

Electricity Distribution Price Control Cost and Revenue Reporting - Regulatory Instructions and Guidance: Version 2

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Target audience: Electricity Distribution Network Operators, Independent Distribution Network Operators, Electricity Suppliers, consumers and consumer representatives

Overview:

This document provides instructions and guidance to Electricity Distribution Network Operators to enable them to complete the reporting requirements associated with the fifth price control arrangements (DPCR5) which runs from 1 April 2010 to 31 March 2015.

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Context

This document contains the Electricity Distribution Price Control Cost and Revenue Reporting Regulatory Instructions and Guidance (RIGs).

The purpose of this document is to provide a framework to allow Ofgem to collect accurate and consistent cost and revenue information from the Electricity Distribution Network Operators (DNOs). A number of licence conditions require the DNOs to provide us with this information. The key licence conditions for the purposes of this document are standard conditions 15A (Connection Policy and Connection Performance), 44B (Distribution Losses Reporting Regime), 44C, (Low Carbon Networks Fund Reporting), 45A (Incentive Scheme for Transmission Connection Point Charges), 46 (Incentive schemes for innovation funding and Distributed Generation), 47 (Reporting of Price Control Revenue Information) and 48 (Reporting of Price Control Cost Information) in the electricity distribution licence.

This version of the guidance will apply for reporting for the year ending 31 March 2011. Revised versions of the guidance may apply for subsequent years.

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Summary

The fifth Electricity Distribution Price Control Review¹ (DPCR5) sets the maximum amount of revenue that Distribution Network Operators (DNOs) can recover from customers over the five-year period from 1 April 2010 and places a number of incentives and obligations on the DNOs. We collect data annually to allow us to monitor DNO performance against their incentives, monitor compliance with their price control obligations and to allow analysis between price controls and at the subsequent price control review. Annual data collection also allows Ofgem to identify issues of performance ahead of the next price control review and provide us with a more robust understanding of the DNO business.

The Regulatory Instructions and Guidance (RIGs) provide a framework that enables Ofgem to collect data from DNOs in a consistent format. The RIGs inform DNOs about the information we plan to collect, guide them on how to provide this information and enable the DNOs to put the systems in place to collect the data to the detail we require.

Since we introduced the annual regulatory reporting arrangements in 2005 there have been significant improvements in the quality of data DNOs have provided to us annually and as part of their Forecast Business Plan Questionnaire (FBPQ) submissions. These improvements allowed us to carry out more robust cost comparisons and cost assessments at DPCR5. However, there are still inconsistencies in the data provided to us by DNOs, and we will be looking for further improvements in the lead up to the next price control review, RIIO-ED1.

From the initial publication of the RIGs in April 2010, and the first submission in the new format in October 2010, there has been a considered effort to correct many inconsistencies in those documents. Through joint Ofgem and DNO working groups the RIGs workbooks and associated documents have been significantly refined in order to provide a more robust collection and explanation of the data required from Ofgem.

A significant change is the way in which the workbooks are now structured. The CRRIG and NADPR data have now been combined into one workbook. Where possible we have combined cost and volume information in order to produce a unit cost analysis. This will give clear visibility of this type of analysis to both the DNOs and Ofgem and allow for comparative summary for all DNOs.

Our electricity distribution annual report brings together and summarises a number of key indicators of performance in areas such as customer service, connections, the environment and providing network reliability in a cost effective manner. This provides stakeholders with a complete view of performance against each of the price

¹ Electricity Distribution Price Control Review Final Proposals, December 2009. Ref: 114/09

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control incentives and allowances. We intend to widen the scope of this report in the future to include the new incentives and obligations introduced in DPCR5.

There are a number of conditions in the electricity distribution licences that require the DNOs to provide the information set out in the RIGs. These licence conditions also provided the procedure by which we amended the RIGs during the working groups. We intend to keep the RIGs reporting obligations under review and may seek to refine them further where gaps, duplication or more robust methods of collection are identified.

1. Introduction

Background

1.1. As part of DPCR5 we introduced a number of incentives and obligations on the DNOs. These include a requirement on the DNOs to commit to deliver a predetermined set of network investment outputs, new standards of performance in providing connections, a requirement to report on the company's business carbon footprint and new incentives related to customer satisfaction with the DNOs' performance.

1.2. We collect data to allow us to monitor DNO performance against these additional incentives and obligations and to ensure compliance against the overall price control. The Regulatory Instructions and Guidance (RIGs) provide a framework that enables Ofgem to collect data from DNOs in a consistent format. The RIGs inform DNOs about the information we plan to collect, guide them on how to provide this information and enable the DNOs to put the systems in place to collect the data to the detail we require.

1.3. We have structured the workbooks differently from those set out in April 2010. We have combined the CRRIG and NADPR into the same workbook. Where possible we have structured the worksheets to show both the costs and volumes together. This will give clear visibility to both Ofgem and the DNOs of unit cost analysis as it will be shown directly on the worksheet. We have structured the RIGs in the following way:

- Cost and volumes reporting pack - this includes all data of a financial nature as well as the network asset data and performance information. This workbook includes: DNO performance against the cost baselines we have set as part of the price control review process (looking separately at costs associated with network investment, other direct and indirect expenditure and spending on connections, quality of service and environmental obligations); DNO performance against the revenue allowance we have set as part of DPCR5; and DNO costs associated with pensions, tax and other financial commitments; Data associated with the type, scale and performance of the physical network. This covers reporting on the new network investment output measures that we have introduced as part of DPCR5 and also covers data on asset volumes, activity volumes and the number and types of connections, environmental and quality of service outputs
- Customer service reporting - this includes performance against the new broad measure of community satisfaction that we have introduced as part of DPCR5 and against the telephony standards. We have also included guidance for the guaranteed standards of service to ensure that all DNO reporting obligations are in one place. Currently this guidance does not extend to standards related to connection services. We will include this guidance in the customer service reporting RIGs in 2011.

Legal framework

1.4. There are a number of different licence obligations that require the DNOs to provide Ofgem with information. For the cost and revenue reporting RIG the following legal framework applies:

- Standard licence condition (SLC) 15A (Connection Policy and Connection Performance places obligations for connections reporting as set out in chapter 7,
- SLC 44B (Distribution Losses Reporting Regime) places obligations on reporting losses as set out in chapter 5,
- SLC 44C, (Low Carbon Networks Fund Reporting) places obligations on reporting against the low carbon networks fund as set out in chapter 2,
- SLC 45A (Incentive Scheme for Transmission Connection Point Charges) sets out the reporting obligations for transmission connection point charges as set out in chapter 2,
- SLC 46 (Incentive schemes for innovation funding and Distributed Generation) sets out the reporting obligations for distributed generation and innovation funding as set out in chapter 2,
- SLC46A (Business Carbon Footprint Reporting) places obligations for reporting on the business carbon footprint as set out in chapter 5.
- SLC 47 (Reporting of Price Control Revenue Information) sets out the reporting obligations for revenue reporting as set out in chapter 5, and
- SLC 48 (Reporting of Price Control Cost Information) sets out the reporting obligations for cost reporting as set out in chapter 2.

1.5. The RIGs include definitions along with related instructions and guidance for preparing the annual information submissions. For the avoidance of doubt, these RIGs are subordinate to the licence conditions. Consequently, the RIGs will not change any definitions or obligations contained within the Electricity Distribution Licences applicable each of the DNOs and, in the event of any dispute, the licence conditions will always take precedence.

Timescales for reporting under the RIGs

Reporting year

1.6. The relevant reporting year for the provision of information required under SLCs 15A, 44B, 44C, 45A, 46 and 47 and 48 runs from 1 April to 31 March of the following calendar year.

Submission dates

1.7. DNOs must provide the information required under SLCs 15A, 44B, 44C, 45A, 46 and 48 as soon as reasonably practicable and in any event, not later than 31 July

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following the end of the relevant reporting year to which such information relates. This is the latest date that DNOs can submit the information unless the Authority has previously consented otherwise in writing.

1.8. The submission must be accompanied by a letter signed by a director on behalf of the licensee confirming that the data has been provided in accordance with the RIGs.

1.9. SLC 47 requires licensees to make the following returns to Ofgem in relation to each Regulatory Year:

- in the case of information specified in Template A ('the detailed return') of the Revenue Reporting RIGs, by no later than 31 July in the next Regulatory Year following the Regulatory Year under report, and
- in the case of information specified in Template B ('the forecast return') of the Revenue Reporting RIGs, by no later than 31 October of the relevant Regulatory Year in respect of the licensee's estimates of those specified items made after 31 July of that year.

Resubmissions

1.10. Ofgem's agreement is required before any resubmission of information set out in a report produced in accordance with these RIGs can be made and in any such instance the report concerned must be resubmitted in full. The resubmission must only be accompanied by a letter signed by a director where significant changes have been made and Ofgem or the licensee decide such a letter is required.

1.11. In addition for each resubmission a separate explanation must be provided listing each and every cell that has been amended and sufficient commentary to explain the reasons.

1.12. The detailed return required under SLC 47 must only be resubmitted where a restatement is necessary in the opinion of the appropriate auditor (in accordance with SLC 47.15).

Review

1.13. Once the DNOs have submitted the cost information to the Authority, Ofgem or a person nominated by the Authority ('a reviewer') will undertake a detailed review of the information. Such a review may include a review visit to each DNO for discussion of the information submitted. Such visits will be agreed with the licensees in advance.

1.14. Where a reviewer has been nominated, then in accordance with SLC 48.10, the reviewer will enter into an agreement with the licensee to maintain confidentiality on reasonable terms.

Appointing an examiner

1.15. In accordance with SLC 46.8 the licensee must permit a person nominated by the Authority to examine the systems, processes and procedures for measuring the specified information, the specified information collected by the licensee and the extent to which the systems, process and procedures and the specified information complies with the RIGs.

Audit requirements in relation to revenue reporting

1.16. In accordance with SLC 47.8 to 47.12, Ofgem will issue Agreed Upon Audit Procedures (AUP) for use by an appropriate auditor.

1.17. SLC47 requires the licensee to ensure that the submission of Template A is accompanied by a report addressed to the Authority from the auditor stating that he has completed the AUPs in accordance with relevant auditing standards and giving his findings. SLC 47 also requires the licensee to cooperate with the auditor in this respect.

1.18. The Authority must be noted as an interested party in the letter of engagement/contract between the licensee and the auditor which should normally provide for the auditor to send an additional copy of his report direct to Ofgem for the attention of the Costs and Outputs team.

1.19. It is acceptable for copies of the auditor's report to be sent to Ofgem in electronic form only (scanned as a pdf file) providing that the electronic copy submitted is a scan of the original, signed report.

1.20. There is no formal audit requirement in respect of Template B (the forecast return) but the licensee is expected to take reasonable care and use a systematic approach in estimating values to be reported and to keep a record of the approach which has been used.

The RIGs workbooks

1.21. Below is a summary of the workbooks:

- Cost and Volumes reporting workbook – for reporting on costs specified in chapter 2,3 and 4
- Memo and disaggregated cost reporting workbook – for completing the memo tables and reporting on disaggregated costs as specified in chapter 5
- Revenue reporting workbook - for reporting on revenues specified in chapter 6
- Financial issues reporting workbook – for reporting on financial issues specified in chapter 7

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- Connections reporting workbook (incorporating data for the Connections Industry Review (CIR)) – for reporting on connections and guidance specified in the Connections Reporting RIGs.

Completing the RIGs workbooks

Linked workbooks

1.22. Some of the workbooks in these RIGs have been designed to link to other workbooks (e.g. the Memo and Disaggregated workbook links to the Cost and Volumes workbook and vice versa). The DNO must save the workbooks on their own systems and re-establish the links for the workbooks to operate correctly.

1.23. The links between workbooks in the RIGs must be retained by the DNO in the version submitted to Ofgem. Ofgem will save the submitted versions and again re-establish the links. Where these links have been broken by the DNO, the submission will not be considered compliant with the requirements of these RIGs.

1.24. All other links to the DNO's own systems must be broken before submission to Ofgem. Failure to do so will also be considered non-compliant with the RIGs.

Template

1.25. Within the RIGs workbooks all the cells that DNOs are required to complete are coloured yellow. Cells with pre inputted values and checking cells are coloured orange and cells which have auto calculations or are totals are coloured green. Cells which are linked to other sheets are coloured blue.

1.26. Values must be entered in the column corresponding to the Regulatory Year under report. For example, values reported in respect of Regulatory Year 2010-11 must be entered in the column headed "2011".

1.27. Instructions for the electronic submission of the workbooks will be circulated to the licensee regulation managers in advance of each submission deadline. However, if there is any doubt about the method of submission, the licensee must contact the Costs and Outputs team at Ofgem.

Accuracy of reporting

1.28. In the RIGs worksheets the numbers will be displayed to two decimal places. However, the DNOs are required to provide this data to the highest level of accuracy available to them with the minimum being two decimal places; unless otherwise indicated in the the guidance.

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1.29. For the revenue reporting workbook only where a reportable value is zero or not applicable to the licensee then a zero must be input rather than the cell being left blank.

1.30. For the cost reporting workbooks where a reportable value is zero or not applicable to the licensee, the cell can either be left as a blank or input as a zero. All the links to DNO's own workbooks must be removed prior to submission. All the links within and between RIGs workbooks must be retained in the submitted version (see above).

Provision of historic data

1.31. For each worksheet contained within the workbooks, the provision for the reporting of historic data is set out. The required level is for the 2009-10 reporting year unless otherwise specified on the worksheet, or within the Guidance.

Provision of forecast data

1.32. For the reporting year 2010-11 there is no requirement for forecast information to be submitted to Ofgem. Subsequently we will require a full forecast pack to be submitted for the entire DPCR5 and RIIO-ED1 periods. These requirements will be detailed in an open letter when the forecast pack is distributed to DNOs.

1.33. These requirements do not apply to the revenue reporting workbook. Instructions for those workbooks should be followed from the Guidance provided.

Commentaries

1.34. Where a licensee (and any affiliate or related undertaking of the licensee) does not capture data on the same basis as the cost reporting definitions, and in completing the tables the licensee has to apportion costs across one or more activities, the basis of apportionment must be provided in the cost commentary document. The licensee will also give an indication of their assessment of the robustness of those assumptions.

1.35. Where a modification of the RIGs results in a requirement to provide:

- (a) Data for a new cost category or activity, or
- (b) An existing cost category or activity to a greater level of detail,

and in either case such information has not previously been collected by the licensee (under the provisions of these RIGs or otherwise), the licensee must provide estimates in respect of that category or activity, for the year in which the modification is made and for any preceding year, derived from such other information available to the licensee as may be appropriate for that purpose. In this

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case the licensee must set out the basis and methodology for deriving the estimated amounts in detail in the commentary.

1.36. The cost commentary provides the opportunity for DNOs to explain why costs have been incurred and the annual movements in cost levels. It will be used in conjunction with the data tables, to understand the structures and operations of each DNO, to inform RIIO-ED1 and to monitor DNOs' performance against Ofgem's assumptions for costs included in the DPCR5 Final Proposals document.

Glossary

1.37. The glossary of terms provides a definitive list of definitions for all RIGs documents but excludes terms defined in the licence conditions. Where a term is defined in a RIGs document, it can also be found in the glossary of terms.

1.38. For the avoidance of doubt the glossary of terms are subordinate to the licence conditions. Therefore, if a term is defined in both the licence and the glossary, the licence takes precedence.

2. Instructions for completing the Costs and Volumes Worksheets

Introduction

2.1. The purpose of the instructions and guidance in this chapter is to provide a framework for the collection and provision of accurate and consistent cost data from the DNOs.

2.2. This chapter deals with the network investment and operating expenditure cost reporting information that will be used to monitor performance in the DPCR5 and future periods, and inform forthcoming price control reviews.

2.3. All costs are to be entered on a Cash Basis (see Glossary) and exclusive of atypical items except where specifically instructed to report data. Cash means exclusive of all provisions and all accruals and prepayments that are not incurred as part of the ordinary level of business.

Cost type definitions

2.4. The costs reported are differentiated into Cost Types. The following lists the costs types used in the Costs Reporting part of the Cost and Revenue Reporting RIGs. Definitions of each of the Cost Types are to be found in the Glossary to this document.

- Labour
- Pensions
- Contractors
- Materials
- Wayleaves (including Easements/Servitudes)
- Road Charges
- Rent
- Subscriptions
- Related Party Margins
- Customer Contributions
- Cost Recoveries

2.5. All numbers must be entered as positive, except for the following items:

- Income
- Customer Contributions
- Cost Recoveries
- Profits reported in the Non Activity Based Costs worksheets

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2.6. The income must be that which is shown in the Profit and Loss Account (Income Statement), and itself would represent the income on a WIP basis. Any values not shown on a WIP basis must be highlighted in the commentary showing the financial impact of the divergence from that policy.

2.7. The Costs and Volumes reporting document has been split into two separate excel workbooks to ensure stability on DNO's computer systems. The workbooks are:

- Cost and Volumes Tables
- Memo and Disaggregated Tables

Worksheets - Admin

Cover – Network Cost and Volume Data

2.8. This sheet is used for the DNO to enter key data including the DNO name, the reporting year and the names of related parties.

2.9. DNOs should maintain the same naming convention for related parties across reporting periods where possible and ensure that the related parties are entered in the same cells across reporting periods to avoid confusion comparing different packs.

Navigation

2.10. This worksheet details what tables are contained within the workbook, and provides hyperlinks to all the tabs

Worksheets C1 to C3 – Total Costs and Checks

- C1 – Summary – Cost Matrix
- C2 – Check Sheet
- C3 – Year on Year Comparison

Worksheet C1 – Summary – Cost Matrix

2.11. This worksheet allows Ofgem to monitor the total DNO expenditure by high level activity and cost type.

2.12. All costs categories should be completed as per the cost type, and by memo allocation items:

- **Labour**
- **Pensions**
- **Contractors**
- **Materials**
- **Wayleaves (including Easements/Servitudes)**
- **Road Charges**
- **Rent**
- **Subscriptions**
- **Related Party Margins**
- **Customer Contributions**
- **Cost Recoveries**
- **Allocation of Income relating to non-op capex and Business support costs**
- **Indirect Activity Allocations to Element of connection that is Sole Use funded**
- **Indirect Activity Allocations to Non Distribution (exc Element of connection that is subject to the Apportionment rules)**
- **Memo: Indirect Activity Allocation to Element of connection that is subject to the Apportionment rules**
- **Memo: Statutory Non Op Depreciation**

2.13. Not all these categories are applicable to all areas of expenditure. Where no input is required, the cells have been blacked out.

2.14. The check cells at the bottom of each activity column ensures the totals included in the table equals those reported in the more detailed costs tables elsewhere in the Cost and Volumes workbook and the Memo and Disaggregated workbook.

2.15. For additional guidance on how or where to report particular costs associated with any of these categories; refer to the Glossary for the definitions of all the Activities and Cost Type splits.

Worksheet C2 – Check Sheet

2.16. This worksheet collects together the results of all the checks included within the workbook to provide an easy reference to determine whether there are any clear errors in the pack.

2.17. The DNO is not required to input any data on this worksheet.

Worksheet C3 – Year on Year Comparison

2.18. This table aids our understanding of how DNO costs can vary over time and provide us with the information we need to make reasonable assumptions for cost levels in the future.

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2.19. The DNO should identify reclassifications of prior years' costs to comply with the latest years' "Rules" by individual prior year and show the revised prior year costs on the same basis as the current year's figures have been calculated.

2.20. The DNO should identify the causes in movements in costs from the prior year to the current year's costs.

2.21. This worksheet will be used by Ofgem to complement the explanations for cost movements and changes to prior years' reported costs in the Commentary

2.22. The current and prior year numbers to be compared will be after reallocations for RAV purposes in the C1 Cost Matrix.

2.23. Input under "Cost reclassifications and amendments to comply with latest years' 'Rules'" for each prior year any movements arising from changes to the definitions of an activity or other changes in the Rules or where the DNO has changed their interpretation of the Rules or for errors. These rows should, in most cases, sum to zero as they are only movements between activities.

2.24. This section will also allow for amendments to costs where the licensee has discovered after the previous years' submissions that costs should have been located in a different year. In such cases the row will not sum to zero and Ofgem will require these to be clearly identified from the description.

2.25. Input under "Explained movements in costs in current year from the prior year" amounts in the relevant activity columns costs for each explanation in annual movements in the Cost Commentary.

