilities and as instrument air for campus building HVAC systems. Compressed (instrument) air is piped to the majority of campus buildings through the tunnel system. Purchased electricity is used to manufacture compressed air.
 - (3) Steam – Steam is manufactured in CHACP I and is the prime mover for producing chilled water. Steam is piped to the campus buildings for heating and dining hall use. Treated water, compressed air, purchased gas, and electricity are used to manufacture steam.
 - (4) Chilled Water – Chilled water is manufactured in CHACP I and is piped to the majority of campus buildings primarily for air conditioning of campus facilities. All purchased utilities, and manufactured utilities discussed previously, are used to manufacture chilled water.
- c. Cost used to Manufacture Utilities:
- (1) Purchased Utilities – All categories of purchased utilities described above are used to produce manufactured utilities.
 - (2) Labor – Labor costs required to operate and maintain the CHACP I plus labor required to support plant functions such as Human Resources, Purchasing, and Engineering are included in these costs. This includes all hourly and salaried employees, as well as labor-related costs such as overtime and fringe benefits.
 - (3) Materials – Material costs required to operate and maintain CHACP I equipment include all materials, travel, training, etc., required to produce manufactured utilities.
 - (4) Major Repairs – All major equipment repairs costing over \$ 25,000 are considered a Capital Improvement Program expense and a project account is set up for the work or the expenses are flagged and deducted from the Maintenance and Operation (M&O) expense line in the campus billing.
 - (5) Debt Service – CHACP I was constructed and expanded by selling bonds. The bond agreement requires the plant rates to include the debt service payment plus 15 percent to ensure the plant fund balance can fund any major equipment failure.

- (6) Capital Recovery – By special agreement between the director for utilities and managing director for physical plant an annual amount, currently \$850,000, is recovered for capital improvement of the CHACP I equipment. This amount is required to keep the plant efficient and in good operating condition.

d. Campus Bill Report:

- (1) Monthly Campus Bill Report – Each month a Campus Bill Report is developed as follows:
 - (a) The director for utilities forwards a report to the Accountant showing purchased utilities used in the plant and a distribution of these utilities. This report also reflects the units of manufactured utilities produced.
 - (b) The Accountant provides all expenses from the CHACP I expense account, 0485-49-2205, for labor, materials, and all purchased utilities costs.
 - (c) The Accountant, using the above information and including Bond and Capital Recovery requirements, produces the Monthly Campus Bill Report. The Campus Bill Report calculates the units of manufactured utilities and rates used for E&G (049A-49-AA38) and auxiliary facilities, as well as the amounts to be billed. The Campus Bill Report also identifies the amount of purchased utilities to be billed to each auxiliary facility (and credited back to the purchased utilities account 049A-49-AA40).
- (2) Billings – After the Monthly Campus Bill Report is developed and in accordance with the breakdown of utility costs identified in the report the Accountant:
 - (a) Bills auxiliary departments for purchased utilities consumed by these departments and credits the Purchased Utilities Account, 049A-49-AA40. Also, purchased utilities consumed by CHACP I and II are billed to their respective operating accounts and these funds credited to the Purchased Utilities Account. After all credits, the expenses from the Purchased Utilities Account will be those purchased utilities consumed by E&G facilities. Billings are accomplished by preparing Journal Vouchers and entering the documents into the TechFIM system.
 - (b) Bills auxiliary departments for manufactured utilities consumed by these departments and credits the CHACP I revenue account 0485-49-2205. This procedure is accomplished by entering Intra-Institutional Vouchers into the TechFIM system.

- (c) Bills the Manufactured Utilities Account, 049A-49-AA38, for all E&G manufactured utilities and credits the CHACP I revenue account 0485-49-2205. Billings are accomplished by Intra-Institutional Vouchers as discussed above.
- e. Utilities Systems Maintenance – The Utility Systems Maintenance account, 049A-49-AA36, is an E&G account provided for the maintenance of all utility distributions systems according to the Texas Higher Education Coordinating Board Definitions of Elements of Institutional Expenses.

2. Procedures

Approximately six (6) months prior to the start of each fiscal year the Physical Plant is asked to determine the projected utility costs for Purchased Utilities, Manufactured Utilities, and Utilities Systems Maintenance to establish E&G budgets for the subsequent fiscal year. Also, about 18 months prior to the start of a biennium (every even number calendar year) the Physical Plant is asked to project the utility costs for the subsequent biennium to include in the Legislative Appropriation Request submission. Finally, the Physical Plant is frequently asked to determine if the current year utility budgets will be adequate.

