

Mike Rawlins (Services - 6)

From: Jeanene B Randle (Services - 6)
Sent: Wednesday, February 2, 2022 3:50 PM
To: Mike Rawlins (Services - 6)
Subject: FW: 2022 O&M Budget
Attachments: 2022 O&M Budget Terry Workman.xlsx

Sample of budget email and spreadsheet for 2022.

From: Jeanene B Randle (Services - 6)
Sent: Tuesday, August 17, 2021 8:34 AM
To: Terry Workman (Gas Distribution - 5) <terry.workman@dominionenergy.com>
Subject: 2022 O&M Budget

It's time to complete the annual operating budget process. Attached is a file to use to prepare your 2022 O&M expense budget submission.

The attached file includes your 2021 budget as a starting point. Please review and submit any changes that are needed. The direction that we have been given is to keep the O&M budget level with the 2021 budget. Keep in mind that the overall O&M budget needs to stay flat so any increases must be offset somewhere else within your budget.

Please complete and submit your budget by **September 8, 2021**. Basic instructions for completing the budget are as follows:

- Review your operating statements and 2021 changes to identify any adjustments that need to be made.
- Make any amount adjustments in the tan-colored, monthly account cells as shown below. For adjustments, an explanation/justification is required to the right of the amounts in Column R.

DEU Operating Budget

2021 Budget (Budget subject to change based on business needs)

Area	Customer Experience		2021 Budget													
Sub Level	CHG Stations															
Profit Center	P12501925 - CHG 01925 Questar Epi															
Profit Center	Account	Acct Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Budget Change Explanations from Total
P12501925 - CHG 01925 Questar Epi	M020190	Restricting Expense	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	

- If you are responsible for multiple profit centers, you will have multiple tabs included in your budget spreadsheet. Please review all profit centers and make any adjustments in the appropriate tab(s).

20	P12501925 - CHG 01925 Questar Epi	532000	Equipment/Other Men
21	P12501925 - CHG 01925 Questar Epi	532000	Maintenance & Repair
22	P12501925 - CHG 01925 Questar Epi	532000	Other Operating Serv
23	Lease Operating Expenses		
24	P12501925 - CHG 01925 Questar Epi	530400	Material Exp-Sinch
25	P12501925 - CHG 01925 Questar Epi	530400	Material Exp-Sin Cr
26	P12501925 - CHG 01925 Questar Epi	530410	Material Exp-Cat Dg
	12501925	12501925	

- Upon completion of your 2022 operating budget file, please review with your manager. After the review, email a copy of the file to your manager, Bruce Young, and Jeanene Randle.

IMPORTANT ADDITIONAL NOTES:

If there are profit centers included with your budget spreadsheet that you are no longer using, please note it on the individual worksheet and do not complete a 2022 budget.

Also, the **Utilities for Wireless Services** budget is an average of your prior months' charges. You do not need to adjust this budget line unless you have a significant increase or decrease in personnel.

The **Vehicles budget** does not need to be completed either. Finance will calculate and complete these budgets for you.

Please feel free to reach out to me if you have any questions or need additional assistance.

Thank you,

Jeanene Randle

Finance - Dominion Energy Utah

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