2.26. The rows for changes in costs should not simply state the asset category (e.g. for trouble call) but should also indicate whether the increase in costs relate to changes in the quantity of work or the unit costs of undertaking those costs. Where unit costs have changed we would expect to see commentary explaining, in the DNO's view, why those changes have occurred.

2.27. Where explanations are for minor amounts these need not be dealt with individually in the Cost Commentary.

2.28. Where the aggregate of the amounts/explanations are less than 10% of the prior years' costs for each activity, or £200k, the amount remaining to be explained will be highlighted.

Worksheets C4 to C5 – Financial Issues

2.29. The worksheets in this section of the Cost Reporting Workbook collates data provided by the DNO for the specific purposes of determining the RAV Additions for the year, collecting data by tax pool, comparing actual expenditure with allowances

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and collecting total cost data. The following lists the worksheets included in this section of the RIGs.

- C4 - RAV Additions
- C5 - Tax Pool Data and Segmental Reporting

Worksheet C4 - RAV Additions

2.30. The tables in this worksheet calculate the RAV additions for the DPCR5 period.

2.31. This worksheet populates automatically from data contained elsewhere in the workbook, except for "Ofgem post submission manual adjustments", which will be populated following discussion between Ofgem and the DNO

Worksheet C5 - Tax Pool Data and Segmental Reporting

2.32. The tables in this worksheet collate data in a format required by the Financial Issues Team at Ofgem to calculate expenditure for the separate tax pools for pensions analysis and for comparison to the segmental reporting provided by the DNOs' Regulatory Accounts.

2.33. This worksheet populates automatically from data contained elsewhere in the workbook.

Worksheet C6 – Contractors

Worksheet C6 – Contractor Adjustment Memo

2.34. This worksheet collects additional data relating to the Contractors data provided in the main Cost RIGs.

2.35. The purpose of collecting this information is to better understand the nature of the contracts let by the DNOs over time and to then compare this data to other DNOs to allow Ofgem to calculate a contractor normalisation factor on both direct and indirect costs.

2.36. This worksheet is part of the developmental process to create a more mechanistic calculation of the normalisation factor. There are three more detailed contractor tables located within the Memo and Disaggregated workbook which collect this information in a different and more detailed manner; these sheets will be completed on an optional basis for the first year of this trial.

2.37. There is one input table at the top of the worksheet which requires DNOs to enter costs for different categories in relation to their contractor expenditure.

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2.38. All allocations or estimations of any of these costs, including materials, should be fully explained in the commentary.

2.39. The categories for this worksheet are defined in the Glossary and include:

- Contractors – Direct Only
- Contractors – Direct Materials
- Contractors - Direct including embedded Indirect services

2.40. The remaining tables on this worksheet perform calculations from the data in the first box and feeds from C1, the cost matrix table to give an overall direct percentage for labour and contractors.

Worksheets C7 to C9 – Related Party

- C7 – Related Party Analysis
- C8 – Related Party Cross Subsidy
- C9 – Related Party Disallowed Margin

Worksheet C7 - Related Party Analysis

2.41. The purpose of this table is to calculate whether each Related Party passes the 75% related party margin test. This worksheet collects costs according to the following categories:

- Turnover - DNO
- Turnover - Related DNO(s)
- Turnover - Other related parties
- Turnover - External customers

2.42. There is a check for each related party to indicate whether there should be a related party margin adjustment.

Worksheet C8 - Related Party Cross Subsidy Analysis

2.43. This worksheet collects information to enable Ofgem to identify potential related cross subsidy issues with related party charging.. The turnover and margin is to be entered for each related party split between the activity with other related parties and external parties.

Worksheet C9 – Related Party Disallowed Margin

2.44. This worksheet determines allowable Related Party Margins to enable the RAV Additions calculation for the year.

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2.45. The table allows DNOs to report data for up to fifteen related parties that transact with the DNO. Where the DNO transacts with more than fifteen related parties the tables in the worksheet must be completed for those related parties that have the highest turnover from the DNO. Other related parties must be reported in the commentary to this worksheet with the details required in this worksheet.

2.46. The DNO must include the turnover of the related parties split between: turnover from the DNO, other related parties and external bodies. The DNO must also include the total turnover with the DNO which will be checked against other related party data included in the submission.

2.47. The related party margin costs which should be included within this table are:

- Network Investment (as defined in the Glossary)
- Network Operating Costs
- Closely Associated Indirects (after reallocation to non-distribution activities, Element of connection that is Sole Use funded)

Worksheet C10 – Network Investment

Worksheet C10 – Summary – Network Investment costs by Category

2.48. This worksheet summarises the Network Investment expenditure to enable Ofgem to monitor overall spend in these areas.

2.49. The Network Investment summary of expenditure has been divided these high level categories:

- Demand and Pre 2005 DG Connections
- Core
- Non Core ex-ante
- Non Core (re-opener/logging up)
- Stand Alone Funding (RAV)

2.50. This table populates automatically from other tables within the workbook.

Worksheets C11 to C15 – Core

- C11 – Summary – Core by Cost Type
- C12 – Reinforcement and DSM Payments
- C13 – Summary - Asset Replacement, Refurbishment and Civils
- C14 – Operational IT & Telecoms
- C15 – Quality of Service

Worksheet C11 – Summary – Core by Cost Type

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2.51. This sheet summaries all Core activities by category at a Total Directs Level.

2.52. These categories are:

- Diversions
- Reinforcement
- ESQCR
- Asset Replacement
- Refurbishment
- Civils
- Operational IT&Telecoms
- Legal and Safety
- Quality of Service
- High Value Projects

2.53. This summary table will populate automatically from data contained elsewhere within the workbook.

Worksheet C12 – Reinforcement and DSM Payments

2.54. This worksheet provides the cost data for General Reinforcement, Fault Level Reinforcement and DSM payments.

2.55. For General Reinforcement and Fault Level Reinforcement the costs are reported by voltage level and category, cost associated with any high value projects and by cost type.

2.56. DSM payments are only reported by voltage level.

2.57. The DSM table is for the input of Demand Side Management (DSM) payments the DNO has made by way of limiting peak load on the system to avoid the need to reinforce the network.

2.58. Input costs of demand side management payments for general reinforcement avoidance by voltage level (LV, HV, EHV and 132kV).

2.59. When a DSM payment avoids reinforcement at more than one voltage level, the costs should be split across the relevant voltage levels.

2.60. Key terms for this worksheet are defined in the Glossary and include:

- EHV & 132kv General Reinforcement: N-1 (LI)
- EHV & 132kv General Reinforcement: N-2

Worksheet C13 – Summary – Asset Replacement, Refurbishment and Civils

2.61. This worksheet provides Ofgem with a summary disaggregated by cost type for Asset Replacement, Refurbishment and Civil Works. The tables within this worksheet will populate automatically from data contained elsewhere within the workbook.

Worksheet C14 – Operational IT & Telecoms

2.62. This worksheet provides Ofgem with a summary of Operational IT&Telecoms expenditure.

2.63. Costs are reported by category and cost type.

2.64. Key terms for this worksheet are defined in the Glossary and include:

- Substation RTU, Marshalling kiosk and receivers
- Switching and Monitoring communication equipment
- Control centre hardware
- Control centre software

Worksheet C15 – Quality of Service

2.65. This table is for the reporting of direct costs where the prime driver relates to Quality of Service.

2.66. The costs are to be reported by total directs at the top, and by cost type in the bottom table.

Worksheet C16 – Non-Core ex ante by Cost Type

Worksheet C16 – Non-Core ex ante by Cost Type

2.67. The summary table will populate automatically from data contained elsewhere within the workbook.

2.68. The top table summarises expenditure by category of spend. These are:

- BT 21st Century
- Flooding
- Environmental Reporting

2.69. The bottom table is the total expenditure for these categories by cost type.

Worksheets C17 to C21 – Non Core (Reopener/Logging Up)

2.70. The costs of non-core activities which will be funded through "Reopener" or "Logging Up" mechanisms are captured within the following worksheets:

- C17 – Summary – Non Core Reopener/Logging Up by Cost Type
- C18 – High Impact Low Probability (HILP)
- C19 – Critical National Infrastructure (CNI)

Worksheet C17 – Summary – Non core Reopener/Logging up by Cost Type

2.71. The summary table will populate automatically from data contained elsewhere within the workbook.

2.72. The top table summarises expenditure by category of spend. These are:

- High Impact Low Probability
- Critical National Infrastructure
- Black Start
- Rising and Lateral Mains

2.73. The bottom table is the total expenditure for these areas by cost type.

Worksheet C18 – High Impact Low Probability (HILP)

2.74. This worksheet provides Ofgem with the costs and other data relating to schemes designed to enhance security on electricity networks, particularly Central Business Districts (CBD) of major cities.

2.75. There are two reporting tables within this worksheet. The first is for the scheme name and category, with total costs reported by year.

2.76. The second is to split the total costs by cost type. These costs will be 'logged up' and added to the RAV in accordance with other costs. There will be a true up as part of RIIO-ED1.

Worksheet C19 – Critical National Infrastructure (CNI)

2.77. This worksheet provides Ofgem with the names of schemes along with the expenditure and data which will be used in conjunction with the Centre for Protection of National Infrastructure (CPNI) review of key DNO sites for physical security provisions.

2.78. There are two separate reporting tables within this worksheet. The first is for the scheme name and category, with total costs reported by year.

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2.79. The second table is to split the total costs by cost type. These will then be 'logged up' and added to the RAV in accordance with other costs. There will be a true up as part of RIIO-ED1.

Worksheets C20 to C23 – Stand Alone Funding – Not RAV

2.80. These worksheets collect data on costs associated with the Innovation Funding Incentive (IFI) and Low Carbon Networks Fund (LCNF) which are not funded through the main distribution RAV or base demand revenue during DPCR5.

2.81. The worksheets within this sections are:

- C20 – Summary – Stand Alone Funding – Not RAV – By Cost Type
- C21 – IFI
- C22 – LCN First Tier
- C23 – LCN Second Tier

Worksheet C20 – Summary – Stand Alone Funding – Not RAV – By Cost Type

2.82. The summary table will populate automatically from data contained elsewhere within the workbook.

2.83. The top table summarises expenditure by category of spend. These are:

- IFI
- LCN Tier 1
- LCN Tier 2

2.84. The bottom table is the total expenditure for these areas by cost type.

Worksheet C21 – IFI

2.85. This data is collected in order to monitor the operation of the Innovation Funding Incentive scheme, which was introduced in DPCR4.

2.86. Eligible IFI Expenditure is to be reported according to the standard cost categories as listed in the table.

2.87. Indirects should be recorded directly to IFI rather than to gross indirects and reallocated.

2.88. IFI Carry Forward and Eligible IFI Internal Expenditure are to be reported in the same table.

Worksheet C22 – LCN Tier 1

2.89. This table will report the amounts spent under the Low Carbon Networks (LCN) Fund First Tier Funding Mechanism.

2.90. Costs reported in this table must be incurred in accordance with the most recent version of the LCN Fund Governance Document, as published by Ofgem. In the description below, capitalised terms are defined in the LCN Fund Governance Document.

2.91. No expenditure should have been incurred (and therefore reported) prior to 1 April 2010.

2.92. This worksheet requires the same data broken down by different categories. The first requires detailed cost data to be reported by cost type. The second breaks the costs down as either Set-Up Expenditure, or against each (named) project.

2.93. This is the total amount spent by the DNO under the First Tier Funding Mechanism. However, it should be noted that this is not equal to the total Allowable First Tier Expenditure, since the DNO First Tier Expenditure includes the DNO contribution, Unrecoverable First Tier Project Expenditure and Revenue allowed for within the DPCR5 settlement.

2.94. The DNO First Tier Expenditure is required to monitor the total amount spent by the DNO in order to align with the regulatory accounts. Allowable First Tier Expenditure is required to monitor the amounts being claimed through the LCN Fund First Tier Funding Mechanism.

2.95. The Allowable First Tier Expenditure is calculated as the total of Allowable Set-up Expenditure and Allowable First Tier Project Expenditure, and as per CRC 13, must not exceed the licensee's First Tier LCN Allowance as set out in Appendix 1 of CRC 13. This is verified by a check line in the table.

2.96. Similarly, according to CRC 13, the Allowable Set-up Expenditure must not exceed 20 per cent of the licensee's First Tier LCN Allowance as set out in Appendix 1 of CRC 13. This is verified by a check line in the table.

2.97. Costs must be reported against each LCN First Tier Project. The project name must be entered, with the data described in the figure below:

Data Item	Description
Total LCN Project Costs	Total costs of the project, including the total funding from External Funders, Project Partners and other funding sources.
Total funding from External Funders, Project Partners	The total funding from External Funders, Project Partners and other funding sources for this

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and other funding sources	project, irrespective of whether it qualifies as eligible.
Eligible First Tier Project Expenditure	As defined in the LCN Fund Governance Document
Unrecoverable First Tier Project Expenditure	As defined in the LCN Fund Governance Document
External First Tier Funding	As defined in the LCN Fund Governance Document
Eligible First Tier DNO Expenditure	Calculated from the elements above, according to the LCN Fund Governance Document
Revenue allowed for within DPCR5 settlement	As defined in the LCN Fund Governance Document
Allowable First Tier Project Expenditure	Calculated from the elements above, according to the LCN Fund Governance Document

Worksheet C23 – LCN Second Tier

2.98. This table collects expenditure from the LCN Fund Project Bank Account for any LCN Fund Second Tier project that is being implemented. The expenditure is recorded by cost type.

2.99. As LCN Second Tier does not form any part of DPCR5 allowances and requires separate detailed project reporting, this table will only serve to balance this worksheet to the Regulatory Accounts.

2.100. This table should only show the expenditure for the regulatory year, and not the outstanding funds required for the project.

2.101. No expenditure should have been incurred (and therefore reported) prior to 1 April 2010.

2.102. A detailed explanation of what items that have been allocated into Customer Contributions and Cost Recoveries should be included within the commentary provided for this worksheet.

Worksheets C24 to C26 – Network Operating Costs

- C24 – Summary – Network Operating Costs – by Cost Type
- C25 – Atypicals – Severe Weather 1 in 20
- C26 – Network Operating Costs - Other

Worksheet C24 – Summary – Network Operating Costs – by Cost Type

2.103. The summary table will populate automatically from data contained elsewhere within the workbook.

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2.104. The top table summarises expenditure by category of spend. These categories are:

- MTP all incidents (inc Trouble Call)
- Severe Weather 1 in 20 events
- Inspections and Maintenance
- Tree Cutting
- Dismantlement
- Remote Location Generation

2.105. The bottom table is the total expenditure for these areas by cost type.

Worksheet C25 – Atypicals – Severe Weather 1 in 20

2.106. The purpose of this table to collect costs associated with atypical fault costs which relate to severe weather 1 in 20 year events. These are events that have a 5 per cent chance of occurring in any given year.

2.107. The costs are reported by the following categories:

- Power System Voltage Equipment / Unplanned Incident
- Power System Voltage Equipment / No Unplanned Incident
- Other Occurrences (Not Affecting Power System Voltage Equipment)

2.108. They are disaggregated in the same types as the MTP All Incidents (inc Trouble Calls) on worksheet CV15.

2.109. Refer to the Glossary for definitions of the categories and terms presented in the atypical 1 in 20 events table.

Worksheet C26 – Network Operating Costs – Other

2.110. This table records costs associated with items previously reported within the Inspections and Maintenance table. The total costs for each of these activities are to be split by cost type.

2.111. Key terms for this table are:

- Dismantlement
- Remote Location Generation

2.112. Dismantlement refers to the physical activity of de-energising, disconnecting and removing (where appropriate) network assets where the cost of dismantlement is not chargeable to a third party and no new assets are to be installed.

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2.113. Remote location generation relates to the cost of fuel and contribution to maintenance to run and test diesel generation that provides permanent emergency backup in remote locations including islands. Remote locations will only have a single electrical feed. These costs must be reported on the "materials" row.

Worksheets C27 to C32 – Summary - Non Price Control Costs (excluding customer funded connections)

2.114. The worksheets contained within this section are:

- C27 – Summary – Non Price Control Costs – by Cost Type
- C28 – Excluded Services
- C29 – Legacy Metering
- C30 – Out of Area Networks
- C31 – De Minimis
- C32 – Other (Consented) Activities

Worksheet C27 – Summary – Non Price Control Costs – by Cost Type

2.115. This summary table includes all the Non Price Control costs and will populate automatically from data contained elsewhere within the workbook.

Worksheet C28 – Excluded Services

2.116. Expenditure for this table must be reported for each Excluded Services license condition by cost type category. These conditions are as follows:

- ES2: Diversion Works Under an Obligation
- ES3: Works Required by Alteration to Premises
- ES4: Top-Up, Standby and Enhanced System Security
- ES5: Revenue Protection Services
- ES6: Metering Services (Other than legacy meter equipment provision)
- ES7: Miscellaneous

2.117. For a complete definition of each Excluded Service license condition, please refer to the Glossary or relevant section of the Licence.

2.118. For segmental reporting purposes the reporting of these costs by cost type have been split between:

- ES2 to ES5

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- ES6
- ES7

2.119. The next step is to show the Indirect Allocations for each of the same categories as listed above.

2.120. The summary tables will populate from the data contained within this worksheet.

2.121. There are two RAV adjustments at the bottom of this sheet which the DNO needs to complete in order for these items to be taken into account on the RAV Additions table, C6.

2.122. The first adjustment is the Total ES4 Excluded Services Revenue inc Allocations. Ofgem does realise that this information may need to be completed on a best endeavours basis, while providing the most robust information possible for the RAV Additions table.

2.123. The second adjustment is ES7 miscellaneous Excluded Services Revenue. This is the difference between the actual and forecast revenue for ES7.

2.124. DNOs must populate the ES7 Miscellaneous line with the same values reported in the Revenue RIGs.

2.125. DNOs must populate the ES7 Forecast Excluded Services Revenue line with the values reported in the FBPQ submission.

Worksheet C29 – Legacy Metering

2.126. This worksheet collects expenditure for Legacy Metering.

2.127. Key terms for this table are defined in the Glossary and include:

- Basic Meter Asset Provision
- Data Services (MPAS and data transfer)

2.128. On the first table expenditure for each category should be entered at the total directs level.

2.129. The next table shows costs entered by cost type. This expenditure must be reported for Basic Meter Asset Provision and Data Services (MPAS and data transfer) for each cost type category.

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2.130. The Indirect Allocations for Basic Meter Asset Provision and Data Services (MPAS and data transfer) is reported on the next table.

2.131. The final table shows the total expenditure for Legacy Metering including Indirect Allocations.

Worksheet C30 – Out of Area Networks

2.132. This worksheet shows expenditure for Out of Area Networks.

2.133. Key terms for this table are defined in the Glossary and include:

- Out of Area Networks – Use of System
- Out of Area Networks - Other

2.134. For the first table expenditure for each category should be entered at the total directs level.

2.135. The next table shows costs entered by cost type. This expenditure must be reported for both Out of Area Networks – Use of System and Out of Area Networks - Other for each cost type category.

2.136. The Indirect Allocations for both categories are reported on the next table.

2.137. The final table shows the total expenditure for Out of Area Networks including Indirect Allocations.

Worksheet C31 – De Minimis

2.138. This worksheet details expenditure for De Minimis activities.

2.139. The first table within this worksheet is for expenditure reported by category. The category cells are coloured yellow and to be overwritten by the DNO. Costs should be entered at the total directs level.

2.140. The next tables shows costs entered by cost type. This expenditure must include all items entered in the category fields above by the DNO for each cost type category.

2.141. The indirect allocations for all categories is reported within the next table.

2.142. The final table shows the total expenditure for De Minimis activity including Indirect Allocations.

Worksheet C32 – Other (Consented) Activities

2.143. This worksheet collects costs for those activities identified by the DNO and approved by Ofgem for inclusion within this table.

2.144. The first table within this worksheet is for expenditure reported by category. The category cells are coloured yellow and to be overwritten by the DNO. Costs should be entered at the total directs level.

2.145. The next tables shows costs entered by cost type. This expenditure must include all items entered in the category fields above by the DNO for each cost type category.

2.146. The indirect allocations for all categories is reported within the next table.

2.147. The final table shows the total expenditure for Other consented activities including Indirect Allocations.

Worksheets C33 to C35 – Other Costs

2.148. Management charges from affiliates of a general non-specific nature. The worksheets in this section of the workbook collect costs that are not included within the definitions of the activities elsewhere in the workbook. The worksheets included in this section are:

- C33 – Atypicals
- C34 – Non Activity Based Costs
- C35 – Non-Op Capex Review

Worksheet C33 – Atypicals

2.149. This worksheet collects data on atypical events excluding severe weather atypicals for each cost type category. This should include atypical events which are within the price control (both inside and outside of the RAV) and those which are outside the price control.