- a. Utilities Budget Projection Report – Each time a requirement for a utility cost projection is necessary the Accountant will develop a Utilities Budget Projection Report which is developed follows:
 - (1) CHACP I Section
 - (a) CHACP I Contract Gas Price, Use, and Cost Projections – The contract gas price projections are taken from the “Futures Knowledge” website at futuresknowledge.com. These prices vary throughout the year based on the market price. These prices are updated periodically by the Business Office Manager on the Utilities Budget Projection as directed by the managing director for physical plant. The contract gas use projection is taken from the Five Year Weighted Average Utilities Consumption Report from the CHACP’s tab of the spreadsheet. This file is updated monthly by the Accountant from actual usage data from the Campus Bill Report. The contract gas cost projection is obtained by multiplying the usage projection by the contract gas price projection. Once the yearly data is input, the total cost and usage projections for the year will be in the “Total” column for contract gas.
 - (b) CHACP I Contract Gas Use and Cost Actual – This data is input by the Business Office Manager when the monthly Campus Bill report is processed for billing. This data is used to track actual cost and usage against the original projections to determine if adjustments need to be made to the projections.

- (c) CHACP I Electricity Cost per kilowatt hours, Use, and Cost Projections – The cost per kilowatt hours is driven by contract gas prices but there is no clear formula or website that projects what electricity prices will do during the next year. The cost per kilowatt hours is taken from the actual cost per kilowatt hours for each month from the prior fiscal year and adjusted periodically by the Business Office Manager as directed by the managing director for physical plant. The electricity usage projections are taken from the five Year Weighted Average Utilities Consumption Report as previously discussed. The electricity cost projection is obtained by multiplying the cost per kilowatt hours projection by the usage projection. Once the yearly data is input, the total cost and usage projections for the year will be in the “Total” column for electricity.
- (d) CHACP I Electricity Use and Cost Actual – This data is input by the Business Office Manager when the monthly Campus Bill report is processed for billing. This data is used to track actual cost and usage against the original projections to determine if adjustments need to be made to the projections.
- (e) CHACP I Water Cost per 1,000 gallons, Use, and Cost Projections – The cost per 1,000 gallons is determined by the Accountant using the current City of Lubbock Ordinance which establishes the cost per 1,000 gallons and meter costs for the being projected. Typically the water and meter rates change every October, so the first month of the fiscal year will utilize the prior year rates and the remainder of the year is projected using the new ordinance. The water usage is taken from the Five Year Weighted Average Utilities Consumption Report as previously discussed. The water cost projection is obtained by multiplying the cost per 1,000 gallons projection and the usage projection. Once the yearly data is input the total cost and usage projections for the year will be in the “Total” column for water.
- (f) CHACP I Water Use and Cost Actual – This data is input by the Business Office Manager when the monthly Campus Bill report is processed for billing. This data is used to track actual cost and usage against the original projections to determine if adjustments need to be made to the projections.
- (g) CHACP I Sewer, Cost per 1,000 gallons, Use and Cost Projections – Sewer costs and usage are projected using the same method as listed in the Water section above.
- (h) CHACP I Sewer Use and Cost Actual – This data is input by the Business Office Manager when the monthly Campus Bill report is processed for billing. This data is used to track actual cost and usage against the original projections to determine if adjustments need to be made to the projections.

- (i) CHACP I Overhead Projection – This projection is obtained by taking the current years actual Fiscal-Year-To- Date plus remaining projection and then adding three percent (or a percentage as directed by the managing director for physical plant). That number is then divided by 12 and the cost apportioned monthly.
- (j) CHACP I M&O Projection – This projection is obtained by taking the current fiscal years M&O current budget authorization and adding 3 percent (or a percentage as directed by the managing director for physical plant) to account for market price increases. That number is then divided by 12 and the cost apportioned monthly.
- (k) CHACP I CIP Costs – CHACP I is authorized to collect a total of \$850,000 annually for the improvement and perpetual operation of the CHACP. This figure is divided by 12 and then apportioned monthly.
- (l) CHACP I Debt Service – Debt service costs are obtained from the bond repayment schedule that lists the amount the University should collect to pay off the bond for any given fiscal year plus 15 percent from the customers. The amount is calculated by the Accountant and prorated according to the Payment Schedule. The first bond payment (January) is usually the largest therefore, the initial collections will be higher to ensure funding is available for the payment then the collection will be adjusted down to collect the remainder of the funds for the second payment (August).
- (m) CHACP I Overhead Surcharge – The University charges various accounts for fund and contract management. This amount is determined during the budget cycle and is divided by 12 and apportioned monthly.
- (n) CHACP I Infrastructure and/or Strategic Planning Fund – This projection is taken from an actual amount taken from the CHACP I account 0485-49-2205 and transferred to another account for such purposes. This amount has been authorized by the managing director for physical plant to be reimbursed by the CHACP through its monthly Campus Billing. The amount transferred is divided by 12 or the remaining number of months left when the transfer took place and apportioned monthly.
- (o) CHACP I Total CHACP I Monthly Cost Projection – This figure is obtained by totaling all the projected Purchased Utilities, Overhead, M&O, Capital Improvement Program, Debt Service, Overhead Surcharge, Infrastructure, and Strategic Planning costs. This estimate will give you a figure that will project what the CHACP I anticipated costs will be.

