

Guidance notes for Gas Calculator

The gas calculator is an excel spreadsheet which replicates the formula used to calculate gas charges from your meter readings. This only calculates the consumption costs, not the Standing Charge, so you will need to complete an additional calculation to include this in your total costs. The Standing Charge is at a daily rate so simply multiply the daily rate from your bills by the number of days you are accruing for.

Cell colour	Data required
Lilac	Not compulsory
Yellow	Data entry required (see advice below)
Blue	Do not enter data. Calculation cells

Metric and Imperial meters

The gas calculator contains two lines of calculation. The top line is for imperial meters and the one below for metric meters. The majority of meters are now Metric but it is imperative you select the correct type as otherwise your calculation will be incorrect.

Metering in Ft³ - Imperial meters indicated by Ft³ on the actual meter

Metering in M³ - Metric meters indicated by M³ on the actual meter

Please also ensure that the meter serial number on your most recent bill matches that (physically) on the meter.

Headings

Previous read/ current read

Please insert the opening and closing meter reads for the period in question.

Multiplier Factor (only relevant for imperial meters)

- For imperial meters insert the multiplier factor used on previous accruals, which will have been one of the following. If you are unsure or have an imperial meter and not used the calculator before, please contact the Energy Team for advice

No. to enter	1	10	100	1000
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- For metric meters, all have a factor of 1.

Volume Conversion factor

This is a constant number. The number can be obtained from the last bill you received for the meter you are reading but a standard number has been entered already. Using this figure instead of an actual from your bills will result in a very minimal difference

Calorific value

This is a variable number but The Energy Team suggests the use of 39.4 as this is an average across the portfolio. The difference will be minimal.

Price per Kwh

The current contract rates have been in place since 01/10/20. These and previous rates can be obtained from copies of the invoices on Systems Link.

VAT rate

If you wish to obtain a gross value add the relevant VAT rate, this available from your last bill.

In terms of accrual it is important to enter whether you are a Low Rate 5% or High Rate 20% as this affects the calculation of Climate Change Levy. This is charged if you pay* the higher level of VAT i.e. 20%. For the purposes of a net accrual (the amount actually charged to the school) we do not need to identify the various changes in the higher level of Vat rates in recent years, only whether you are High or Low rate.

*NB we are aware that you don't actually pay VAT however the theoretical VAT charge does affect the total invoice and your net charges.

CCL cost

This calculates the additional charge for climate change levy. No entry is required as it is a formula based on existing data . The calculator shows the present rate of CCL which came into force 01/04/20.