2.150. Key terms for this table are defined in the Glossary and include:

- Severance
- Early Retirement Deficiency Contributions (ERDCs)
- Non Severance Related Restructuring/Merger
- Rebranding
- Other (to be overwritten by DNO)

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2.151. There are numerous tables within this worksheet where atypical expenditure is reported, these include:

- TABLE A: Summary of provisions (excluding deferred tax)
- TABLE B: Summary of accruals and prepayments (non ordinary level of business)
- TABLE C: Cash Atypicals - atypicals - disallowed for RAV addition (EXCLUDING amounts recorded in provisions and accruals and prepayments utilisation above)
- TABLE D: Cash Atypicals - atypicals - allowed - subject to activity type - for RAV addition (EXCLUDING amounts recorded in provisions and accruals and prepayments utilisation above)
- TABLE E: TOTAL Utilisation of Provisions & Atypical Accruals and Cash Atypical Events allocation by cost
- TABLE F: Source of TOTAL Utilisation & Atypical Events by entity
- TABLE G: Analysis of related party margins included in Table F amounts
- TABLE H: Disallowed Related Party Margins

Worksheet C34 – Non Activity Based Costs

2.152. This worksheet collects data on Non Activity Based Costs and should be reported by each category listed within the sheet.

2.153. Key terms for this table are defined in the Glossary and include:

- Pass Through Costs
- Other
- Bad Debt Expense
- Profit/Loss on sale of Fixed Assets and Scrap
- Transmission Connection Point Charges
- Substation Electricity

2.154. Pre-2010 Transmission Connection Point Charges are those amounts (where relevant) of the total Transmission Connection Point Charges that refer to assets installed before 1 April 2010.

2.155. Post-2010 Unincentivised Transmission Connection Point Charges are those amounts (where relevant) of the total Transmission Connection Point Charges that refer to assets installed on or after 1 April 2010 but that do not qualify as New Transmission Capacity Charges.

2.156. Substation electricity is the electricity consumed in the licensee's substations. DNOs must register their substation usage with a supplier. The Substation Electricity records the amount (£) paid to suppliers for electricity usage (whether metered or unmetered) at the substations on the DNO's network and the units consumed. The unit cost is automatically calculated.

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2.157. All Non Activity Based costs should be classified as Subscriptions, this should include only actual costs and not depreciation.

2.158. All Income must be entered as a negative number.

Worksheet C35 – Non-Op Capex Review

2.159. This worksheet provides the prime data entry point for all Non-Operational Capex by cost type and category.

2.160. Key terms for this table are defined in the Glossary and include:

- Vehicles
- Small Tools, Equipment, Plant & Machinery
- Non-Operational Property (inc. Office Equipment)
- IT & Telecoms

2.161. The DNO must enter expenditure by category and then by cost type.

Worksheets C36 – Indirects

2.162. Indirect activities are those activities which do not involve physical contact with system assets. However, some of these can be considered closely associated with network investment and operational activities involving physical contact with system assets and are grouped together as Closely Associated Indirects. The remainder of the indirect costs are grouped together as "Business Support" activities.

2.163. Key terms for this table are defined in the Glossary:

Closely Associated Indirects includes the following activities:

- Network design and engineering
- Project management
- Engineering management and clerical support (EMCS)
- System mapping
- Control centre
- Call centre
- Stores
- Health and safety
- Operational training
- Vehicles and transport

Business Support includes the following activities:

- Network policy

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- Human resources (HR) and non-operational training
- Finance and regulation
- CEO etc
- IT and Telecoms
- Property management

2.164. Refer to the Glossary for definitions and clarifications of what costs are included in each of these indirect activities.

2.165. This summary table will populate automatically from data contained elsewhere within the workbooks.

2.166. These costs are shown at both Gross Total and Net Total after reallocations for RAV purposes.

3. Instructions for completing the Costs and Volumes Worksheets

Introduction

3.1. The purpose of this chapter is to collect accurate and consistent cost data from the DNOs as well as to provide instructions and guidance for network asset volumes data reporting.

3.2. In this chapter, we have merged costs and volumes reporting worksheets together for a number of areas. Bringing together the volume, cost and unit cost data (where applicable) onto a single worksheet. The information that is reported will be used to monitor performance in the DPCR5 and future periods, and also to inform the forthcoming price control reviews.

3.3. All costs are to be entered on a Cash Basis (see Glossary) and exclusive of atypical items except where specifically instructed to report data. Cash means exclusive of all provisions and all accruals and prepayments that are not incurred as part of the ordinary level of business.

3.4. The worksheets included within this chapter are:

Worksheets

- CV1 – Diversions
- CV2 – ESQCR
- CV3 – Asset Replacement
- CV4 – Asset Replacement Memo
- CV5 – Refurbishment
- CV6 – Civil Works Activity
- CV7 – Undergrounding in Designated Areas
- CV8 – Legal and Safety
- CV9 – High Value Projects
- CV10 – BT21st Century
- CV11 – Flood Mitigation
- CV12 – Environmental Investment
- CV13 – Inspections & Maintenance
- CV14 – Tree Cutting
- CV15 – MTP All Incidents (inc Trouble Call)
- CV16 – Worst Served Customers
- CV17 – Connections Summary
- CV18 – Black Start

Worksheet CV1 – Diversions

3.5. This table is for the input of volumes and cost data for Diversions.

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3.6. The total activity volumes and direct costs are to be reported by the applicable voltage and categorisation listed within the worksheet. These categories are defined in the Glossary and include:

- Diversions - Conversion of wayleaves to easements, easements, injurious affection
- Diversions – Wayleave Terminations
- Diversions – Highways

3.7. The volumes related to this worksheet must only be recorded once the claim is settled.

3.8. Where a diversion requires work at more than one voltage level, then the diversion must be recorded against the higher voltage.

3.9. A diversion includes all work and equipment utilised in the scheme, this could include multiple cables and equipment types. This should be reported as one diversion scheme for the purposes of this worksheet against the highest voltage involved in that scheme.

3.10. The number of claims settled data must be entered for each category for the Activity Volumes table. While the Total Direct costs that corresponds to this activity should be entered in the adjacent table.

3.11. The first category within the table is for the input of costs relating to the conversion of Wayleaves to Easements (servitudes), payment of Easements and Injurious Affection claims and is reported by voltage level.

3.12. The second category is Diversions – Wayleave Terminations and is to be reported by voltage level. The volumes must only be recorded once the diversion is completed.

3.13. The final category is Diversions – Highways and the costs are to be reported by voltage level. The volumes must only be recorded once the diversion is completed.

3.14. The total costs for all categories of diversions in aggregate should be split by cost type at the bottom of the worksheet.

Worksheet CV2 – ESQCR

3.15. This worksheet collects volumes and direct costs for ESQCR by Category for safety clearance volumes and costs by voltage level.

3.16. This worksheet requires costs and volumes to be reported in accordance with the following terms (see Glossary for definitions):

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- ESQCR Sites Resolved
- Shrouding (Permanent)
- ESQCR Diversions
- ESQCR Reconductoring
- ESQCR Rebuild
- ESQCR Undergrounding
- ESQCR Other
- ESQCR Derogation
- ESQCR As part of other planned work
- ESQCR Sites to be resolved

3.17. The Unit Cost tables to the right of the worksheet are formula driven from the volumes and cost data entered, and will calculate the unit cost data for each activity.

3.18. The total costs for all categories of ESQCR in aggregate should also be split by cost type.

3.19. The bottom table captures data for overall population of sites to be resolved. This data is recorded by number of sites by voltage level.

Worksheet CV3 – Asset Replacement

3.20. This table is for the input of volume and cost data for condition based replacement of assets.

3.21. The total additions for each class of asset and direct costs are to be reported by the applicable voltage and categorisation listed within the worksheet. The number of units of each asset must be entered into the respective Volumes cells.

3.22. The costs in the Cost table associated with these will populate automatically from the detailed cost type split information from the other tables on this worksheet.

3.23. The Unit Cost tables at the top right of the worksheet are formula driven from the volume and cost data entered. They will calculate the annual unit cost and the multi-year average unit cost.

3.24. The next table in this worksheet is for the reporting of the total number of Disposals for each asset category that is listed.

3.25. The costs for each asset category needs to be reported by cost type split in the bottom tables.

3.26. All asset categories listed within this worksheet are defined in the Glossary.

Worksheet CV4 – Asset Replacement Memo

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3.27. This worksheet is concerned with certain asset categories, and their unit costs which can vary significantly within the category depending upon factors such as their rating or size. This table captures greater detail for these categories enabling an increased understanding of unit cost variability which may be masked by the average unit costs calculated in table CV3.

3.28. All categories listed within this worksheet are defined in the Glossary.

3.29. The total additions for each class of asset and direct costs are to be reported by the applicable voltage and categorisation listed within the worksheet. The number of units of each asset must be entered into the respective activity Volumes cells. The costs associated with these must be entered into the respective Direct Costs cells in the adjacent table.

3.30. The Unit Cost tables at the top right of the worksheet are formula driven from the volume and cost data entered. They will calculate the annual unit cost and the multi-year average unit cost.

3.31. This table is not linked to the CV3 "Asset Replacement" worksheet, therefore any asset additions in this table must also appear in the relevant asset register sheet.

Worksheet CV5 – Refurbishment

3.32. This table is for the input of volume and cost data for Refurbishment works that forms part of the total Asset Replacement category.

3.33. All categories listed within this worksheet are defined in the Glossary.

3.34. The total volume of assets refurbished for each class of asset and direct costs are to be reported by the applicable voltage and categorisation listed within the worksheet. The number of units of activity for each asset must be entered into the respective Activity Volumes cells. The costs associated with these must be entered into the respective Total Direct Costs cells in the adjacent table.

3.35. The Unit Cost tables at the top right of the worksheet are formula driven from the volume and cost data entered. They will calculate the annual unit cost and the multi-year average unit cost.

Worksheet CV6 – Civil Works Activity

3.36. This table is for the input of volumes and costs data for civils work that forms part of the total Asset Replacement category.

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3.37. There are two separate reporting tables within this worksheet; one for Civil Works Driven by Condition of Civil Items and the other for Civil Works Driven by Plant Asset Replacement.

3.38. The total activity volumes and direct costs are to be reported by the applicable voltage and categorisation listed within the worksheet. The number of units of civil works undertaken must be entered into the respective Activity Volumes cells. The costs associated with these civil works must be entered into the respective Total Direct Costs cells.

3.39. The Unit Cost tables at the top right of the worksheet are formula driven from the volume and cost data entered. They will calculate the annual unit cost and the multi-year average unit cost.

3.40. The total costs should be split by cost type at the bottom of the worksheet.

3.41. Key terms for this table are defined in the Glossary and include:

- Building
- Cable Bridge
- Cable Tunnel
- Civil Works
- Civil Works Other
- Door
- Enclosures and Surrounds
- Plinths and Groundworks
- LV Street Furniture
- Plinth
- Roof
- Substation
- Substation Indoor
- Substation Outdoor
- Surround

Worksheet CV7 – Undergrounding in Designated Areas

3.42. This worksheet shows the activity volumes and expenditure associated with Undergrounding in Designated Areas.

3.43. Key terms for this table are:

- Designated area
- Kilometres removed

3.44. The Activity Volume table is for the volume related to this activity in each regulatory year.

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3.45. The Cost table is for the costs for kilometres removed by voltage.

3.46. The total costs should be split by cost type at the bottom of the worksheet.

Worksheet CV8 – Legal and Safety

3.47. This worksheet is for the input of volume and cost data for Legal and Safety.

3.48. The categories for this worksheet are defined in the Glossary and include:

- Site security
- Asbestos management – substations
- Asbestos management – meter positions
- Safety climbing fixtures
- Substation fire protection
- Earthing upgrades
- High Value Projects

3.49. The total activity volumes and direct costs are to be reported by the applicable categorisation listed within the worksheet. The volumes correspond to the number of sites for all categories except High Value projects which is reported by number of schemes.

3.50. The costs associated with these Legal and Safety works must be entered into the respective Total Direct Costs cells.

3.51. The table allows for the DNO to add up to five further categories of Legal and Safety work. A full explanation of any additional categories added by the DNO must be included in the Commentary.

3.52. Costs and volumes reported under the High Value Projects category in this worksheet, must solely be related to Legal and Safety activities.

3.53. The Unit Cost tables in this worksheet are formula driven from the volume and cost data entered. They will calculate the annual unit cost and the multi-year average unit cost.

3.54. The total costs should be split by cost type at the bottom of the worksheet.

Worksheet CV9 – High Value Projects

3.55. This worksheet is for the input of volume and cost data on High Value Projects.

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3.56. The Activity table "Expenditure Breakdown (by project)" captures HVP volume and expenditure data by project. This includes information including the scheme name, project/scheme ID and investment driver. The corresponding total direct costs should be reported in the adjacent table.

3.57. The investment driver must be picked from the drop down menu in the Detailed Activity table.

3.58. The total costs should then be split by each cost type category.

3.59. The "Activity Breakdown (by project)" table at the bottom of the worksheet collects the activity breakdown by project. This includes the same data as the first table, however adding in additional detail; asset category, and planned and actual additions and disposals.

3.60. Asset Category and Investment Driver must be picked from the drop down list in each of those columns. Planned asset additions and disposals for the entire project should be populated in the respective columns.

3.61. The total additions and/or disposals for that project should also be entered in the corresponding tables adjacent to the activity breakdown.

3.62. The "Expenditure Breakdown (by driver)" populates automatically from data contained above.

Worksheet CV10 – BT21st Century

3.63. This worksheet is for the input of volume and cost data for work carried out relating to BT's 21st century project.

3.64. The tables in this worksheet report the volumes and costs of providing replacement protection communication circuits and the costs of operational measures associated with BT 21st Century.

3.65. The categories for this worksheet are defined in the Glossary and include:

- Provision of replacement protection communication circuits
- Operational Measures
- High Value Projects

3.66. The total activity volume and direct costs are to be reported by the applicable categorisation listed within the worksheet. The volumes correspond to the number of circuits (cct) for all categories except High Value Projects which are reported by number of schemes. High Value Projects in this worksheet relate solely to work undertaken with regards to those under the BT21st century.

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3.67. The costs associated with these works must be entered into the respective Total Direct Costs cells.

3.68. The Unit Cost tables in the worksheet are formula driven from the volume and cost data entered. They will calculate the annual unit cost and the multi-year average unit cost.

3.69. The total costs should be split by cost type at the bottom of the worksheet.

Worksheet CV11 – Flood Mitigation

3.70. This worksheet is for the input of volume and cost data for Flood mitigation expenditure.

3.71. Volumes and costs will be reported by Flood Mitigation schemes and Surveys. Costs will be further disaggregated by cost type.

3.72. The categories for this worksheet are defined in the Glossary and include:

- Flood mitigation schemes
- Flooding site surveys
- Flood defences site summary
- Unmitigated flooding risk
 - 1 in 100 event
 - 1 in 200 event
 - 1 in 1000 event

3.73. DNOs should input the costs and volumes associated with substation flooding mitigating schemes and flooding site surveys in the relevant tables. The total activity volumes and direct costs are to be reported by the applicable categorisation listed within the worksheet. The volumes correspond to the number of substations.

3.74. The Unit Cost tables at the top right of the worksheet are formula driven from the volume and cost data entered. They will calculate the annual unit cost and the multi-year average unit cost.

3.75. The total costs should be split by cost type at the bottom of the worksheet.

3.76. At the bottom of the worksheet, there is additional volume data to enter, the tables are:

- Flood defences site summary table
- Unmitigated flooding risk at 31 March 2015 at forecast level of expenditure

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3.77. The units to be entered correspond with the number of substations at the various flooding risk event levels.

Worksheet CV12 – Environmental Reporting

3.78. This worksheet is for the input of volume and cost data for Environmental information.

3.79. This worksheet collects the data corresponding to complying with environmental legislation or guidelines for each of the following categories:

- Visual amenity
- Fluid used to top up cables
- Fluid recovered
- Oil Pollution
- SF6 Leakage
- SF6 in service
- Noise Pollution
- Contaminated Land
- Loss reduction schemes
- Mitigation Schemes
- Environmental Reportable incidents
- Environmental Prosecutions
- Environmental Warnings
- Environmental Cautions
- Environmental Compliance Notice
- Environmental Restoration Notice
- Environmental Fixed Monetary Penalty
- Environmental Enforcement Undertaking
- Environmental Variable Monetary Penalty
- Environmental Stop Notice
- Environmental Management System (EMS) Certified Activities

3.80. These categories are defined in the Glossary.

3.81. This table excludes Undergrounding in Designated Areas which are reported on a separate table.

3.82. The total activity volumes and direct costs are to be reported by the applicable categorisation listed within the worksheet. The relevant units for the volumes vary according to the specific category.

3.83. The costs associated with this activity must be entered into the respective Total Direct Costs cells.

3.84. Costs for all Environmental reporting needs to be split by each cost type category.

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3.85. It is not intended that the reporting requirements should be any more onerous than would be required by current reporting or management practices. It is therefore expected that DNOs will use existing information systems to report these measures (including those introduced to support the Operating Code on the Management of Fluid Filled Cable Systems).

3.86. To support the reporting of these indicators, DNOs must include in their commentary:

- discussion of any emerging trends in the environmental data and areas of trade-off in performance
- further details of any reportable incidents or prosecutions
- details of any Environmental Management System (EMS) accredited under ISO or other recognised accreditation scheme
- Ofgem continues to take an interest in Schedule 9 matters and DNOs are also encouraged to send Ofgem copies of their Schedule 9 statements, for instance, after a review or update

3.87. General Environmental Management is the percentage of all DNO activities covered by a certified Environmental Management System (EMS scheme)²

Worksheet CV13 – Inspections & Maintenance

3.88. This worksheet is for the input of volume and cost data related to Inspections & Maintenance.

3.89. The worksheet reports the volumes and costs associated with inspections, and repair and maintenance by asset type. Then the total direct costs are split by cost type.

3.90. The total activity volumes and direct costs are to be reported by the applicable category, activity and voltage level listed within the worksheet. The volumes correspond with each volume type listed for the applicable row. The total direct costs for each activity must be entered into their respective cells in the adjacent table.

3.91. All categories within this worksheet are defined in the Glossary.

3.92. The Unit Cost tables in this worksheet are formula driven from the volume and cost data entered. They will calculate the annual unit cost and the multi-year average unit cost.

² It is not a mandatory requirement for DNOs to have a certified or accredited EMS.

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3.93. At the bottom of the worksheet the Inspections and Maintenance cycle tables must be reported for the categories listed. This should be reported in the number of years for each category.

Worksheet CV14 – Tree Cutting

3.94. This worksheet is for the input of volumes and cost data related to Tree Cutting.

3.95. These are the volumes and costs of physically felling or trimming vegetation from network assets to comply with the requirements of ENATS 43-8 (horizontal and vertical clearances) and ETR 132 (network resilience) of the ESQCR 2006.

3.96. The key terms for this worksheet are:

- ENATS 43-8
- ETR 132
- Spans Cut
- Spans Inspected
- Spans Managed
- ETR 132 - Stand alone
- ETR 132 - In addition to 43-8 clearance work
- ETR 132 - As Part of OHL Replacement
- Span length
- Cut Cycle
- Km of network cleared
- Network Parameters
- Tree Cutting Policy
- Tree Cutting Cycle

3.97. The total activity volumes and direct costs are to be reported by the applicable categorisation listed within the each table.

3.98. The costs associated with this expenditure must be entered into the respective Total Direct Costs cells.

3.99. The Unit Cost tables at the top right of the worksheet are formula driven from the volume and cost data entered. They will calculate the annual unit cost and the multi-year average unit cost.

3.100. Costs for all Tree Cutting expenditure then needs split by each cost type category.

3.101. The Network Parameters and ENATS 43-8 Tree Cutting Policy table at the bottom of the worksheet collects volume data. The total volumes data should be reported by the applicable voltage category and categorisation listed within the table.

Worksheet CV15 - MTP All Incidents (inc Troublecall)

3.102. This worksheet is for the input of volume and cost data for MTP All Incidents.

3.103. The total activity volumes and direct costs are to be reported by the applicable category, activity and voltage level listed within the worksheet. The volumes correspond with each volume type listed for the applicable row. The total direct costs for each activity must be entered into their respective cells in the adjacent table.