(2) E&G Manufactured Utilities Section

- (a) E&G Percentage of Manufactured Utilities Projection – This percentage number is taken from the previous years actual percentages and may be adjusted slightly to compensate for the addition or deletion of E&G buildings.
- (b) E&G Percentage Manufactured Utilities Actual – This percentage is calculated by dividing the E&G Manufactured Utilities Total Actual by the Total CHACP I Monthly Cost Actual figure for each month. This figure is used to track how close the projections are to the actuals and can be used to adjust the projections.
- (c) E&G Cost of Manufactured Utilities Projection - This figure is calculated by multiplying the Total CHACP I Monthly Cost Projection by the E&G % Manufactured Utilities Projection. As the percentages are adjusted, the cost projections will automatically adjust based on the new percentage projections.
- (d) E&G Cost of Manufactured Utilities Actual – This data is taken directly from the monthly Campus Bill Report. This figure is used to track how close the projections are to the actuals and can be used to help in adjusting the projections.
- (e) LoanStar Loan Data – This row is to report payments against the Manufactured Utilities Account (049A-49-AA38). Payments are normally made quarterly in November, February, May, and August. The LoanStar Loan payments are not billed out in the monthly Campus Bill Report. These payments are charged directly to the Manufactured Utilities Account or the Purchased Utilities Account via a Check Issuance Request.
- (f) Total E&G Manufactured Utilities Projection – This data is the sum of E&G Costs of Manufactured Utilities Projection and the LoanStar Loan payments.
- (g) Total E&G Manufactured Utilities Actual – This data is the sum of E&G Costs of Manufactured Utilities Actual and the LoanStar Loan payments.
- (h) Variance – This value is the difference between the projection and the actual amount charged to the Manufactured Utilities Account.

(3) Campus Purchased Utilities Section

- (a) Non-CHACP Gas Price, Use and Cost Projections – The price for Non-CHACP Gas is set by using the contract gas price and multiplying by a factor of 1.14 to account for the difference in cost from the various off campus entities that purchase non-contract natural gas. The usage projections are taken from the Five Year Weighted Average Utilities Consumption Report. The cost projection is determined by multiplying the Non-CHACP Gas Projection by the Non-CHACP Gas Price. These projections may be adjusted by the MDPP at his discretion.
- (b) Non CHACP Gas Actual Use and Cost – This data is taken directly from the monthly Campus Bill Report. The usage and cost figures are used to track how close the projections are to the actuals and may be used to help adjust the projections.
- (c) Electricity Cost per kilowatt hours, Use and Cost Projections - The Electricity Cost per kilowatt hours is determined by using the Electricity Cost per kilowatt hours for CHACP I (which is provided by LP&L) and then determining an average price difference from the off campus sites that purchase electricity for the current year to date and remaining prior year and adding that to the Cost per kilowatt hours for CHACP I (i.e. \$ 0.771 + \$ 0.0012). The Electricity Use Projection is taken from the Five Year Weighted Average Utilities Consumption Report. The Electricity Cost Projection is determined by multiplying the Electricity Use Projection by the Electricity Cost per kilowatt hours. These projections may be adjusted by the managing director for physical plant at his discretion.
- (d) Water Cost per 1,000 gallons, Use and Cost Projections - The cost per 1,000 gallons is determined by the Accountant using the current City of Lubbock Ordinance, which establishes the cost per 1,000 gallons and meter costs. The Accountant also takes into consideration the water costs associated with the remote sites at Reese Center, Abilene, and Pantex, which raises cost typically by \$ 0.02 cents above what the campus rate is. The water usage is taken from the Five Year Weighted Average Utilities Consumption Report as previously discussed. The water cost projection is obtained by multiplying the cost per 1,000 gallons projection and the usage projection. Once the yearly data is input the total cost and usage projections for the year will be in the “Total” column for water.

