

Budget Forecasting “How to”

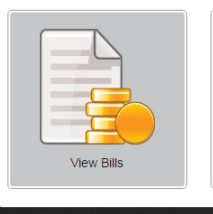
These notes have been prepared to help you set budgets for 2021/22 using data held on Sigma.

If you do not have a login to the Sigma database, please contact the Energy Team on

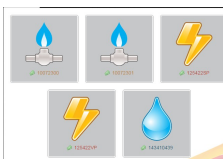
energyservices@vertas.co.uk

Determining your current annual spend

1. Log in to [Energy Viewer](#)
2. On the Home Screen, click “View Bills”



3. Select the site you are wanting to budget for from the list (If you have more than one site to choose from – otherwise you can skip this stage).
4. Select the commodity/account number you are budgeting for, e.g. electricity or gas



5. Total up the most recent “Net Cost” for a 12 month period.
6. PLEASE NOTE: If you have any missing bills in the 12 month period, please contact the team and we can run an accruals report for you, as well as investigate the reason for the missing bill.

Calculating your budget

Please note these figures are *assumed* and not guaranteed:

Electricity - HH	6%
Electricity - NHH	6%
Gas	6%
Water	6%

If you add these percentages to your current annual spend (which you calculated above), you will have an idea of what your budget should be.