3.104. The volumes in the "Unplanned Incidents on Power System Voltage Equipment – Total" table within this worksheet is a summary of data from the two other volume tables within the worksheet relating to the volumes dealt with via asset replacement and those dealt with via Troublecall.

3.105. For each of the following tables enter both volume and cost data as applicable:

- Unplanned Incidents on Power System Voltage Equipment - (Dealt with via Asset Replacement)
- Unplanned Incidents on Power System Voltage Equipment - (Dealt with via Troublecall)
- Power System Voltage Equipment/No Unplanned Incident
- Other Occurrences (Not affecting power system voltage equipment)

3.106. The Unit Cost tables are formula driven from the volume and cost data entered. They will calculate the annual unit cost and the multi-year average unit cost.

3.107. All categories within this worksheet are defined in the Glossary.

3.108. The costs should then be split by cost type at the bottom of the worksheet.

Worksheet CV16 – Worst Served Customers

3.109. This worksheet is for the input of cost and volume data on the number of Worst Served Customer schemes in a reporting year.

3.110. The volume of schemes is to be reported in volume table.

3.111. The costs should be split by the cost type table at the bottom of the worksheet.

Worksheet CV17 – Connections Summary

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3.112. This worksheet is for the input of cost and volume data in relation to Connections.

3.113. The annual volume of exit points provided by the DNO as well as POCs to ICPs and IDNOs through the different categories of connection projects is to be entered in the volume table along with the number of exit points that have been adopted from ICPs.

3.114. The annual costs for each of the volume categories is to be entered in the cost table.

Worksheet CV18 – Black Start

3.80. This worksheet provides Ofgem with expenditure and activity on Black Start and emergency batteries. It will be reviewed in light of the recommendations of the Electricity Task Group to the Energy Emergency Executive Committee (E3C).

3.81. There are four types of table within this worksheet. These are:

- activity volume
- total direct costs
- annual unit costs, and
- multi-year average unit costs for the DPCR5 period.

3.82. Only the first two of these require DNO inputs. The latter two are populated automatically using the activity and cost data.

3.83. Activity volumes are split between black start resilience at substations and the securing of existing telecommunications infrastructure. Additionally, DNOs are required to provide data on the outstanding population of both substation and telecommunications sites where the target level of resilience has not yet been achieved.

3.84. Direct cost data is split between black start resilience at substations, the securing of existing telecommunications infrastructure and by cost type.

3.85. The inclusion of any additional reporting requirements in Version 2 of these RIGs in relation to black start does not, for the purposes of paragraph 18.26 of CRC 18 of the Electricity Distribution licence, constitute a change to any of the definitions appearing at paragraph 18.25 of that condition.

4. Instructions for completing the Volumes worksheets

Introduction

4.1. The purpose of the Asset Register is to collect total asset population volume data, and the number of additions and disposals for each asset type. The information provided will be used in conjunction with the cost data to provide information regarding the unit cost for assets, and will inform and enable modelling for RIIO-ED1.

4.2. The Asset Register is a collection of worksheets which show the total number of network assets for each year and the number of network assets added and removed from the network each year. The asset register is not linked to any of the Activity worksheets. For each work driver (eg asset replacement, general reinforcement, etc.), a worksheet has been added to allow each asset addition or disposal to be recorded against the driver.

4.3. The Asset Register consists of the following worksheets:

- V1 – Total Asset Movement
- V2 – Asset Register Demand Connections
- V3 – Asset Register General Reinforcement
- V4 – Asset Register Other
- V5 – Asset Register Age Profile

4.4. Definitions for the key terms used within the Asset Register worksheets can be found within the glossary.

4.5. Additions and disposals in each category must be input as positive numbers. The closing balance for each asset category, the total number of additions in each asset category and the total number of disposals in each asset category must be recorded according to the units specified in each worksheet.

Worksheet V1 – Total Asset Movement

4.6. DNOs are required to input the closing balance for each asset category, the total number of additions in each asset category and the total number of disposals in each asset category as defined within the glossary, for the current reporting year.

4.7. This total must include any assets installed as a result of DG connections or funded by the Low Carbon Network fund. The closing balance for previous years is calculated from the current closing balance minus the total additions plus the total disposals for the current reporting year.

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4.8. The closing balance for future years is calculated by adding the next years total additions and deducting next years total disposals from the current years closing balance.

4.9. This worksheet also includes a section for total population data of certain asset types for which disaggregation of additions and removals by investment driver is not required. These asset categories are contained within the 'Other Assets' table at the bottom of the spreadsheet.

4.10. The total count for the following assets within the Other assets section of V 1 must be populated and include:

- LV Fuses (GM) (TM)
- Switching Points with Remote Control/Automation Facility
- GM Indoor Substation
- GM Outdoor Substation
- Total GM HV Substations exc Third Party)
- GM Third Party Substation
- Total GM 33kV Substations
- Total GM 66kV Substations
- Total GM 132kV Substations
- Decommissioned 33kV - Pressurised
- Decommissioned 66kV - Pressurised
- Decommissioned 132kV – Pressurised

4.11. The LV Fuses (PM) count is auto-populated from the PMT count in the top table.

4.12. This worksheet also includes a table for "Shared Infrastructure for Telecoms", with the number of shared poles or towers to be input.

Worksheet V2 – Demand Connections

4.13. This worksheet records asset additions and disposals due to Demand connections. The number of units of additions and/or disposals in each asset category, as defined within the glossary, must be recorded for the current reporting year.

4.14. The data for this worksheet should comprise of volumes related to work generated under Demand Connections and Non Relevant Distributed Generation.

Worksheet V3 – General Reinforcement

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4.15. This worksheet records asset additions and disposals due to general reinforcement of the network. The number of units of additions and/or disposals in each asset category, as defined within the glossary, must be recorded for the current reporting year.

4.16. The data for this worksheet should comprise of volumes related to work generated under General Reinforcement and Fault Levels.

Worksheet V4 – Other Movements

4.17. This data in this worksheet records asset addition and disposal volumes associated with the following activities:

- Quality of Service
- High Value Projects
- Severe Weather Atypical 1-20 Year Events
- Excluded Services (excluding Demand Connections)
- Diversion (non fully rechargeable)
- ESQCR
- DG Connections
- Consequential Asset Replacement
- Undergrounding in Designated Areas
- Legal & Safety
- Inspection & Maintenance
- Trouble Call
- Worst Served Customers
- Environmental Investment
- Dismantlement of redundant assets
- Assets adopted from ICPs
- Data Cleansing

Worksheet V5 – Age Profile

4.18. DNOs must input the existing asset quantities (by asset category as specified in the worksheet and the glossary) in the Regulatory Year in which they were added to the network.

4.19. DNOs must input the average asset lives for the assets and the standard deviation of asset lives in the asset replacement profile section. Average asset lives are defined as the “expected average age at replacement as experienced by DNO for the asset population (this is the mean value of the asset age replacement profile of the particular asset)”.

4.20. Assets must only appear in this table once they are energised on the network. Assets which have been re-energised must appear in the year in which the asset was originally installed.

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- 4.21. Assets under construction must not be included in the age profile.
- 4.22. Strategic spares must not be included in this table until installed and energised on the system.
- 4.23. Assets disconnected and de-energised during the year but which are available for re-commissioning (eg pressure assisted cables) must not be entered in the age profile.
- 4.24. Asset data must be disclosed by operating, and not by construction, voltage. Where asset data is available only at construction voltage then this must be stated in the commentary.

Worksheets V6 to V11 – Activity

- 4.25. The purpose of the Activity worksheets are to collect volume data on the number and type of activities and schemes undertaken by DNOs. The information provided will be used in conjunction with the cost data and Asset Register data to provide detailed information regarding the unit cost for assets, and will inform and enable modelling for RIIO-ED1.
- 4.26. There are six Activity worksheets:
- V6 – Fault Level Reinforcement
 - V7 – Flood Mitigation (site)
 - V8 – Streetworks
 - V9 – MTP one-off EEs only
 - V10 – MTP Severe Weather EEs only
 - V11 – MTP excluding all EEs
- 4.27. Definitions for the key terms used within the Activities worksheets can be found within the glossary.
- 4.28. Additions and disposals in each category must be input as positive numbers. The closing balance for each asset category, the total number of additions in each asset category and the total number of disposals in each asset category must be recorded according to the units specified in each worksheet.

Worksheet V6 – Fault Level Reinforcement

- 4.29. This worksheet collects data associated with Fault Level Reinforcement.
- 4.30. DNOs must input the volumes of Switchboards/substation busbars by voltage.

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4.31. DNOs must input the number of fault level schemes by voltage against switchboards, transformers and other schemes.

4.32. This data must be categorised according to:

- In Commission at End of Reporting Year
- Fault Level Status at Year End
- Fault Level Risk Mitigation
- Fault Level Reinforcement Schemes
 - For Fault Level Issues on Switchboard/substation busbars
 - For Fault Level Issues Excluding Switchboard/substation busbars

Worksheet V7 – Flood Mitigation

4.33. This worksheet collects volumes and levels of expenditure on work to mitigate the risk of flooding. In the first table, DNOs must provide a site-by-site breakdown as dictated by the table for each site that has a flood risk that is to be mitigated against within DPCR5. In the second table, DNOs must provide a site-by-site breakdown as dictated by the table for each site that has a flood risk that is not scheduled to be mitigated against within DPCR5.

4.34. This information provided will be shared with DECC.

4.35. The probability of flooding, as identified as part of the ENA Substation Resilience to Flooding Task Group, is to be measured as a “return period” in years to the nearest whole number, i.e. the longest period in years that will pass without the site flooding. For example, if there is a risk of a substation flooding once in 20 years, this must be categorised as a flood risk of 1/20 (to be measured to the nearest whole number). Where this level of analysis is not available and/or the risk has been identified from the EA/SEPA indicative flood maps, enter 1/100 for the 1/100 years contour, 1/200 for the 1/200 years contour or 1/1000 for the 1/1000 years contour. (These categories must be mutually exclusive, e.g. substations at 1/100 years risk must not also be categorised as 1/200 years or 1/1000 years risk – put the substation in the highest level of risk faced).

Worksheet V8 – Streetworks

4.36. This worksheet collects data regarding volumes associated with Streetworks. This includes number of permits, permitting penalties, notifications, notification penalties, inspections, inspection penalties, overstay fines, and lane rentals charged to DNOs or to contractors working on behalf of DNOs.

4.37. DNOs must input the volumes of permits, penalties, notifications, inspections, fines, lane rentals and number of works.

4.38. The volume of each of these must be categorised according to:

- Demand connections - DUoS funded
- Sole use connection
- Customer funded via apportionment rule
- Network investment
- Network operating costs

Worksheets V9 to V11 Medium Term Performance (MTP)

4.39. This section sets out instructions and guidance for the reporting of information that Ofgem requires for monitoring the medium-term performance of distribution networks. Ofgem intends to collect information on the incidents and causes on electric lines and electrical plant. At future price control reviews Ofgem will want to understand the impact of future expenditure (both capital and operational) on MTP.

Worksheet V9 –MTP one-off EEs only

4.40. This worksheet, MTP one-off EEs only, contains volume levels of those incidents which are attributable to one-off exceptional events for which exemptions have been requested and which meet the criteria set out in CRC8 of the distribution licence.

4.41. There are three tables within this worksheet where the total volume levels should be reported by the categories listed, they include:

- Unplanned Incidents on Power System Voltage Equipment
- Power System Voltage Equipment/No Unplanned Incident
- Other Occurrences (Not Affecting Power System Voltage Equipment)

4.42. All categories listed within this worksheet are defined in the Glossary.

Worksheet V10 – MTP Severe Weather EEs only

4.43. This worksheet, MTP Severe Weather EEs only, contains volume levels for only those incidents which are attributable to severe weather exceptional events for which exemptions have been requested and which meet the criteria set out in CRC8 of the distribution licence.

4.44. There are three tables within this worksheet where the total volume levels should be reported by the categories listed, they include:

- Unplanned Incidents on Power System Voltage Equipment

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- Power System Voltage Equipment/No Unplanned Incident
- Other Occurrences (Not Affecting Power System Voltage Equipment)

4.45. All categories listed within this worksheet are defined in the Glossary.

Worksheet V11 – MTP excluding all EEs

4.46. This worksheet shows the remaining MTP incidents that remain after deducting MTP one-off EEs and MTP severe weather EEs.

4.47. There are three tables within this worksheet where the total volume levels should be reported by the categories listed, they include:

- Unplanned Incidents on Power System Voltage Equipment
- Power System Voltage Equipment/No Unplanned Incident
- Other Occurrences (Not Affecting Power System Voltage Equipment)

4.48. All categories listed within this worksheet are defined in the Glossary.

Worksheets V12 to V17 – Environmental

V12 – Business Carbon Footprint

V13 – TCP

V14 – RPZ

V15 – Losses

V16 – Losses DG Adj (LAG)

V17 – Losses DG Adj. (DGV)

4.49. The purpose of these tables are to provide a framework for the collection and provision of accurate and consistent information on environmental measures. The data is required in order to monitor performance under the different measures, as well as monitoring key drivers of that performance.

4.50. These tables include both measures introduced in DPCR4 and the new measures introduced in DPCR5. Some incentives, such as losses and business carbon footprint require specific information to be provided and manipulated in a very specific manner – and we have provided detailed guidance for these areas.

4.51. The following terms are used in this chapter, and are defined in the Glossary:

- Balancing Mechanism Unit (BMU) Connection Point
- Business Carbon Footprint (BCF)
- Biomass & energy crops (not CHP)
- Bulk Supply Point (BSP)

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- Business energy usage
- Business transport
- Charged DG
- DG Voltage Level
- Distributed Generation (DG)
- Distribution Systems Connection Point (DSCP)
- Embedded BMU Connection Point
- Embedded DSCP
- Environmental Agency (EA)
- Fugitive Emissions
- Grid Supply Point (GSP)
- Half-hourly Settled Connection Point
- Hydro
- Landfill gas, sewage gas, biogas (not CHP)
- Large CHP ($\geq 50\text{MW}$)
- Medium CHP ($\geq 5\text{MW}$, $< 50\text{MW}$)
- Micro CHP (domestic)
- Mini CHP ($< 1\text{MW}$)
- No. of GSPs reinforced – total
- No. of new GSPs – total
- No. of GSPs refurbished
- No. of GSPs reinforced - licensee requirement
- No. of new GSPs - licensee requirement
- Non-DSP Connection Point
- Non-half-hourly Settled Connection Point
- Non-embedded BMU
- Non-embedded DSCP
- Offshore wind
- Onshore wind
- Other Generation
- Photovoltaic
- Post-2005 DG
- Pre-2005 DG
- Registered Power Zone (RPZ)
- SF6
- SF6 Leakage
- Small CHP ($\geq 1\text{MW}$, $< 5\text{MW}$)
- tCO₂e
- Tidal stream & wave power
- Transmission Connection Points
- Waste incineration (not CHP)

Timescales and reporting lag:

4.52. Losses data will be reported with a lag of two regulatory years so that the RF Settlement data can be included and allocated to the year in which it was incurred.

4.53. This is the final data, reported using RF Settlement data. Therefore in any year, the final data will be reported for the losses that occurred two years before. Data must be reported against the year in which it was incurred.

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4.54. It should be noted that the values reported as final data in Worksheets V15, V16 and V17 must have matching values reported in the Input Page and DG Losses Input Page of the Price Control Revenue Information within the Cost and Revenue Reporting RIGs. However, these values will be reported in different years for the two sets of RIGs. As explained above, in the Losses Worksheets V15, V16 and V17 in Regulatory Year t final values are entered for Regulatory Year t-2, and are entered in the Regulatory Year t-2 column. In the Price Control Revenue Information final values are entered for Regulatory Year t-2, but are entered in the Regulatory Year t column. This is because the Price Control Revenue is calculating the losses incentive to be included in the current year Allowed Revenue, based on the final losses data (from two years before).

4.55. For example, for the RIGs reporting in July 2013, The Losses Worksheets and Revenue Information Input Page will all report the losses that occurred in 2010/11. However, for V15, V16, and V17 the values will be entered against 2010/11 whereas for Input Page the values will be entered against 2012/13.

Worksheet V12 – Business Carbon Footprint

4.56. This provides a quantification of all aspects of a DNOs' Business Carbon Footprint (in tonnes of CO₂ equivalent) in order for us to assess the carbon footprint across all the DNOs, and in order that we can compile a league table showing year on year percentage change.

4.57. The performance league table will be based on the subtotal of the BCF not including losses.

4.58. Losses are not included in the league table since they are already incentivised under the losses incentive. However we have included losses in the total BCF in Worksheet V14 in order to provide an annual estimate of total BCF that will align with other environmental reports produced by the company. This will enable us to present the total BCF across all DNOs, but will not be used in the performance league table.

4.59. The associated commentary must contain the methodology used, including detailed emission tables for each of the sections below, and further information on the methodology adopted.

4.60. It is not expected that DNOs must enter historic data, prior to the data they reported to Ofgem for 2009.

4.61. As stated below, a DNO can select the 12 month period that it intends to use as its confirmed reporting year. This confirmed reporting year must have prior approval from Ofgem. We expect the confirmed reporting year to align with the statutory or regulatory accounts.

General principles of the reporting methodology

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4.62. The reporting methodology must be compliant with the principles of the Greenhouse Gas Protocol³ ("GHG Protocol"). In summary⁴, the BCF reporting must be:

- Relevant: the inventory must reflect the substance and economic reality of the company's business relationships, not merely its legal form
- Complete: all relevant emission sources must be included (although in practice lack of data or cost of gathering could be a limiting factor)
- Consistent: accounting approaches, inventory boundary and calculation methodology must be applied consistently over time
- Transparent: information on the processes, procedures, assumptions and limitations of the BCF reporting must be disclosed in a clear, factual, neutral and understandable manner, enabling internal and external verifiers to attest to its credibility
- Accurate: GHG measurements, estimates, or calculations must be systemically neither over nor under the actual emissions value, as far as can be judged, and that uncertainties be reduced as far as practicable

Reporting boundaries

4.63. DNOs must report on all Scope 1 and Scope 2 emissions (and a subset of Scope 3 emissions, as detailed below) on an "operational control" basis, i.e. report all emissions from operations on which the DNO has full authority to introduce and implement its operating policy.

4.64. DNOs must also report on a subset of Scope 3 emissions (business travel and external contractors), to ensure that the reporting captures all of the emissions arising from the development and operation of the licensee's Distribution System, regardless of the legal entity carrying out each activity. According to this, we consider it valuable to focus on contractors emissions relating to the operational transport fleet and mobile power plants.

4.65. DNOs that form part of a larger corporate group must provide a brief introduction outlining the structure of the group. The commentary must detail which organisations' are considered to be within the reporting boundary for the purpose of this exercise.

4.66. Apportionment of emissions across a corporate group to the DNO business units must be made clear in the commentary.

³ <http://www.ghgprotocol.org/>

⁴ For further details, please refer to "GHG Protocol – A corporate Accounting and Reporting Standard", available at: <http://www.ghgprotocol.org/files/ghg-protocol-revised.pdf>

Contractors

4.67. The exclusion of any contractors must be justified and any thresholds used for exclusion must be stated in the commentary.

4.68. The commentary must also include an indication of what proportion of contractors have been excluded. This figure could be calculated based on contract value.

4.69. As far as possible, DNOs must try to ensure that data provided from different contractors is based on consistent assumptions.

Detailed reporting requirements

4.70. DNOs are given flexibility to set their own standards for:

- Reporting year. We expect this generally to align with the statutory or regulatory accounts;
- The use of estimates rather than direct measurement⁵, and any exclusion from the reporting based on (lack of) materiality considerations⁶. Any assumptions used to make estimates must be included in the commentary. It is anticipated that data will need to be estimated under two scenarios:
- When the type of emissions is not measured.
- When there is measurement data, but an estimate is required as the data is not at the same level of granularity as required by the summary BCF worksheet.

4.71. As a general principle, DNOs must focus more on the first type of estimation.

4.72. The commentary must include data tables for each area of emissions (ideally at the same level of granularity as the Defra conversion factors) containing the following information:

- the DNO in question
- the level of emissions (in tCO₂e)
- the data source and collection process⁷

⁵ In accordance with the principles of the GHG protocol and ISO14001, we expect a process of continual improvement, so that estimates are progressively replaced by direct measurement. More attention must be given to those estimates of emissions, which are likely to be significant.