- (e) Water Use and Cost Actual - This data is taken directly from the monthly Campus Bill Report. The usage and cost figures are used to track how close the projections are to the actuals and may be used to help adjust the projections. The Business Office Manager inputs this data when the monthly Campus Bill report is processed for billing. This data is used to track actual cost and usage against the original projections to determine if adjustments need to be made to the projections.
 - (f) Sewer Cost per 1,000 gallons, Use and Cost Projections - Sewer costs and usage are projected using the same method as listed in the Water section above.
 - (g) Sewer Use and Cost Actual - This data is taken directly from the monthly Campus Bill Report. The usage and cost figures are used to track how close the projections are to the actuals and may be used to help adjust the projections. This data is input by the Business Office Manager when the monthly Campus Bill report is processed for billing. This data is used to track actual cost and usage against the original projections to determine if adjustments need to be made to the projections.
 - (h) CAM Fee Actual – This data is input by the Business Office Manager and is taken from the front page of the Campus Bill report when it is processed.
 - (i) Total Purchased Utilities Projection – This figure is the sum of the cost projections and CAM Fee actuals for Campus Purchased Utilities.
- (4) E&G Purchased Utilities Section
- (a) E&G Percentage Purchased Utilities Projection - This percentage number is taken from the previous years actual percentages and may be adjusted slightly to compensate for the addition or deletion of E&G buildings.
 - (b) E&G Percentage Purchased Utilities Actual – This percentage is calculated by dividing the E&G Purchased Utilities Actual Total by the Total Purchased Utilities Actual in the Campus Purchased Utilities Section. This figure is used to track how close the projections are to the actuals and can be used to adjust the projections.
 - (c) E&G Cost for Purchased Utilities Projection – This figure is calculated by multiplying the percentage in the E&G Percentage Purchased Utilities Projection by the Total Purchased Utilities Projection in the Campus Purchased Utilities Section. As the percentages are adjusted, the cost projections will automatically adjust based on the new percentage projections.

- (d) E&G Cost for Purchased Utilities Actual - This data is taken directly from the monthly Campus Bill Report. This figure is used to track how close the projections are to the actuals and can be used to help in adjusting the projections.
 - (e) LoanStar Loan Data – This row is to report payments against the Purchased Utilities Account (049A-49-AA40). Payments are normally made quarterly in November, February, May, and August. The LoanStar Loan payments are not billed out in the monthly Campus Bill Report. These payments are charged directly to the Manufactured Utilities Account or the Purchased Utilities Account via a Check Issuance Request.
 - (f) Total Purchased Utilities Projection - This data is the sum of E&G Costs of Purchased Utilities Projection and the LoanStar Loan payments.
 - (g) Total E&G Purchased Utilities Actual – This data is the sum of E&G Costs of Purchased Utilities Actual and the LoanStar Loan payments.
 - (h) Variance – This value is the difference between the projection and the actual amount charged to the Manufactured Utilities Account.
- b. Five Year Weighted Average Utilities Consumption Report – Each month that the Campus Bill Report is processed the Five Year Weighted Average Utilities Consumption Report will be updated by the Accountant and is developed as follows:
- (1) Campus Electric Tab – This spreadsheet has the Campus Square Footage Supported by CHACP I, Campus Total Electrical Consumption, Campus kilowatt hours per Gross Square Foot, Campus Total Purchased Utilities Cost, E&G Total Purchased Utilities Cost, and the E&G Percentage of Total Campus Purchased Utilities Cost figures and is entered as follows:
 - (a) Campus Square Footage Supported by CHACP I – This figure is updated annually on the Campus Buildings Tab of the Five Year Weighted Average Utilities Consumption Report using the most recent State Facilities Inventory located at the following website:
www.thecb.state.tx.us/interactivetools/FacInv/.
 - (b) Campus Total Electrical Consumption - This figure is taken from the Monthly Campus Bill report each month and entered into the appropriate month.

