

CRC REPORTING SOLUTION

Introduction

The CRC Energy Efficiency Scheme is a new statutory CO2 emissions trading scheme for the UK. It commenced in April 2010 and introduces new legal duties on organisations which had electricity consumption from their half hourly meters in excess of 6,000 MWh in the calendar year 2008.

As an indication if an organisation, including any parent company and its subsidiaries, spent more than approximately £500,000 in that period, it is likely to become a participant in this scheme.

Following CRC Registration, for reporting purposes, a participant needs to capture their consumption data for all energy supplies, non half-hourly electricity, gas, water, oil etc.

As part of the CRC, organisations will be required to maintain records of their utility consumption in order to;

- Register
- Produce footprint report
- Produce annual report
- Provide evidence packs should they be required by Environment Agency as part of their audit process



Such requirements mean that data stored needs to be robust and auditable and available for evidence packs.

We have introduced a basic energy bill logging solution. The data collected during this process will not only provide all data required for CRC compliance and the associated evidence pack, but will also provide detailed consumption profiles to support improved procurement activities and specific cost and carbon reduction projects.

This service collates and populates a concise utility supply database for all fuel types and provides all CRC reporting requirements.

In addition to providing annual reports, detailing energy consumption and CO2 emissions across the organisations portfolio, quarterly interim reports are also provided for auditing and checking by the client.

Energy Bill Logging

To collect property/supply consumption data to support client's CO2 reporting obligations under the CRC Energy Efficiency Scheme.

Process

1. Set Up Activities

To establish a client database will require uploading of each property and all associated supply points. This can be achieved in two ways either:

- a) Client provides copies of recent bills for each supply point and we capture data from the bill, or
- b) Client to provide a spreadsheet of all properties and supply points listing the details below (template would be provided)



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A database of all properties will be created to capture:

- Client name
- Property name
- Site address and postcode
- Primary point of contact at client
- Client's property reference

For each property, individual supplies will be added to the database to include:

- Type of utility (elec, gas, oil)
- Meter details, ie serial number
- MPAN or MPR
- Supplier names and account references
- Billing frequency (monthly, quarterly)

2. Logging Activities

On receipt of copy bills from Client, each bill will be logged against the appropriate property and supply to capture the following mandatory fields:

- Date of bill
- Date received by us
- Period covered by bill
- Opening / closing meter readings
- Type of read (estimate/actual/customer)
- Consumption
- Supplier billing rates, and total cost of bill (exc VAT)

All bills received will be retained (in submitted format) as part of the evidence packs for the timescales as required by the CRC rules.

Direct Meter Reads

A web based input system for direct meter reads will be available as part of this reporting solution. These reads will be automatically inputted to the database.

AMR/HH Data

Half hourly data can also be received into the system by setting up appropriate links from data providers.

3. Reporting

For each CRC reporting year, a report will be provided detailing, on a property by property basis and by supply point, all bills received and logged on the database to date.

In respect of the annual reports, these will be submitted by 31 May to enable clients to complete their CRC reporting by 31 July.

This report will also be issued on a quarterly basis, throughout the CRC year, to enable the client to audit and check the data.

To assist in this, reports will also be provided highlighting potential anomalies

- bills received for new supplies in quarter
- cumulative analysis detailing gaps in billing
- details of supplies which have not been billed in the quarter but were due
- missing bills,
- supplies requiring an actual read (too many consecutive estimated bills)

In addition on an annual basis, we will provide a report highlighting any opportunities for accounts that would benefit from a procurement and bill validation service, for which we can provide indicative savings and fees.



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4. Client Responsibilities

The Client will be required to provide:

- a) Copy bills (paper or electronic) within two weeks of receipt from supplier wherever possible.
- b) A single point of contact for queries regarding the project and for receipt of reports will be required.
- c) details of new properties acquired and supply point details (as per 1 above) and date of purchase to add to database
- d) Details of any acquisitions/disposals, date of sale and closing meter reading (immediately after completion) so that database can be updated.
- e) Details of any change of tenancies regarding vacant/void units including dates, closing reads
- f) actual meter readings as and when requested

Fees

Our fees are based on a per invoice basis.

Logging	Recording of details from invoices	£POA per invoice
Notes	Fees will be generated quarterly in arrears	

Other services that can be provided at extra fees:

- Attendance at client site meetings
- Attendance at client site to collect 1st copy of all Bills
- Additional interim reports
- Additional financial reporting
- Forecast of consumption and CO2 emissions for future years
- Reconciliation to client's financial reports
- Forwarding client meter readings to suppliers
- Investigating with suppliers missing bills
- Calculations to allocate recycle payments across individual properties/supplies

If you would like to discuss this further or arrange a demonstration of this solution, please call RUTH GILBODY on 01908 521441 or 07766 258482 or email ruthgilbody@burcote.co.uk