⁶ In cases where emissions have not been estimated, it is important that this is transparently documented and justified in the methodology.

⁷ Collection processes requiring a more detailed explanation must be elaborated upon elsewhere in the commentary.

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- the relevant physical units e.g. miles
- the emission conversion factor used
- the source of the emission conversion factor (this shall be Defra unless there is a compelling case for using another conversion factor)
- the Scope of the emissions i.e. Scope 1, 2 or 3
- whether the emissions have been measured or estimated
- any tools used in the calculation
- Whether the emissions stem from contractors

4.73. The commentary must also include details of any auditing a DNO has performed to verify their emissions data.

Apportionment across Distribution Service Areas

4.74. When the emissions data is not available for individual Distribution Service Areas then the apportionment factor used must be transparent. The basis for calculating the apportionment factor must also be included in the commentary.

4.75. We expect that the basis for calculating the apportionment factor will vary according to the area of emissions. The table below gives the preferred basis for determining the apportionment factor. Other methodologies can be used, but they must be justified.

Table XX: Apportionment factor determination

Area of emissions	Basis for apportionment factor
Building usage	Head count
Operational Transport	Network length or km ² of the DSA.
Business transport	Head count, or like operational transport
Substations usage	Number of substations
Diesel mobile generation	CML or CI or number of interventions

Guidance on completing the worksheet

Buildings energy usage

4.76. Emission for electricity usage in buildings must be converted according to the factor for the "Grid Rolling Average".

4.77. Natural Gas, Diesel and other fuels are all categorised as fuel combustion and must be converted to tCO₂e on either a Gross Calorific Value (Gross CV) or Net Calorific Value (Net CV) basis. We expect that this element of the chosen approach is clearly stated in the commentary and that this is consistently applied over time.

4.78. Electricity usage in substations must be captured under "Buildings energy usage". All substation consumption must be treated as energy supplied rather than losses. It is recognised that not all substations will be metered; rather, it is expected

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that licensees will in time register all substation as unmetered supplies and develop a common method for estimating consumption. Each licensee must include in its methodology (included in the commentary) the basis on which energy supplied has been assessed. Estimation could be based on a bottom-up approach, whereby the substation energy usage is split into estimates of its constituent parts, such as heating and lighting etc.

Transport

4.79. Defra guidelines provide for a range of emission conversion factors for transport means, with the aim to provide the best possible estimate of emissions from the vehicle portfolio owned and/or operated by the company. The reporting must, as far as reasonably practicable, use the full range of emission conversion factors available (as applicable to the range of means of transport actually used by the company).

4.80. Defra allows for transport to be entered in terms of both mileage and fuel consumption. Reporting must be based upon mileage, using conversion factors at the greatest level of disaggregation that is reasonably practicable. Reporting can be based on fuel consumption only where detailed and reliable data is available, e.g. through fuel cards.

4.81. In cases where emission factors for specific transport means are not available (we are aware of this issue for helicopters, but there may be some other instances) the equivalent tonnes of carbon dioxide (tCO₂e) must be estimated and summed to the closest means of transport (e.g. "air" for helicopters). The methodology and assumptions used for estimating/measuring these emissions must be included in the commentary.

4.82. Operational Transport is the transportation (often a fleet of vehicles) used in the day to day operation of the business – i.e. in the inspection and maintenance of the network.

4.83. Business Transport is that undertaken by staff travelling to locations that are other than their normal place of work or moving between sites for purposes such as meetings.

Fugitive emissions

4.84. This category caters for GHG emissions from a range of gases that may be relevant to the DNO business. We anticipate that this will mainly include SF₆ emissions, but other gases may be included (e.g. HFC from air conditioning). SF₆ emissions must be reported in accordance with ENA-ER S38, using Defra conversion factors.

4.85. The commentary must identify which fugitive emissions have not been calculated or estimated.

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Fuel combustion (non-building)

4.86. This is to cover for non-building fuel usage, such as mobile plants and the stand-by diesel mobile generators that are deployed from time to time in response to planned outages or faults. Defra emissions factors must be used. All mobile plant and generation used by the licensee, related and affiliate undertakings, contactors and sub-contractors must be included in so far as it is reasonably practicable. The methodology must describe the degree of estimation, and decisions to exclude any sources of emissions, applied.

Losses

4.87. This is to consider DNO's responsibility towards losses as a Scope 2 emission, using the same Defra conversion factor "Grid Rolling Average" that was used for buildings emissions. Substation electricity usage must be excluded from the reported emissions for network losses, so that it is not double-counted.

4.88. The BCF losses are reported on a different basis to the losses reported in Worksheet V15. In Worksheet V15 losses are reported with a two year lag, whilst in the BCF table the losses must be estimated for the current year. Worksheet V15 will also contain an estimate of the current year's losses, however it is recognised that this may not match the losses reported under BCF due to the fact that the reporting period for the BCF does not necessarily match the Regulatory Year.

4.89. As explained above, an estimate of losses is required because it is important for Ofgem to have an indication of the overall BCF for a company and across all DNOs; however the BCF losses estimate is not included in the BCF performance assessment as reported in the league table.

Worksheet V13 – Transmission Connection Points

4.90. The purpose of this table is to collect information relating to the demand and supply capacity at the GSPs substations and to identify new and expanded capacity, in order to monitor and inform the Transmission Connection Point Charges incentive scheme.

4.91. All assumptions must be included in the commentary.

4.92. It is acceptable to use fractions to indicate a shared GSP; where the fraction must indicate what proportion of the Transmission Connection Point Charges for that GSP the licensee pays for. However, an explanation of how the apportionment has been calculated must be included in the commentary.

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4.93. Data elements are defined in the glossary, with additional explanation for the Number of substations within (demand/capacity) % bands set out below.

Number of substations within (demand/capacity) % bands:

4.94. For both Peak demand / intact capacity and Maintenance period demand / n-2 capacity - >300MW demand groups only, the number of GSP substations within each utilisation percentage band must be reported, where:

- peak demand is the maximum demand of the demand group at the substation,
- maintenance period demand is as defined in the Security and Quality of Supply Standard, and
- for n-2 capacity - >300MW demand groups only, the second circuit outage condition as set out in the SQSS – only applicable for substations where the peak group demand is greater than 300MW.

Worksheet V14 – RPZ

4.95. This table collects all the information about Registered Power Zones (RPZ).

4.96. Each individual RPZ should be listed by name, along with the starting year and the RPZ DG capacity connected (or forecast to be connected) in the relevant year where:

- **RPZ starting year is the** reporting year in which the RPZ was first registered
- **RPZ DG capacity is the** sum of Post-2005 DG capacity (in MW) of all the Post-2005 DG whose connection point is contained in a RPZ.

Worksheet V15 – Losses

4.97. As part of DPCR5 a consistent measure of losses was implemented across all DNOs to improve the comparability and transparency of DNOs' performance against the incentive. The common calculation of losses is based on the following principles:

- common reporting across all DNOs – to ensure that the reporting of losses is consistent and comparable,
- the use of Settlement data – which is compiled, validated and audited in accordance with agreed industry processes,
- minimal (and pre-authorised) DNO manipulation of data,
- the use of actual energy entering and exiting the networks at network boundary points – so that the calculation of losses and the evaluation of performance is not masked by unnecessary adjustments that are made for Settlement purposes,
- where possible the use of Settlement data flows already used by the DNOs (to avoid costly changes to their systems), and

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- Use of a two year reporting lag – to enable the Settlement reconciliation process (data will be used at Run Final, RF), to increase the accuracy of the losses calculation.

4.98. This means that in reporting losses, DNOs will not use provision accounts or adjust Settlement data in any way other than the specific calculations we have detailed.

Guidance for calculating distribution losses:

4.99. In accordance with SLC 44B, DNOs must measure, record and provide Specified Information to the Authority. In particular, the Specified Information comprises the System Entry Volumes and Units Distributed, which are the primary inputs into the calculation of Adjusted Distribution Losses for the purpose of CRC 7 ('Adjustment of licensee's revenues to reflect distribution losses performance').

4.100. The calculation of energy entering (System Entry Volumes) and exiting (Units Distributed) a DNO's network must take account of all sources and uses of energy entering and leaving the network at different types of network connection point. All connection points (except for Non-Distribution Service Provider (DSP) connection points) are registered in Settlement, meaning that the energy flows at these boundary points are recorded, validated and used in accordance with the Balancing and Settlement Code (BSC). Depending on the technical details of boundary points the energy flowing through them is either recorded in Central Volume Allocation (CVA) or Supplier Volume Allocation (SVA)⁸.

4.101. Details of energy flows at boundary points registered in Settlement are communicated to BSC Parties, Central Agents and Party Agents using data flows that are provided by the BSC. These data flows are described in the Interface Definition and Design document (which relates to CVA data) and Data Transfer Catalogue (which relates to SVA data). Throughout the following sections, the relevant data flows will be identified by the standard Settlement reference (e.g. CDCA I030).

4.102. The following detailed definitions and instructions describe what the Specified Information is and how it must be calculated.

Detailed definitions and instructions - System Entry Volumes and Units Distributed:

⁸ Boundary points registered in CVA are defined by BSC Section K2.1.1; all other boundary points are registered in SVA, in accordance with BSC Section K2.4.1.

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4.103. In the sections below we describe the different data elements according to the network connection point. In the RIGs tables, this data is reported according to whether it is entering (System Entry Volumes) or exiting (Units Distributed) the network and according to the network connection point.

4.104. When calculating volumes of energy, DNOs must ensure consistency with the relevant Aggregation Rules – for more information see the sub-section below, which is entitled 'Additional Instructions and Guidance'.

GSP, non-embedded DSCP and non-embedded BMU

4.105. Energy entering or exiting the DNO's Distribution System via GSPs, non-embedded DSCPs and non-embedded BMUs in a Regulatory Year is calculated as the net total energy reported on all CDCA I030 flows for all GSPs, non-embedded DSCPs and non-embedded BMUs to the DNO's Distribution System over the course of the relevant Regulatory Year. In calculating the units entering or exiting the DNO must:

- for each GSP and non-embedded DSCP, record the most up to date CDCA I030 data flows that relate to each day of the relevant Regulatory Year.
- for each non-embedded DSCP record the most up to date CDCA I030 data flows that relate to each day of the relevant Regulatory Year or alternately record the most up to date CDCA I012 and I014 data flows that relate to each day of the relevant Regulatory Year.
- for each non-embedded BMU, record the most up to date CDCA I042 data flows that relate to each day of the relevant Regulatory Year or alternately record the most up to date CDCA I012 and I014 data flows that relate to each day of the relevant Regulatory Year.
- for each GSP sum together the daily volumes of energy entering reported in the CDCA I030s to calculate an annual volume of energy entering. similarly, sum together the daily volumes of energy exiting reported in the CDCA I030s to calculate an annual volume of energy exiting.
- for each non-embedded DSCP sum together the daily volumes of energy entering reported in the CDCA I030s (or I012s and I014s) to calculate an annual volume of energy entering.
- similarly, sum together the daily volumes of energy exiting reported in the CDCA I030s (or I012s and I014s) to calculate an annual volume of energy exiting.
- for each non-embedded BMU sum together the daily volumes of energy entering reported in the CDCA I042s (or I012s and I014s) to calculate an annual volume of energy entering.
- similarly, sum together the daily volumes of energy exiting reported in the CDCA I030I042s (or I012s and I014s) to calculate an annual volume of energy exiting.
- sum together the annual volumes of energy entering GSPs, non-embedded DSCPs and non-embedded BMUs (taking account of the direction of flow).
- similarly, sum together the annual volumes of energy exiting GSPs, non-embedded DSCPs and non-embedded BMUs (taking account of the direction of flow).
- subtract the annual volume of energy exiting from the annual volume of energy entering.

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- if the difference is positive, the value must be entered in Worksheet V15 against the 'Units entering via GSPs' for the relevant Regulatory Year. If the product is negative, the value must be entered in Worksheet V15 against the 'Units distributed via GSPs' for the relevant Regulatory Year.

A new class of CVA connection points known as Offshore Transmission Connection Points has been established, and are currently defined as GSPs, although a BSC modification proposal currently under discussion could change that classification. It may in certain cases be advisable to report these units separately and the blank line/s in the table may be utilised for this purpose.

Embedded DSCP

4.106. Energy entering or exiting the DNO's Distribution System via embedded DSCPs is the gross total energy entering or exiting that is reported on all CDCA I012 and I014 flows for all embedded DSCPs to the DNO's Distribution System over the course of the relevant Regulatory Year. In calculating the units entering or exiting the DNO must:

- for each embedded DSCP record the most up to date CDCA I012 and I014 data flows that relate to each day of the relevant Regulatory Year,
- sum together the daily volumes of energy entering reported in the I012 and I014s to calculate a gross annual volume of energy entering via embedded DSCPs. This value must be entered in Worksheet V15 against the 'Units entering via embedded DSCPs' for the relevant Regulatory Year, and
- sum together the daily volumes of energy exiting reported in the I012 and I014s to calculate a gross annual volume of energy exiting via embedded DSCPs. This value must be entered in Worksheet V15 against the 'Units distributed via embedded DSCPs' for the relevant Regulatory Year.

Embedded BMU Connection Point

4.107. Energy entering or exiting the DNO's Distribution System via embedded BMUs is the gross total energy entering or exiting that is reported on all CDCA I012 and I014 flows for all 'embedded' BMUs to the DNO's Distribution System over the course of the relevant Regulatory Year. In calculating the units entering or exiting the DNO must:

- for each embedded BMU record the most up to date CDCA I012 and I014 data flows that relate to each day of the relevant Regulatory Year,
- sum together the daily volumes of energy entering reported in the I012 and I014s to calculate gross annual volumes of energy entering via embedded BMUs. This value must be entered in Worksheet V15 against the 'Units entering via embedded BMUs' for the relevant Regulatory Year, and
- sum together the daily volumes of energy exiting reported in the I012 and I014s to calculate a gross annual volume of energy exiting via embedded BMUs. This value must be entered in Worksheet V15 against the 'Units distributed via embedded BMUs' for the relevant Regulatory Year.

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Half-hourly Settled Connection Point (HHSCP)

4.108. Energy entering or exiting the DNO's Distribution System via HHSCPs is the gross total energy entering or exiting that is reported on SVA D0036 or D0275 data flows for all HHSCPs to the DNO's Distribution System over the course of the relevant Regulatory Year. HHSCPs which are associated with distribution networks outside the DNO's Distribution Service Area but which are included in the SVA D0036 or D0275 data flows must be excluded from the calculations. In calculating the units entering or exiting via HHSCPs, the DNO must:

- for each HHSCP record the most up to date D0036 or D0275 data flows that relate to each day of the relevant Regulatory Year,
- sum together the daily volumes of energy entering reported in the D0036 or D0275s to calculate gross annual volumes of energy entering via HHSCPs. This value must be entered in Worksheet V15 against the 'Units entering via HHSCPs' for the relevant Regulatory Year, and
- sum together the daily volumes of energy exiting reported in the D0036 or D0275s to calculate gross annual volumes of energy exiting via HHSCPs. This value must be entered in Worksheet V15 against the 'Units distributed via HHSCPs' for the relevant Regulatory Year.

NHHSCP

4.109. Energy entering or exiting the DNO's Distribution System via NHHSCPs is the gross total energy entering or exiting that is reported on SVA D0030 data flows for all NHHSCPs to the Distribution System over the course of the relevant Regulatory Year. In calculating the units entering or exiting the DNO must:

- for each NHHSCP record the most up to date D0030 data flows that relate to each day of the relevant Regulatory Year for all NHHSCPs with the Distribution System,
- sum together the daily volumes of energy entering reported in the D0030s to calculate gross annual volumes of energy entering via NHHSCPs. This value must be entered in Worksheet V15 against the 'Units entering via NHHSCPs' for the relevant Regulatory Year, and
- sum together the daily volumes of energy exiting reported in the D0030s to calculate gross annual volumes of energy exiting via NHHSCPs. This value must be entered in Worksheet V15 against the 'Units distributed via NHHSCPs' for the relevant Regulatory Year.

Non-DSP Connection Point

4.110. Energy entering or exiting at a Non-DSP Connection Point is based upon the DNO's calculated energy for billing the IDNO or for billing the suppliers to the HHDSPs and/or NHHDSPs on a private network for use of the DNO's network by one or more of the methods set out below. For the relevant Regulatory Year the amount

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of energy that has entered and exited their Distribution System at Non-DSP Connection Points must be entered in Worksheet V15.

4.111. Where the DNO calculates energy for billing the IDNO for use of the DNO's network at a Non-DSP Connection Point based upon the metered quantities at the IDNO boundary then the energy entering or exiting at the Non-DSP Connection Point shall be calculated in the same way.

4.112. Where the DNO calculates energy for billing the IDNO for use of the DNO's network at Non-DSP Connection Points on a portfolio basis using the HHSCP and NHHSCP settlement data for the end users of the IDNO network then the energy entering or exiting at the Non-DSP Connection Points shall be calculated by correcting the billed quantities back to the Non-DSP Connection Point by one of the following mechanisms. The DNO may adopt either (or a mix) of the two methods providing that the settlement data from IDNO portfolio billing can be identified to come from either metered sites or unmetered sites.

4.113. Where a DNO had elected to install a code of practice compliant meter maintained by an accredited meter operator at all Non-DSP Connection Points applicable to a tariff group for a particular IDNO, then when calculating the energy entering or exiting at those Non-DSP Connection Points the DNO shall remove the billed quantities for that Tariff Group for that IDNO from the losses calculation and substitute the metered quantities.

4.114. Where a DNO had elected not to install metering at all Non-DSP Connection Points applicable to a Tariff Group for a particular IDNO, then when calculating the energy entering or exiting at those Non-DSP Connection Points the DNO shall correct the billed quantities back to the Non-DSP Connection Point by applying the appropriate ratio of published Loss Adjustment Factors (LAFs) and remove the billed quantities for that Tariff Group for that IDNO from the losses calculation and substitute the corrected quantities using the following calculation:

$$\text{Energy}_{\text{NDCPL}} = \text{Energy}_{\text{B}} \times \text{LAF}_{\text{B}} / \text{LAF}_{\text{NDCP}}$$

Where:

$\text{Energy}_{\text{NDCPL}}$ is the amount of energy that has entered and exited at the Non-DSP Connection Points after correction for LAFs

Energy_{B} is the amount of energy billed to the IDNO for a particular tariff within the Tariff Group (i.e. the amount of energy at the IDNOs HHSCPs and NHHSCPs)

LAF_{B} is the loss adjustment factor applicable to the energy at the IDNO's HHSCPs and NHHSCPs (i.e. the billed volumes)

LAF_{NDCP} is the loss adjustment factor applicable to the Non-DSP Connection Points

4.115. LAF_{B} for each tariff within the Tariff Groups shall be the simple average of the set of LAFs published by the IDNO within its Use of System Charging Statement (issued in accordance with Licences Condition 14). In the event that the IDNO does

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not publish such LAFs the DNO shall substitute the most appropriate set of LAFs from its own Use of System Charging Statement.

4.116. LAF_{NDCP} for each Tariff Group shall be the simple average of the set of LAFs published by the DNO within its Use of System Charging Statement that would apply if the Non-DSP Connection Points were HHSCPs or NHHSCPs. In the event that the Tariff Group is applicable to SCs covered by more than one set of LAFs then LAF_{NDCP} for the Tariff Group shall be the simple average of the simple averages of the appropriate sets of LAFs.

4.117. Where the DNO calculates energy for the billing of HHSCPs and NHHSCPs on a private network using data contained in the D0030, D0036 or D0275 data flows to the DNO and where this energy can be identified as belonging to such networks, the DNO may correct the billed quantities back to the Non-DSP Connection Point by applying the appropriate ratio of published LAFs as set out above, excepting that LAF_B shall always be calculated from the most appropriate set of LAFs from the DNO's own Use of System Charging Statement. The DNO shall ensure that energy identified for this purpose is excluded from the energy reported as entering or exiting at HHSCPs or NHHSCPs and the corrected quantities are included within the reporting of the energy entering or exiting at Non-DSP Connection Points.

Additional instructions and guidance:

Inset networks and Convenience Customers

4.118. Energy entering or exiting a DNO's Distribution System because of a Convenience Customer or Inset Network must be attributed to the DNO's Distribution System that customer or Inset Network is connected to, not the DNO whose region they may be located within by virtue of geography.