- (c) Campus kilowatt hours per Gross Square Foot – This figure is calculated by multiplying the Campus Total Electrical Consumption by the Campus Square Footage Supported by CHACP I. Once that data is calculated, you must update the Five Year Weighted Average row must be updated to properly reflect the kilowatt hours per gross square foot. When this is done the FY Projection being calculated will provide the electricity projection for the Campus Electric consumption for the Utilities Budget projection Report.
 - (d) Campus Total Purchased Utilities Cost – This figure is taken from the Monthly Campus Bill report each month and entered into the appropriate month.
 - (e) E&G Total Purchased Utilities Cost – This figure is taken from the Monthly Campus Bill report each month and entered into the appropriate month.
 - (f) E&G Percentage of Total Purchased Utilities Cost – This figure is calculated by dividing the E&G Total Purchased Utilities Cost by the Campus Total Purchased Utilities Cost. The 5 Yr W Average row must then be updated to project the correct percentage anticipated to be paid by the E&G facilities.
- (2) Campus Natural Gas Tab - This spreadsheet has the Campus Square Footage Supported by CHACP I, Campus Total Natural Gas Consumption and Campus million cubic feet (MCF) per Gross Square Foot figures and are entered as follows:
- (a) Campus Square Footage Supported by CHACP I – This figure is updated annually on the Campus Buildings Tab of the Five Year Weighted Average Utilities Consumption Report using the most recent State Facilities Inventory located at the following website:
www.thecb.state.tx.us/interactivetools/FacInv/
 - (b) Campus Total Natural Gas Consumption - This figure is taken from the Monthly Campus Bill report each month and entered into the appropriate month.
 - (c) Campus MCF per Gross Square Foot – This figure is calculated by multiplying the Campus Total Natural Gas Consumption by the Campus Square Footage Supported by CHACP I. Once that data is calculated you must update the 5 Yr W Average row must be updated to properly reflect the MCF per gross square foot. When this is done, the FY Projection being calculated will provide the electricity projection for the Campus Natural Gas consumption for the Utilities Budget Projection Report.

- (3) Campus Water Tab - This spreadsheet has the Campus Square Footage Supported by CHACP I, Campus Total Water Consumption and Campus Million Gallons (MG) per Gross Square Foot figures and are entered as follows:
- (a) Campus Square Footage Supported by CHACP I – This figure is updated annually on the Campus Buildings Tab of the Five Year Weighted Average Utilities Consumption Report using the most recent State Facilities Inventory located at the following website:
www.thecb.state.tx.us/interactivetools/FacInv/
 - (b) Campus Total Water Consumption - This figure is taken from the Monthly Campus Bill report each month and entered into the appropriate month.
 - (c) Campus MG per Gross Square Foot – This figure is calculated by multiplying the Campus Total Water Consumption by the Campus Square Footage Supported by CHACP I. Once that data is calculated you must update the 5 Yr W Average row to properly reflect the MG per gross square foot. When this revision is done the FY Projection being calculated will give you the electricity projection for the Campus Natural Gas consumption for the Utilities Budget Projection Report.
- (4) Campus Sewer Tab - This spreadsheet has the Campus Square Footage Supported by CHACP I, Campus Total Water Consumption and Campus MG per Gross Square Foot figures and are entered as follows:
- (a) Campus Square Footage Supported by CHACP I – This figure is updated annually on the Campus Buildings Tab of the Five Year Weighted Average Utilities Consumption Report using the most recent State Facilities Inventory located at the following website:
www.thecb.state.tx.us/interactivetools/FacInv/
 - (b) Campus Total Sewer Consumption - This figure is taken from the Monthly Campus Bill report each month and entered into the appropriate month.
 - (c) Campus MG per Gross Square Foot – This figure is calculated by multiplying the Campus Total Water Consumption by the Campus Square Footage Supported by CHACP I. Once that data is calculated you must update the 5 Yr W Average row must be updated to properly reflect the MG per gross square foot. When this is done the FY Projection being calculated will provide the electricity projection for the Campus Natural Gas consumption for the Utilities Budget Projection Report.

- (5) CHACP's Tab – This spreadsheet has the Campus Square Footage Supported by CHACP I and all of the utilities paid for by CHACP I and are entered as follows:
- (a) CHACP I Five Yr Consumption Average – on this spreadsheet, scroll down to the appropriate month and enter consumption data from the CHACP I Summary Billing Report located in the Monthly Campus Bill Report. Once the consumption figures are plugged in, then the usages per gross square foot for each category is calculated by multiplying the consumption figure by the Gross Square Footage Served by CHACP I. Next, the 5 Yr W Avg row must be adjusted to reflect the proper time frame calculations. Once completed the FY projections will be updated and these figures can be used to enter into the Utilities Budget Projection Report in the CHACP I Section for the applicable month.

Note: The CHACP II portion of this report is not used to calculate the main campus purchased or manufactured utilities. The CHACP II information is used to assist in the development of the CHACP II budget only and therefore is excluded from this operating procedure.

POSITION

SECTION

MONTH

DAY

APPROVED: _____
Reviewer

APPROVED: _____
Director for Physical Plant