Use of Aggregation Rules

4.119. The direction of energy flowing across GSPs, DSCPs, BMUs and any other Connection Points is determined in accordance with Aggregation Rules that are submitted by the DNO to the CDCA.

4.120. DNOs must therefore use these Aggregation Rules to correctly determine the direction of energy to or from their Distribution Systems when calculating System Entry Volumes and Units Distributed.

Use of I012s and I014s

4.121. CDCA I012 and I014 data flows report raw and estimated metered data in relation to the energy entering and exiting the Distribution System at connection points registered in CVA.

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4.122. For a particular CVA connection point on any given day in a relevant Regulatory Year, the DNO must use the energy reported in the most up to date validated I012. Only if an I012 is not sent by the CDCA, received by the DNO or fails validation in accordance with the BSC, then the DNO must use the energy reported in the I014 flow that corresponds to that day.

Sources excluded from the calculation of losses

4.123. Any data source that is not accounted for in Settlement or does not arise from a connected IDNO network within the timescales set out below must not be included in the calculation of losses. This includes, but is not limited to:

- data relating to theft of energy not entered into Settlement or otherwise reported by BSC processes,
- embedded distributed generation not registered in Settlement,
- own site use (e.g. substation usage, which is described further below) not registered in Settlement, and
- any known or perceived anomalies that are not captured in Settlement.

Substation energy usage

4.124. DNOs must register their substation usage with a supplier so that it is properly taken account of in the Settlement process and will therefore be reported using one of the CVA or SVA data flows described above.

4.125. DNOs who do not register their substation usage in Settlement cannot include this usage in the calculation of losses.

4.126. It should be noted that the substation usage (as registered with suppliers) is to be reported in the Costs and Revenue Reporting RIGs, against Substation Electricity in the worksheet for C34 Non Activity Based Costs.

Worksheet V16 – Losses DG Adj (LAG)

4.127. In accordance with CRC7.10 (b), DNOs are allowed to make an adjustment to the calculation of Adjusted Distribution Losses to take account of the effect caused by distributed generators connected to the Distribution System with a loss adjustment factor less than 0.997.

4.128. Distributed generators connected to the Distribution System with a loss adjustment factor less than 0.997 must be listed individually, with the site name and the loss adjustment factor identified in each Regulatory Year.

4.129. In calculating the value of LAG for each relevant distributed generator the DNO must apply the loss adjustment factors used in the relevant settlement procedure of the Balancing and Settlement Code in respect of the distributed

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generator in question to the units for that generator for each half hour of the regulatory year, and then divide the sum of those loss adjusted units by the total number of units entering the licensee's network from that generator in that year.

Worksheet V17 – Losses DG Adj (DGV)

4.130. To calculate the adverse effect (DGV) of distributed generators in accordance with CRC7, the DNO must follow the same instructions described above for calculating volumes of energy entering their network and report the total adjustment calculated for each Regulatory Year.

4.131. The same sites as identified in the Losses DG Adjustment (LAG) Worksheet V16, must be identified by name with the units entering the DNO's Distribution System from that site for each Regulatory Year.

Worksheet V18 – Quality of Service

V18 – QoS Activity

4.132. This worksheet is a placeholder at present, DNOs are not required to report for 2010. Required reporting for future years in this worksheet, will be developed by Ofgem through the Quality of Service Working Group.

5. Instructions for completing the Memo and Disaggregated Cost Workbook

Introduction

5.1. The purpose of the instructions and guidance in this chapter is to provide a framework for the collection and provision of accurate and consistent cost and other data from the DNOs.

5.2. This chapter deals with additional cost data useful to Ofgem in the form of memorandum tables, containing data on a different basis to that collected in the main worksheets, and disaggregated data to allow us a better understanding of the costs reported.

5.3. All costs are to be entered on a Cash Basis (see Glossary) and exclusive of atypical items except where specifically instructed to report data. Cash means exclusive of all provisions and all accruals and prepayments that are not incurred as part of the ordinary level of business.

5.4. All numbers must be entered as positive, except for the following items:

- Income
- Customer Contributions
- Cost Recoveries
- Profits reported in the Non Activity Based Costs worksheets

5.5. The income must be that which is shown in the Profit and Loss Account (Income Statement), and itself would represent the income on a WIP basis. Any values not shown on a WIP basis must be highlighted in the commentary showing the financial impact of the divergence from that policy.

Worksheets - Admin

Cover – Memo and Disaggregated Workbook

5.6. This sheet is used for key DNO data including the DNO name, the reporting year and the names of related parties.

Navigation

5.7. This worksheet details what tables are contained within the workbook, and provides hyperlinks to all the tabs.

Check Sheet

5.8. This worksheet collects together the results of all the checks included within the pack to provide an easy reference to determine whether there are any clear errors in the pack. The DNO is not required to input any data on this worksheet.

Worksheets CM1 to CM8 Disaggregated Cost Data Workbooks

5.9. The following workbooks provide disaggregated cost data to allow a better understanding of the costs incurred by the DNOs. The worksheets consist of:

- CM1 – Network Design and Engineering
- CM2 – Engineering Management & Clerical Support (EMCS)
- CM3 – Control Centre
- CM4 – Operational Training including Workforce Renewal
- CM5 – Operational Training non-cost
- CM6 – Property Management
- CM7 – Finance and Regulation
- CM8 – CEO etc

Worksheet CM1 – Network Design and Engineering

5.10. This worksheet provides a disaggregation of Network Design and Engineering expenditure to allow Ofgem a better understanding of the costs incurred. The worksheet splits these costs by the following categories:

- Strategic planning of the distribution network
- General and Fault level reinforcement
- Demand connections
- Relevant Distributed Generation Connections
- Other Network Investment

5.11. These categories are defined within the Glossary.

5.12. Once the total costs of each sub-activity have been entered the check cells will ensure that the total gross costs reconcile with the Network Design and Engineering costs in the Cost Matrix worksheet.

Worksheet CM2 - Engineering Management and Clerical Support

5.13. This worksheet provides a further disaggregation of Engineering Management and Clerical Support (EMCS) costs to allow Ofgem a better understanding of the costs incurred. The tables split the EMCS costs into the following categories which are defined in the Glossary:

- Strategic Network Plan Development and Implementation

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- Work Planning, Budgeting, Allocation and Control
- Health & Safety
- Streetworks Admin: Customer Funded
- Streetworks Admin: DUoS Funded
- Wayleaves Payments
- Wayleaves and Easements/Servitudes: Admin Costs
- Clerical Support

5.14. Once the total costs of each sub-activity have been entered the check cells will ensure that the total gross costs reconcile with the costs included for EMCS in the Cost Matrix worksheet.

Worksheet CM3 – Control Centre

5.15. This worksheet provides a disaggregation of Control Centre expenditure to allow Ofgem a better understanding of the costs incurred. The worksheet splits these costs by:

- Outage Planning and Management
- Real Time Control and Monitoring
- Dispatch
- Emergency Planning

5.16. These categories are defined within the Glossary

5.17. Once the total costs of each sub-activity have been entered the check cells will ensure that the total gross costs reconcile with the Control Centre costs in the Cost Matrix worksheet.

Worksheet CM4 - Operational Training (Costs)

5.18. This worksheet is the prime data input for Operational Training costs. The table includes the net costs defined as Workforce Renewal (WFR) and other Operational Training costs.

5.19. The purpose of this worksheet is to collect data on operational training (including workforce renewal) to enable the DNOs to demonstrate that they are using their workforce renewal allowance appropriately and ensure the DNOs do not gain undue benefits by deferring expenditure in this area. The workforce renewal element of operational training has been treated on a 'use-it-or-lose-it' basis in DPCR5.

5.20. The tables in this worksheet require costs to be split between the class of staff undertaking the training and between the types of training being provided.

5.21. The classes of staff are split between:

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- Craftsperson
- Engineers
- Non-Engineering Roles

5.22. The types of training are split between:

- New Recruits
- Upskilling
- Operational Refreshers

5.23. Operational refresher costs are considered non-WFR costs and must be reported according to the three levels of skills.

5.24. Any open learning course costs should be reported as part of classroom training. Any materials costs etc should be reported within Training and Course Material costs

5.25. DNOs must identify each skill level cost according to whether the training is conducted within a classroom setting or "on the job", as well as training centre and training administration costs.

5.26. Trainer and course material costs associated with classroom training must be reported separately for each of the three categories of operational training.

5.27. Recruitment costs must be reported separately for each of the three categories.

5.28. the check cells will ensure that the total net costs reconcile with those reported in the Cost Matrix worksheet.

Worksheet CM5 - Operational training (Non Costs)

5.29. This table reports non-cost statistics of employees undertaking WFR and non-WFR operational training, as well as numbers of employees leaving the DNO. The data will be used to assist Ofgem to monitor the need, extent and efficiency of training provided.

5.30. The total number of training days attended by all employees should be entered. Individual employees should be counted multiple times if they attend numerous training courses/programmes.

5.31. To achieve this we require data relating to the training required, as indicated by the leavers data, the number of training days and the number of attendees for training.

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5.32. For the three skill levels reported in the operational training sheet, record the number of employees as head count (HC) undertaking operational training who are:

- New recruits recruited in the year
- New recruits recruited in previous years but still undergoing initial training programme
- Up-skilling
- Up-skilling Continuation of upskilling training from prior reporting period
- Undertaking operational refresher training

5.33. For the three skill levels, record the number of FTEs associated with:

- Leavers - due to retirement
- Leavers - due to reasons other than retirement

Worksheet CM6 - Property Management

5.34. This worksheet provides a further disaggregation of Property Management costs to allow Ofgem a better understanding of the costs incurred.

5.35. Property Management excludes the costs of Operational Training Centres. Those costs are included in the Operational Training activity.

5.36. The Property Management costs are split between the following categories:

- Buildings
- Grounds
- Repairs and maintenance
- Front of house (including security, reception, porters)
- Catering
- Cleaning
- Property Management - Other (including postage, reprographics)

5.37. Once the total costs of each sub-activity have been entered the check cells will ensure that the total gross costs reconcile with the Property Management costs in the Cost Matrix worksheet.

5.38. This worksheet is only required for completion during the 2010-11 reporting year. Subsequently, it will only be required to be updated when the data has changed; until the end of DPCR5 (2014-15) when the information will be required again.

5.39. The threshold for the obligation to report changes in this worksheet is £500,000.

Worksheet CM7 - Finance and Regulation

5.40. The worksheet collects disaggregated data on the Finance and Regulation activity to provide Ofgem with a better understanding of the costs and to help identify where inconsistency of reporting may be occurring.

5.41. The key terms used in this worksheet are sub activities of Finance and Regulation are defined in the Glossary and include:

- Finance (excluding taxation and audit)
- Taxation (compliance and planning - internal & external)
- Audit (external and internal)
- Connections policy and agreement management
- Regulation
- Subscriptions to trade associations
- Procurement
- Fines & Penalties (other than in Streetworks)
- Insurance - Premiums
- Insurance - Management
- Insurance - Claims management
- Settlements data management
- Third Party payouts by DNO
- Finance and Regulation - Other
- Insurance - Claims paid out to DNO
- Finance and Regulation - Other Income

5.42. The Insurance Premiums row will be automatically populated from the – information contained within the Insurance sections of this worksheet .

5.43. Once the total costs of each sub-activity have been entered, the check cells must ensure that the total costs reconcile with the costs included for Finance and Regulation in the Cost Matrix worksheet.

5.44. The second part of this worksheet includes a range of commonly purchased insurance policy types. Input the annual premium costs of the policies listed where appropriate, adding any other insurance type(s) to the list if not adequately covered by the existing set.

5.45. In the last section of this worksheet, the Insurance Policy Payouts (to the DNO) are payments which the DNO receives.

5.46. Once the total costs of each sub-activity have been entered the check cells will ensure that the total gross costs reconcile with the Finance and Regulation costs in the Cost Matrix worksheet.

Worksheet CM8 - CEO etc

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5.47. This is the prime cost data for CEO etc and related costs. The costs are disaggregated to allow Ofgem a better understanding of the costs and to help identify where inconsistency of reporting may be happening.

5.48. The key terms used in this worksheet are sub-activities of CEO etc, and are included within that definition in the Glossary. The sub-activities are:

- Non-executive & group directors labour costs & board meeting costs,
- Management charges from affiliates of a general non-specific nature,
- Provision of corporate communications/community awareness,
- Provision of Legal Services,
- Provision of company secretarial services, and
- CEO etc - Other.

5.49. Once the total costs of each sub-activity have been entered the check cells will ensure that the total gross costs reconcile with the costs included for CEO etc in the Cost Matrix worksheet.

Worksheets CM9 to CM17 - MEMO Tables

5.50. These worksheets provide alternative analysis of costs reported elsewhere within the RIGs for specific analysis and to allow a better understanding of these costs by Ofgem. The worksheets included in this section of the workbook are:

- CM9 – Distributed Generation
- CM10 – Information Technology
- CM11 – Contractor Type Analysis
- CM12 – Materials provided by Contractors
- CM13 – Indirects within Contractors
- CM14 - Non-Operational Property Analysis
- CM15 - Streetworks by Category
- CM16 - Streetworks by Cost Type
- CM17 – Full Time Equivalent by Category

Worksheet CM9 – Distributed Generation

5.51. These tables support and inform the DG scheme and also provide information relevant to use of system charges for DG.

5.52. The accompanying commentary must include ranges of uncertainty for all forecasts of number of projects and MW.

DG network unavailability (MWh):

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5.53. This is the sum, for all Charged DG, of the products resulting from the multiplication of the network interruption duration, experienced during the reporting year, by the Charged DG capacity for each installation experiencing the interruption.

5.54. It only refers to that DG eligible for network unavailability payments – and therefore where the generator has agreed to the standard condition.

Network interruption duration:

5.55. This is, for a Charged DG in the relevant year and connected at HV or above, the total duration of all occurrences on the DNO's Distribution System, within the reporting year, each of which involves a physical break in the circuit between the DG and the rest of the system or any other open circuit condition, which prevents that DG from exporting power for a consecutive period of three minutes or longer. It excludes:

- 50 per cent of the total duration of cases where DNO takes pre-arranged outages of its equipment for which the statutory notification has been given to the DG,
- cases where the relevant agents for DG had specific exemption agreements with the DNO in the connection and use of system agreement(s), (relevant agents being parties such as the generator owner, relevant suppliers, meter registrant or independent distribution network operator who enters into the connection and use of system agreement(s) with the DNO on behalf of the generator), and
- cases where the network interruption was caused primarily by severe weather or other events as more fully described in Appendices 2 and 3 respectively of CRC 8.

5.56. The start time of a network interruption is the earlier of the time at which:

- the first report, whether from DG, DNO's own alarm system, employee or agent, is received of a loss of connection or other abnormality which prevents a circuit or other item of equipment from carrying output from DG or being able to withstand "through fault current", or
- the relevant circuit is automatically, deliberately or otherwise disconnected.

5.57. The completion of a network interruption is the time when the connection is restored from the network to the DG so that the DG is able to generate at its agreed capacity.

Baseline network interruption duration:

5.58. This is the total network interruption duration in a reporting year for a Charged DG, above which the network unavailability rebate will apply.

Pre-2005 DG (MW):

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5.59. This is the highest active electrical power that could be generated (or the relevant incremental change of this amount in cases of the expansion of existing DG plant) by Pre-2005 DG that is still energised in the reporting year, with a generator capacity of 5MW(/MVA) or above, according to the connection and use of system agreement(s) in force on 31 March of the relevant year or notification in cases of generation covered by Engineering Recommendation G83/1.

Pre-2005 DG – No. of projects:

5.60. This is the number of separate DG plant classified as Pre-2005 DG that are still energised in the reporting year, with a generator capacity of 5MW(/MVA) or above.

Pre-2005 charged DG – MW:

5.61. This is the highest active electrical power that could be generated (or the relevant incremental change of this amount in cases of the expansion of existing DG plant) by Pre-2005 DG, according to the connection and use of system agreement(s) in force on 31 March of that relevant year or notification in cases of generation covered by Engineering Recommendation G83/1 and that is subject to use of system charges in the reporting year.

Pre-2005 charged DG - No of projects:

5.62. This is the number of separate DG plant classified as Pre-2005 DG that are still energised as the reporting year, with a generator capacity of 5MW(/MVA) or above that are subject to use of system charges in the reporting year.

Post-2005 DG:

5.63. Post-2005 DG is reported by technology type, DG voltage level, no of projects and MW connected.

Technology type:

5.64. This is classified according to the table below:

Table 1: Technology type

Type	Description
1	Onshore wind
2	Offshore wind
3	Tidal stream & wave power
4	Biomass & energy crops (not CHP)
5	Hydro
6	Landfill gas, sewage gas, biogas (not CHP)

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7	Waste incineration (not CHP)
8	Photovoltaic
9	Micro CHP (domestic)
10	Mini CHP (<1MW)
11	Small CHP (>=1MW, <5MW)
12	Medium CHP (>=5MW, <50MW)
13	Large CHP (>=50MW)
14	Other generation

Voltage level:

5.65. This is the voltage level at the point of metering the DG, and is classified as LV, HV, EHV or 132kV.

No. of Projects:

5.66. This is the number of separate DG plant.

MW connected:

5.67. This is the highest active electrical power that could be generated (or the relevant incremental change of this amount in cases of the expansion of existing DG plant) by a DG for the reporting year, according to the connection and use of system agreement(s) in force on 31 March of that relevant year or notification in cases of generation covered by Engineering Recommendation G83/1.

Worksheet CM10 - Information Technology Systems Overview

5.68. This worksheet collects costs information about the IT and Telecoms systems utilised by DNOs.

5.69. These costs are to be reported by:

- Infrastructure & Management Costs
- IT/Telecoms Applications Costs

5.70. They are further broken down into the categories of:

- New Assets Operational
- New Assets Non-Operational
- IT Maintenance and Running Costs

5.71. The key terms for this worksheet are defined in the Glossary, and include:

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- IT/Telecoms Network Provision
- IT/Telecoms Network Maintenance
- Telecoms Voice and Data Network Usage
- Telecoms Telecontrol Network
- IT Servers Support/ Services
- IT Environmental Control Systems
- IT Clients Support/ services
- Telecoms Management
- IT Management
- IT Applications maintenance and running costs
- IT New Application software and upgrade costs

Worksheets CM11 to CM13 – Contractors

5.72. These worksheets are not required to be completed for the reporting year 2010-11. They can be completed on an optional basis as worksheet C6 forms the basis of a developmental process to create a more mechanistic calculation of the contractor normalisation factor.

5.73. The completion of these tables will aid in the assessment of the results received from the alternative, mechanistic method set out on table C6. It is therefore in the benefit of both Ofgem and the DNOs to have as much information as possible to compare the two methods against.

5.74. DNOs should maintain systems to collect the information which is required in the three contractor tables (CM11, CM12 and CM13), as we are in a trial/developmental process for the alternative worksheet (C6), and we may need to revert to these tables in future years if the mechanistic method does not prove to be sufficiently robust to calculate the normalisation factor.

5.75. The key terms used in this worksheet are defined in the Glossary and are:

- Contractor Type 1 to Type 4
- Assumed Materials

5.76. Ofgem accepts that the DNOs may not have the systems or access data in order to report data in these tables accurately. Reporting should therefore be on a reasonable endeavours basis. Ofgem expects that where DNOs let new contracts the terms will include a requirement for the reporting of the data required in these tables.

5.77. There will be no RAV adjustment made on the basis of the data provided within these tables.

5.78. For each table the DNO must provide comprehensive commentary on how the figures have been calculated including an indication (including overall values) of the

extent the costs reported have been obtained from the contractors themselves and how much has been assumed by the DNO.

Worksheet CM11 - Contractor Type Analysis

5.79. This worksheet collects data on the total Contractors costs reported split between the types of contract (Type 1 to Type 4) as defined in the glossary. This provides the base data for comparison of the types of outsourcing undertaken by the DNO.

Worksheet CM12 – Materials provided by Contractors

5.80. This worksheet collects data on the materials included within costs either included within the Contractors cost type or provided by the contractor but reported as materials, depending on the type of contract arrangement entered into by the DNO. This data allows Ofgem to adjust for any differences in procurement practices before making any adjustments to costs.

Worksheet CM13 – Indirects within Contractors

5.81. This worksheet collects the cost of indirect activities undertaken by the contractor. This data provides Ofgem with a comparison of the outsourcing of indirect activities to contractors for normalisation purposes.

Worksheet CM14 - Property Analysis

5.82. This worksheet collects details of the costs of each of the prime buildings used by the DNO and related parties.

5.83. The first column should include all properties where annual costs to the DNO are less than £500,000. These do not need to be identified separately, but rather a sum total of the cumulative expenditure from all the properties should be entered.

5.84. Non-operational properties are to be individually identified by name and address, as well as the legal title (freehold, leasehold, etc) and space details (gross and usable office space). For each property enter total costs of annual lease/rent costs, labour/pension costs and other costs as stated. Only enter property details for buildings where annual costs to the DNO are £500,000 or more.

5.85. Within each of the first two cost categories indicate whether the various services listed are included or not. If the property management costs are shared by more than one DNO indicate this in the "allocation of property costs" part of the table.

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5.86. If needed, add in additional columns to list more buildings.

Worksheet CM15 - Streetworks by Category

5.87. These are costs associated with complying with traffic management legislation designed to tackle congestion and disruption to the road network during DNO Streetworks activities. These costs to be reported in terms of whether the activity is driven by the Element of connection that is Sole Use funded, Element of connection that is subject to the Apportionment rules – Customer funded, DUoS funded, network investment or network operating expenditure.

5.88. For the purposes of this table Network Investment includes:

- Core Network Investment
- Non-Core (ex ante)
- Non-Core (reopener/logging up)
- Stand Alone Funding (RAV)
- Stand Alone Funding (not RAV)
- High Value Projects

5.89. Costs charged initially to the DNOs must be reported separately from those incurred by contractors working for the DNO.

5.90. Related party costs should be reported as if incurred by the DNO.

5.91. Costs recovered from the contractors must also be separately reported.

Worksheet CM16 - Streetworks by Cost Type

5.92. This table should be used to report total Streetworks costs by cost type.

Worksheet CM17 – Full Time Equivalent by Category

5.93. This worksheet collects the number of FTEs (Full Time Equivalent) by category. Enter the number of FTEs for DNO Own and also for Related Parties.

5.94. For Indirect FTEs, this worksheet should be consistent with headcount before reallocation to non-distribution activities.

5.95. The labour and pension costs will populate automatically from data contained in the Cost Matrix. This will then calculate the unit cost for labour only, and then the unit cost for labour and pensions.

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5.96. Refer to the Glossary for the definition of any category listed within this section.

6. Instructions for completing revenue reporting

Introduction

6.1. The purpose of the instructions and guidance in this chapter is to facilitate the collection of information on a common basis, and to an appropriate degree of accuracy, by each Electricity Distribution Network Operator (DNO) to enable Ofgem to effectively monitor compliance with the Charge Restriction Conditions of the distribution licence (CRCs).

6.2. This chapter sets out instructions and guidance for the collection and reporting of **Price Control Revenue Information** as scheduled at Appendix 1 of SLC 47. This includes items relating to **Use of System Charges** and other matters.

6.3. The charge restriction conditions comprise the special conditions contained in Part 4 of the electricity distribution licence. Their main purpose is to restrict the total amount of revenue which each *DNO* can recover from charges for the use of its distribution system and they reflect the price control review final proposals for the DPCR5 period (1 April 2010 to 31 March 2015).

6.4. The total amount of revenue that a *DNO* can recover from charges subject to the main charge restriction conditions is termed **Combined Allowed Distribution Network Revenue** ('ART'). It is calculated as the sum of the following sub-categories of allowed revenue:

- **Base Demand Revenue** ('BRt'),
- **Allowed Pass-Through items** ('PTt'),
- **Non-generation Incentive adjustments** ('IPt'),
- **Low carbon networks revenue** ('LCNt'), and
- **Distributed generation incentive revenue** ('IGt'), and
- Connection Activities adjustments.

6.5. Any difference between ART for a particular **Regulatory Year** and actual revenue (**Regulated Combined Distribution Network Revenue**, termed 'RDt') is carried forward to the calculation of ART for the next following **Regulatory Year**.

6.6. In addition, *DNOs* can derive revenue from the following categories of activity/service:

- **Legacy Metering Equipment** provision
- **Data Services** associated with meter point administration
- **Excluded Services:**
 - **ES1 - Connection services**
 - **ES2 - Diversionary works under an obligation**
 - **ES3 - Works required by any alteration of premises**
 - **ES4 - Top-up, standby and enhanced system security**

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- **ES5 - Revenue protection services**
- **ES6 - Metering services**
- **ES7 - Miscellaneous**
- Out of area networks:
 - **Demand Use of System Charges**
 - Other charges
- **De Minimis Business.**

6.7. All of these categories of revenue (except **De Minimis Business**) are referred to in the special conditions and further information is provided as appropriate below.

6.8. In order to calculate allowed amounts of revenue and to monitor compliance with the charge restriction conditions Ofgem needs the following data/information:

- The price control formulae and fixed values set out in the charge restriction conditions,
- Values for **RPI** inflation and the **Bank of England's Official Bank Rate** of interest,
- Out turn values from *DNOs* pertaining to the variable terms in the price control formulae in the special conditions, and
- Supporting information in accordance with the schedule given at Appendix 1 of SLC 47.

6.9. The revenue reporting requirements contained in these RIGs relate to the second, third and fourth of these categories.

6.10. The **forecast return** provides an early indication of expected revenue allowances, incentive performances and over/under recovery positions both to Ofgem and *DNO* managers.

6.11. Some information from revenue returns (and forecast returns) may also be published for use by external stakeholders including electricity suppliers, where the basis for such publication has been agreed between Ofgem and *DNOs*.

Reporting Templates and the approved Excel reporting workbook

6.12. Templates A (**detailed return**) and B (**forecast return**) are illustrated as screenshots at the end of this chapter.

6.13. These templates have been incorporated into an Excel workbook which performs all required calculations automatically and which will facilitate efficient delivery and management of the required information. A copy of this workbook will be provided by Ofgem to each *DNO* in time for each reporting requirement. Fixed licence values will be pre-completed as appropriate to each *DNO* and the *DNO* is required to input its out-turn (variable) values in the yellow input cells on worksheets

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R5 to R8 for the relevant **Regulatory Year**. Detailed instructions for these input values are given below.

6.14. Worksheets R5 to R8 of the workbook provided by Ofgem constitute the **detailed return** template referred to at SLC 47 A6(a) and must be submitted electronically within the Excel workbook to Ofgem by 31 July following the end of the **Regulatory Year** under report.

6.15. Worksheet R19 of the workbook provided by Ofgem constitutes the **forecast return** template referred to at SLC 47 A6(b) and must be submitted electronically to Ofgem by 31 October during the **Regulatory Year** under report. To facilitate completion of the **forecast return**, the information cells on worksheet R19 are set to auto-populate if the input cells on worksheets R5 to R8 are completed. However, the information cells on worksheet R19 are unlocked and can be over-written if the *DNO* prefers to complete the **forecast return** manually.

Accompanying information

6.16. The reporting workbook does not include any commentary sections. Any additional information which the licensee considers should be provided to explain or describe information included in the workbook must be included in a covering email or letter, submitted electronically to Ofgem before or at the same time as the submission of the workbook.

6.17. However, where a licensee becomes aware of any query or concern regarding revenue reporting requirements, whether of specific or general relevance, the matter must be referred to Ofgem at the earliest opportunity.

Instructions and guidance for reporting Price Control Revenue Information

General

6.18. The following sections contain instructions and guidance for completing the four Template A input sheets (R5 to R8) in the reporting workbook.

6.19. In respect of **Regulatory Year** 2010-11 some values need to be reported which relate to **Regulatory Year** 2009-10 and these must be entered against the relevant descriptors in the column headed "2010" in accordance with the instructions below.

6.20. Licensees must only make entries in yellow input cells and other cells (except data cells on worksheet R19 - see paragraph 3.15) will be locked to prevent inadvertent changes to values and formulae.

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6.21. All amounts relating to revenue and expenditure must be entered on an accruals (as opposed to cash) basis unless otherwise stated.

6.22. Terms within this section of tables for which a definition can be found in the Glossary are:

- Agreed Upon Procedures
- De Minimis
- Distribution System
- Eligible IFI Expenditure
- Eligible LCN Fund Project
- New Transmission Capacity Charges
- Out of area networks
- Registered Power Zone

R5 - Input Page

6.23. This worksheet collects the principal out-turn values needed to calculate the licensee's Combined Allowed Distribution Network Revenue. It also obtains the licensee's Regulated Combined Distribution Network Revenue figure for comparison to that number. In addition it collects information on revenue from Excluded Services, out of area networks and De Minimis Business and provides for input of RPI and interest rate values.

Regulatory Year under report

6.24. The **Regulatory Year** will normally be entered by Ofgem before the workbook is issued to the licensee, in which case the cell will have been coloured orange and locked.

6.25. If the year has not been entered by Ofgem, then it must be entered by the licensee as, for example "2010-11".

Basic information

RPI

6.26. The value for the **Regulatory Year** under report will normally be entered by Ofgem before the workbook is issued to the licensee, in which case the cell will have been coloured orange and locked.

6.27. If the value has not been pre-entered by Ofgem then it must be ascertained by the licensee in accordance with the definition given in CRC 2. For this purpose **Retail Prices Index** numbers must be obtained from the Office for National Statistics website referring to the 'All Items (CHAW)' index.

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Average Specified Rate (It)

6.28. The value for the **Regulatory Year** under report will normally be entered by Ofgem before the workbook is issued to the licensee, in which case the cell will have been coloured orange and locked.

6.29. If the value has not been pre-entered by Ofgem then it must be ascertained by the licensee in accordance with the definition given in CRC2. For this purpose data for the Official Bank Rate must be obtained from the Bank of England website and the **Average Specified Rate** must be calculated using daily values from 1 April to 31 March of the **Regulatory Year** under report. The Bank of England Data leaves out Saturdays and Sundays and these must not be reinserted for the purpose of calculating the average of the daily rates.

Incentive metrics

System Entry Volumes in year t-2

6.30. This figure must be the value ascertained and reported **for System Entry Volumes under chapter 5 of the Network Asset Data and Performance Reporting RIGs**.

6.31. This value does not have to be reported in respect of **Regulatory Years** 2010-11 or 2011-12.

Units Distributed in year t-2 (UDt)

6.32. This figure must be **the value ascertained and reported for Units Distributed under chapter 5 of the Network Asset Data and Performance Reporting RIGs**.

6.33. This value does not have to be reported in respect of **Regulatory Years** 2010-11 or 2011-12.

Incentive Payments - Quality of Service (IQt)

6.34. This figure must be the value for the total quality of service incentive term for the **Regulatory Year** under report ascertained in accordance with the **provisions of CRC 8**.

Connection Activities Adjustments

Adjustment for clawback direction sums unpaid after 12 months (AUMt)

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6.35. This figure must be the aggregate amount of any sums remaining unpaid after 12 months in respect of any Clawback Direction issued under the provisions of Part F of CRC 12.

Adjustment re. failure to provide connection performance systems verification (CGSSPt)

6.36. This figure must be the amount ascertained in accordance with the formula and requirements in Appendix 2 of CRC 12, being the adjustment to Combined Allowed Distribution Network Revenue for any failure by the licensee to provide the Authority with the verification referred to in paragraph A2.1 of that licence condition.

Adjustment re performance standards payments in excess of exposure cap (CGSRAt)

6.37. This figure must be the amount ascertained in accordance with the formula and requirements in Appendix 3 of CRC 12, being the adjustment to Combined Allowed Distribution Network Revenue in respect of payments made under the specified performance standard requirements which are in excess of the licensee's revenue exposure cap.

New Transmission Capacity Charges payable (NTCt)

6.38. This figure must be the actual amount of **New Transmission Capacity Charges** paid by the licensee for the year under report.

Eligible Innovation Funding Incentive Expenditure (IFIET)

6.39. This figure must be the amount of Eligible IFI expenditure incurred by the licensee during the **Regulatory Year** under report.

Eligible Innovation Funding Incentive Expenditure (IFIET) in 2009-10

6.40. This figure must be the amount of **Eligible IFI Expenditure** incurred by the licensee during **Regulatory Year** 2009-10 as defined in special condition C3 of the distribution licence in the form it was in force at 31 March 2010 and as reported as the IFIET value by the licensee in its regulatory revenue return to Ofgem for that **Regulatory Year**.

Low Carbon Networks Fund

Allowable First Tier Expenditure (LCN1)

6.41. This figure must be the allowable expenditure incurred by the licensee on **Eligible LCN Fund Projects** during the **Regulatory Year** under report.

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6.42. Allowable expenditure reported for any **Regulatory Year** must not be more than the annual allowance set against the licensee's name at Appendix 1 to CRC13. A caution message appears on worksheet R13 LCN if the reported figure exceeds the licensee's **First Tier LCN Allowance and the formula in row 17 of that worksheet limits the LCN1 value in the LCN total accordingly.**

First Tier non-recoverable deduction (LCN3)

6.43. This figure must be the amount of any first tier non-recoverable expenditure referred to in a direction given to the licensee by the Authority under CRC 13.20. It must be entered as a positive value.

6.44. If no direction has been received with reference to the **Regulatory Year** under report, a zero should be entered.

Second Tier - Amount to be collected under Authority Direction (LCN2)

6.45. This figure must be the amount specified in the direction given by the Authority under CRC 13.16 during the **Regulatory Year** under report as being the amount to be added to the licensee's allowed revenue as an element of the **LCN2** term amount to facilitate the second tier and reward funding mechanism of the **Low Carbon Networks Fund**.

6.46. The amount will normally be a positive value. If, exceptionally, the directed amount is a negative value then it must be entered in the worksheet as a negative value.

Second Tier - Net amount (paid to)/received from other DNOs in accordance with Authority's direction

6.47. This figure must be the overall net amount paid (entered as a negative figure) or received (entered as a positive figure) as a result of directions given by the Authority during the year under report with regard to the **Second Tier and Reward Funding Mechanism** of the **Low Carbon Networks Fund**. The amount must be reported on a cash basis.

Pass-Through Items

Licence fee payments (LPt)

6.48. This figure must be the total amount of licence fee payments made by the licensee to the Authority during the **Regulatory Year** under report in accordance with SLC 5.2. This will normally be the sum of two payments made by 30 June and 31 January in the **Regulatory Year** under report. In any case, however, the figure reported must be the total of actual payments made during the **Regulatory Year** – i.e. this item is to be reported on a cash basis.

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Business rates payments (RPt)

6.49. This figure must be the amount payable by the licensee in respect of business rates for the **Regulatory Year** under report.

Miscellaneous pass-through items (MPct)

6.50. This figure must be the amount referred to in any direction given to the licensee by the Authority in accordance with CRC4.13. If no such direction has been given in respect of the **Regulatory Year** under report, a zero should be entered.

Uncertain costs (UNct)

6.51. The figure to be entered is the amount of any adjustment notified to the licensee by the Authority in accordance with CRC 18 in respect of the **Regulatory Year** under report. If no such adjustment has been notified, a zero should be entered.

High cost distribution areas (HBt)

6.52. This term is only relevant to Scottish Hydro Electric Power Distribution plc as at 1 April 2010. The amount to be entered is the 'Assistance Amount' as defined in Statutory Instrument 2005 No. 528 - The Energy Act 2004 (Assistance for Areas with High Distribution Costs) Order 2005. All other licensees should enter a zero in this cell.

Non-incentivised Transmission Connection Point Charges (TPt)

6.53. This figure must be the amount payable by the licensee in respect of those Transmission Connection Point Charges for the **Regulatory Year** under report that do not qualify as New Transmission Capacity Charges.

6.54. For the purposes of this input value, non-incentivised Transmission Connection Point Charges includes:

- all charges payable by the licensee to a transmission licensee relating to the number or nature of connections between the licensee's distribution system and the transmission licensee's system,
- all charges payable by the licensee to a transmission licensee for use of the transmission system or for remote transmission asset rental,
- all charges payable by the licensee to another distribution licensee for the transportation of units to an entry point on the licensee's system, for onward distribution to premises connected to the licensee's system ('wheeled unit' charges), but

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- not including any capacity charges payable to a transmission licensee in relation to capacity added during the **Regulatory Year** under report which must be reported against 'New Transmission Capacity Charges'.

Shetland balancing (Scottish Hydro Electric Power Distribution plc only)

Annual cost of contracts with third party generators (TPCt)

6.55. This figure must be the cost of contracts with unrelated third party generators for supplying demand customers in Shetland in respect of the **Regulatory Year** under report as notified to the licensee.

Costs of fuel for Lerwick power station (LPSFt)

6.56. This figure must be the cost of fuel purchased for use by Lerwick power station in respect of the **Regulatory Year** under report as notified to the licensee.

Costs of environmental permits for generation in Shetland (EPt)

6.57. This figure must be the cost of environmental permits for generation in Shetland as notified to the licensee.

Income from suppliers for units of electricity generated in Shetland (SHt)

6.58. The figure entered must be the amount paid by electricity suppliers for units of electricity in Shetland during the **Regulatory Year** under settlement arrangements as notified to the licensee.

Correction factor

Regulated Combined Distribution Network Revenue (RDt)

6.59. The figure entered must be the licensee's total revenue from **Use of System Charges** for the **Regulatory Year** under report as defined in CRC2.

6.60. This figure must not include any amounts received from other *DNOs* under the **Low Carbon Networks Second Tier Funding Mechanism**.

6.61. Revenue from any charges to other distributors for the 'wheeling' of units must be included in **Regulated Combined Distribution Network Revenue**.

6.62. **No deduction must be made from the reported value of Regulated Combined Distribution Network Revenue in respect of 'wheeling' charges**

paid to another distributor, since in DPCR5 these costs are included in Transmission Connection Point Charges.

Inset Electricity Distributor Revenue (IEDt)

6.63. As at 1 April 2010, this term is only applicable to EDF Energy Networks (LPN) plc.

6.64. The figure entered must be the amount of revenue received by any **Inset Electricity Distributor** (as defined in CRC2) in accordance with the definition at CRC4.4.

Balance of revenue provision accounts

6.65. This figure must be entered as the total closing balance on any account(s) in which the licensee records differences between Use of System Charges for any Regulatory Year and Regulated Combined Distribution Network Revenue for any Regulatory Year as recognised in its price control returns, even if such accounts are not used on an ongoing basis.

Net movement on revenue provisions

6.66. This figure must be entered as the net amount taken to (positive) or released from (negative) any account(s) in which the licensee records differences between Use of System Charges for any Regulatory Year and Regulated Combined Distribution Network Revenue for any Regulatory Year as recognised in its price control returns. If no such accounts are used, then a nil value must be entered in the field.

6.67. Provision accounts referred to in paragraphs 3.65 and 3.66 include any accounts used in relation to the 'trend analysis' of settlement data whether referred to as under/over billing accounts or otherwise.

Regulated Demand Revenue 2009-10

6.68. This figure must be the amount of the licensee's Regulated Demand Revenue from Use of System Charges for Regulatory Year 2009-10, as defined in special condition A1 of the distribution licence which was in force at 31 March 2010 and as reported against that term in the licensee's detailed revenue return for Regulatory Year 2009-10.

6.69. This input is only required for the first detailed return submission in the DPCR5 period unless revised as a result of a restatement in accordance with the provisions of SLC 47.15.

Network Generation Revenue 2009-10

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6.70. This figure must be the amount of the licensee's Network Generation Revenue from Use of System Charges for Regulatory Year 2009-10, as defined in special condition A1 of the distribution licence which was in force at 31 March 2010 and as reported against that term in the licensee's detailed revenue return for Regulatory Year 2009-10.

6.71. This input is only required for the first detailed return submission in the DPCR5 period unless revised as a result of a restatement in accordance with the provisions of SLC 47.15.

Allowed Demand Revenue 2009-10

6.72. This figure must be the amount of the licensee's Allowed Demand Revenue for Regulatory Year 2009-10 as defined in special condition A1 of the distribution licence which was in force at 31 March 2010 and as reported in the licensee's detailed revenue return for Regulatory Year 2009-10.

6.73. This input is only required for the first detailed return submission in the DPCR5 period unless revised as a result of a restatement in accordance with the provisions of SLC 47.15.

Allowed Network Generation Revenue 2009-10

6.74. This figure must be the amount of the licensee's Allowed Network Generation Revenue for Regulatory Year 2009-10 as defined in special condition A1 of the distribution licence which was in force at 31 March 2010 and as reported in the licensee's detailed revenue return for Regulatory Year 2009-10.

6.75. This input is only required for the first detailed return submission in the DPCR5 period.

Distributed Generation revenue

Total Incentivised DG Capacity (Gct)

6.76. The figure entered must be the Total Incentivised DG Capacity directly or indirectly connected to the licensee's distribution system as at 31 March (the last day) of the Regulatory Year under report, as referred to at CRC 11.5.

6.77. The capacity reported must be consistent with the definitions of Total Incentivised DG Capacity and Relevant DG given in part L of CRC 11 and any instructions and guidance given in the Network Asset Data and Performance Reporting RIGs.

6.78. It should be noted that the capacity reported must:

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- only relate to Relevant DG with a connection date on or after 1 April 2010 - DG with an earlier start date is catered for in the adjustment term for DG with a connection date on or before 31 March 2010 (the GLt term), and
- be reported on a cumulative basis – e.g. if there is 50 MW of Relevant DG capacity with a connection start during Regulatory Year 2010-11 and a further 30 MW of Relevant DG capacity with a connection start during Regulatory Year 2011-12, then the figure to be reported for 2011-12 will be 80 MW.

Amount of Capex transferred from the DG incentive scheme (GTj)

6.79. The figure entered must be the amount of Capex which has been excluded from the DG incentive scheme and transferred to the licensee's RAV (regulatory asset value) under CRC 11.7 and Part K of CRC 11.

6.80. An amount must only be entered where the licensee has received formal consent from the Authority for a transfer; otherwise the amount entered should be zero.

Amount of Use of System Capex for DG (GPSj)

6.81. The figure entered must be the amount of Use of System Capex for DG for the Regulatory Year under report as defined in Part L of CRC 11 with reference also to the definition of Total Capex for DG in that Part.

6.82. The figure must correspond to the figure for DG capex costs net of customer contributions in the licensee's cost reporting return for the same Regulatory Year.

RPZ DG capacity (GCZt)

6.83. The figure entered must be RPZ DG Capacity as defined in Part L of CRC 11, with reference to the definition of Registered Power Zone (RPZ) in CRC 2.

6.84. This means that all of the capacity included in the figure must:

- be connected in an area registered as an RPZ by the Authority on or before 31 March 2010,
- relate to generating units commissioned less than five years before the date of the return, and
- relate to generating units commissioned on or before 31 March 2012

Inset Electricity Distributor DG revenue (IEDAt)

6.85. As at 1 April 2010, this term is only applicable to EDF Energy Networks (LPN) plc.

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6.86. The figure entered must be the amount to be included in the licensee's incentive revenue for distributed generation calculated in accordance with Part F of CRC 11.

6.87. Revenue collected by an Inset Electricity Distributor counts towards the licensee's allowed revenue (via the pass through term IEDt) so it is important that appropriate amounts feed through to Combined Allowed Distribution Network Revenue. The licensee's Base Demand Revenue allowance already includes an amount relating to any Inset Electricity Distributor.

Excluded services

6.88. Services to be treated as Excluded Services are covered under CRC 15 and the specific categories of excluded service are set out at Appendix 1 to that condition.

Connection services (ES1)

6.89. The three figures to be input are respectively:

- Revenue from connection charges which did not include a margin of profit, either because they related to an **Excluded Market Segment** or because the licence requirements relating to the charging of a margin had not been met,
- Revenue from connection charges which included (only) a regulated margin of profit in relation to which the licensee had given the Authority a **Regulated Margin Notice, and**
- Revenue from charges which included an unregulated margin of profit in relation to which the licensee had satisfied the **Legal Requirements Test** and the **Competition Test**.

6.90. The three categories are exclusive so that the sum of the three figures must correspond to the licensee's total revenue from connection charges for the Regulatory Year under report.

6.91. Amounts collected in respect of connection charges must be:

- included, even where the licensee does not categorise the sums as revenue in its financial accounts – in such cases, a reconciling entry must be made in the row provided on the Reconciliation Inputs worksheet,
- net of any amounts repaid to customers under a Clawback Direction if applicable, and
- consistent with equivalent amounts reported under any other RIGs requirement.

Diversionary works under an obligation (ES2)

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6.92. The figure entered must be the total of revenue from charges for the relocation of electric lines or plant pursuant to a statutory obligation (other than under sections 9(1)(general duties of licence holders or 16(duty to connect on request) of the Electricity Act 1989).

6.93. Since CRC 15.9 stipulates that charges for this service are to be set on a cost recovery basis, total revenue must be in line with the total costs figure for this service in the licensee's cost reporting return. To the extent that there is a difference between total costs and revenues (because estimates of cost or activity levels have been used to set elements of charges) the licensee is expected to use this information to refine its charges for subsequent periods.

Works required by any alteration of premises (ES3)

6.94. The figure entered must be the total of revenue from charges for the relocation of electric lines or plant or electricity meters to accommodate the extension, redesign or redevelopment of premises.

6.95. Since CRC 15.9 stipulates that charges for this service are to be set on a cost recovery basis, total revenue must be in line with the total costs figure for this service in the licensee's cost reporting return. To the extent that there is a difference between total costs and revenues (because estimates of cost or activity levels have been used to set elements of charges) the licensee is expected to use this information to refine its charges for subsequent periods.

Top-up, standby, and enhanced system security (ES4)

6.96. The figure entered must be the total of revenue from charges for Top-up, standby and enhanced system security.

6.97. Charges made, and revenue received in this category should normally be referable to a written agreement with a use of system customer.

6.98. Since CRC 15.9 stipulates that charges for this service are to be set on a cost recovery basis, total revenue must be in line with the total costs figure for this service in the licensee's cost reporting return. To the extent that there is a difference between total costs and revenues (because estimates of cost or activity levels have been used to set elements of charges) the licensee is expected to use this information to refine its charges for subsequent periods.

Revenue protection services (ES5)

6.99. The figure entered must be the licensee's total revenue from charges for Revenue protection services.

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6.100. CRC 15.9 stipulates that charges for this service are to be set on a basis which allows the licensee to recover its reasonable costs and a reasonable margin. The difference between the figure reported here and the total costs figure for this service in the licensee's cost reporting return will constitute the margin of profit on this service for the Regulatory Year under report.

6.101. Revenue reported in this figure must relate to contractual arrangements with a third party (which could be an affiliate of the licensee) for revenue protection services over and above those required of the licensee under licence conditions or the DCUSA⁹.

Metering excluded services (ES6)

6.102. No input is required as this row reports the total for metering excluded services from the Metering Inputs worksheet.

Miscellaneous (ES7)

6.103. The figures to be entered here are for revenue from Miscellaneous excluded services as defined in CRC 15.

6.104. A descriptor must be entered for each type of Miscellaneous excluded service under the definition. Services from which the revenue for the Regulatory Year concerned is less than £0.1m may be grouped together under a single descriptor of "Other". However, services must not be artificially disaggregated to take them below this threshold.

6.105. Monies recovered from third parties in respect of liability for damage to the licensee's Distribution System must not be reported in this category. These sums must be reported as cost recoveries in the licensee's cost reporting returns. Where appropriate, a reconciling entry must be made on worksheet R8 in respect of the aggregate value for the Regulatory Year under report.

6.106. CRC 15.9 stipulates that charges for this service are to be set on a basis which allows the licensee to recover its reasonable costs and a reasonable margin. The difference between the figure reported here and the total costs figure for this service in the licensee's cost reporting return will constitute the margin of profit on this service for the Regulatory Year under report.

Out of Area NetworksOut of area networks (Use of System)

⁹ The Distribution Connection and Use of System Agreement

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6.107. This figure must be the total amount of revenue received by the licensee from Demand Use of System Charges relating to distribution networks which are owned or operated under its distribution licence but which are situated outside its Distribution Services Area.

Out of area networks (Other)

6.108. This figure must be the total amount of revenue received by the licensee from all charges other than Demand Use of System Charges relating to distribution networks which are owned or operated under its distribution licence but which are situated outside its Distribution Services Area.

De Minimis Business

6.109. The figures to be entered here are for revenue from De Minimis Business activities as defined in SLC 1 and SLC 29. Revenue relating to activities referred to at SLC 29.4 (Activities not prevented by the general prohibitions) must also be reported in this section, even though they are not De Minimis Business activities per se.

6.110. A descriptor must be entered for each type of De Minimis Business activity. Activities from which the revenue for the Regulatory Year concerned is less than £0.1m may be grouped together under a single descriptor of "Other". However, activities must not be artificially disaggregated to take them below this threshold.

R6 - DG Losses Input

6.111. This worksheet collects information on generation sites with Entry Points whose loss adjustment factor is less than 0.997. It also obtains the actual loss adjustment factor and number of units entering the licensee's Distribution System for each of the sites concerned.

Site (entry point 'i') name

6.112. The licensee must enter the name of any site whose annual loss adjustment factor (as applied for settlement purposes and ascertained in accordance with the definition at CRC 7.11) is less than 0.997. All qualifying sites must be reported – i.e. claiming of the adverse effect adjustment is not optional.

Annual loss adjustment factor for site (LAGit)

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6.113. The figure entered for each site must be its annual loss adjustment factor for the Regulatory Year under report. Entered values must by definition be lower than 0.997 - the workbook calculation sheets neutralise any higher values.

Total number of units entering at entry point 'i'

6.114. The figure entered for each site must be the number of units entering the licensee's distribution system at that entry point ascertained in accordance with the instructions in chapter 7 of the Network Asset Data and Performance Reporting RIGs.

R7 - Metering Inputs

Legacy Metering Equipment provision

6.115. This worksheet gathers information for monitoring compliance with the price cap charge restrictions for Legacy Metering Equipment as set out in CRC 6. Requirements and definitions relating to Legacy Metering Equipment are also contained in standard conditions 1 and 34 of the distribution licence.

Total revenue for each meter type

6.116. For each meter type (including 'other types of meter' and sub-categories thereof), the total revenue for the Regulatory Year under report must be entered.

Maximum charge levied for each meter type

6.117. For each meter type (including 'other types of meter' and sub-categories thereof), the highest charge levied per meter at any point during the Regulatory Year under report must be entered.

Other types of electricity meter

6.118. For 'other types of meter', the licensee must enter two additional values to allow the price cap amount to be calculated:

- Modern Equivalent Asset Purchase Price, and
- Expected economic life

Modern Equivalent Asset Purchase Price (MEAPi)

6.119. The Modern Equivalent Asset Purchase Price for each 'other type of meter' must be entered. This is defined as the price of the meter type concerned as at 1 June 2003 or the nearest determinable date thereafter and values should be entered in the nominal price of that time. Indexation is applied through the PIT term in the

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formula for the maximum amount which may be charged for each 'other type of meter' (MAPPct).

Expected economic life (ELAi)

6.120. The expected economic life for each 'other type of meter' must be entered.

Descriptor (for each sub category 'i')

6.121. A descriptor must be entered for each sub category of 'other types of meter' reported by the licensee. These meter types must be sub-divisions of the types specified at CRC 6.13.

Adjustment factor

6.122. The value of any extant adjustment factor applicable under Part H of CRC 6 must be entered. If there is no applicable adjustment factor the value should be entered as zero.

Metering Excluded Services

6.123. The licensee must enter a descriptor for each type of metering excluded service which it carries out and the revenue received. This covers all type of metering activity carried out by the licensee except Legacy Metering Equipment provision. The total is automatically included against ES6 on the Input worksheet.

6.124. Although there are no charge restrictions associated with metering excluded services, this information is required because they fall within the scope of the overall price control regime.

Revenue from Data Services

6.125. The figure entered must be the licensees revenue from Data Services (data transfer services and metering point administration services) as defined in SLC 1.

R8 - Reconciliation Inputs

6.126. This worksheet requires the licensee to report the turnover/revenue total figure included in its Regulatory Accounts for the Regulatory Year under report. It also requires the licensee to list any reconciling adjustments necessary to bring that figure into line with its total revenue as reported in the workbook.

Connections contributions not treated as revenue

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6.127. For regulatory reporting purposes, customer contributions towards connection costs are considered to be excluded services revenue and so are included in the figure for 'total revenue from excluded services'. However, DNOs may not account for these sums as revenue in the year of receipt in their financial accounts, for example where it is treated as deferred revenue.

6.128. Therefore, any difference between the amount reported as revenue under excluded services category 'ES1' and the amount of connections contributions recognised by the DNO as revenue for the Regulatory Year under report must be entered in this pre-labelled row.

Other reconciling items

6.129. Any other reconciling items must be entered against an appropriate descriptor.

Turnover/revenue total from Regulatory Accounts

6.130. The figure entered must be the licensee's turnover/revenue total as reported in its regulatory accounts for the same Regulatory Year. An error message is shown on the worksheet if the reconciled totals do not match.

Information on calculation and output sheets

R9 - Base Demand Revenue

6.131. This worksheet calculates Base Demand Revenue (BRt) in accordance with the formula at CRC 3.5.

R10 - Pass-Throughs

6.132. This worksheet calculates the value of the allowed pass-through term (PTt) as the sum of:

- a licence fee adjustment (LFt),
- a business rates adjustment (RBt),
- a deduction of the amount received in relation to assistance for areas with high distribution costs, only applicable to Scottish Hydro Electric Power Distribution plc as at 1 April 2010 (HBt),
- a deduction representing use of system revenue received by an Inset Electricity Distributor, only applicable to EDF Energy Networks (LPN) plc as at 1 April 2010),
- an adjustment for any other pass-through items (MPT) made up of miscellaneous pass-through items, where applicable and Shetland balancing

Cost and Revenue Reporting RIGs

- costs, the latter only applicable to Scottish Hydro Electric Power Distribution plc,
- a transmission connection point charges adjustment, and
- any relevant adjustment in relation to the recovery of uncertain costs.

R11 - DG Losses Adj

6.133. This worksheet calculates the amount in MWh representing the excess adverse effect on losses of units entering the licensee's system at entry points with a loss adjustment factor lower than 0.997 (DGAt).

6.134. The amount is calculated as a negative value to be summed into the main losses calculation. The calculation neutralises any loss adjustment factor equal to or higher than 0.997.

R12 - Incentives

6.135. This worksheet calculates the value of the non-generation incentive term (IPT) as the sum of:

- the distribution losses incentive adjustment (ILt),
- the total quality of service incentive adjustment (IQt),
- the transmission exit charges incentive adjustment (ITt), and
- the innovation funding incentive adjustment (IFIt).

R13 - LCN

6.136. This worksheet calculates the value of the low carbon networks adjustment as the sum of:

- allowable expenditure under the **First Tier Funding Mechanism** (LCN1t),
- any deduction for **First Tier Funding Mechanism** non-recoverable amounts (LCN3t), and
- the amount to be collected in respect of the **Second Tier Funding Mechanism** (LCN2t).

6.137. A caution message is shown if the Allowable First Tier Expenditure figure reported exceeds the licensee's LCN Allowance and the formula in row 17 limits the LCN1 value in the LCN total accordingly.

R14 - Distributed Generation

6.138. This worksheet calculates the value of the incentive revenue for Distributed Generation term (IGt) as the sum of:

Cost and Revenue Reporting RIGs

- the total incentive payment in the **Regulatory Year** (GIt),
- the pass through (return on capex) term (GPt),
- the operational and maintenance costs term (GOT),
- allowed revenue in respect of DG connected prior to 31 March 2010 (GLt),
- allowed revenue in respect of DG connected to the network of an **Inset Electricity Distributor** (as at 1 April 2010, this term is only applicable to EDF Energy Networks (LPN) plc), and
- incentive revenue in relation to **Registered Power Zones**.

R15 - Correction Factor

6.139. This worksheet calculates the correction factor (brought forward over/under recovery). A brought forward under recovery is expressed as a negative value.

6.140. The correction factor is calculated as Regulated Combined Distribution Network Revenue minus Combined Allowed Distribution Network Revenue for the preceding year adjusted by an interest rate factor which is determined in accordance with CRC 14.

R16 - Combined Allowed Revenue

6.141. This worksheet calculates Combined Allowed Distribution Network Revenue (ARt) as the sum of:

- **base demand revenue** (BRt),
- allowed pass-through items (PTt),
- non-generation incentive adjustments (IPt),
- low carbon networks revenue (LCNt),
- distributed generation incentive revenue (IGt),
- connection activities adjustments, and
- the correction factor (Kt)

R17 - Metering

6.142. This worksheet calculates the maximum allowed charge for each type of legacy meter and compares it to the charge level reported by the licensee. It also provides an overall total for revenue from the provision of Legacy Metering Equipment.

R18 - Output Summary

6.143. This worksheet displays each item comprising Combined Allowed Distribution Network Revenue with the constituent term values.

6.144. It also displays summary revenue information in relation to:

- **Legacy Metering Equipment** provision,
- **Data Services,**
- **Excluded Services,**
- out of area networks, and
- **De-Minimis Business** activities.

Process for dealing with an event with a material impact on the consistency or accuracy of information

6.145. Paragraphs 11 to 14 of SLC 47 set out the process to be followed when a change in the processes or procedures of the licensee or the industry mean that the guidance in this section is inadequate/insufficient, having a 'significant effect' on charge restriction calculations. Paragraph 47.13 requires the licensee to request guidance from the Authority where it identifies such a situation.

6.146. Requests for guidance must be addressed to the Authority and marked for the attention of the Costs and Outputs team within the Local Grids and RPI-X@20 Directorate of Ofgem. The title of any letter or email in this respect must include the wording "Request for guidance under SLC 47.13". Requests for guidance will be handled in accordance with SLC 47.14 and a response provided as quickly as possible.

Cost and Revenue Reporting RIGs

Illustrations of electronic templates for the detailed and forecast returns - Detailed Return Template A

R5 Input Page			Units	2010	2011	2012	2013	2014	2015	Range Name
DNO Name [REPORTING YEAR]				DNO Name [REPORTING YEAR]						COMPNAME Reporting_year
Basic Information										
Company Name										
Regulatory Year under report										
RPI		%		-0.39%						RPI
Average Specified Rate		%								Int_rate
Incentive Payments - Losses										
System entry volumes in year t-2		GWh		←						SEV
Units distributed in year t-2		GWh		←						UD
Incentive Payments - Quality of Service										
IQ _t		£m								IQ
Incentive Payments - New Transmission Capacity Charges										
New transmission capacity charges payable		£m								NTC
Incentive Payments - IFI										
IFI _t		£m								IFI _t
IFI _t in 2009-10		£m								
Low Carbon Networks Fund										
First Tier Allowable Expenditure		£m								LCN1_exp
First Tier non-recoverable deduction (enter amount in any Authority Direction as a negative value)		£m								LCN3_unrec
Second Tier - Amount to be collected under Authority Direction		£m								LCN2_collect
Second Tier - Net amount (paid to)/received from other DNOs law Authority's direction		£m								LCN2_cash_trf
Pass through items										
Licence fee payments	LP _t	£m								LP
Business rates payments	RP _t	£m								RP
Miscellaneous pass through	MPC _t	£m								MPC
Uncertain costs	UNC _t	£m								UNC
Assistance for high-cost distributors	HB _t	£m								HB
Transmission connection point charges	TP _t	£m								TP
TPC _t (SHEPD only)		£m								TPC
LPSF _t (SHEPD only)		£m								LPSF
EP _t (SHEPD only)		£m								EP
SH _t (SHEPD only)		£m								SH
Correction Factor										
Regulated Combined Distribution Network Revenue		£m								RD
Inset Electricity Distributor Revenue		£m								IED
Balance of Revenue Provision Accounts		£m								
Net Movement on Revenue Provisions		£m								
Regulated demand revenue 2009-10		£m								
Network Generation Revenue 2009-10		£m								
RD _{t-1} in relation to 2010-11		£m								RDt_1_2010-11
Allowed demand revenue 2009-10		£m								
Allowed network generation revenue 2009-10		£m								
AD _{t-1} in relation to 2010-11		£m								Adt_1_2010-11
Generation										
Incentive Revenue										
GC (Total Incentivised Capacity of Relevant DG)		MW								GC
GT		£m								GT
GPS		£m								GPS
GCZ		MW								GCZ
Inset Electricity Distributor Amount IEDA _t		£m								IEDA
Excluded Services										
Connection services		ES1								
Revenue from works where no margin was allowable		£m								
Revenue from works where a regulated margin was allowed		£m								
Revenue from works where an unregulated margin was allowed		£m								
Connections sub total		£m								ES_1
Diversionary works under an obligation		ES2								ES_2
Works required by any alteration of premises		ES3								ES_3
Top-up, standby, and enhanced system security		ES4								ES_4
Revenue protection services		ES5								ES_5
Metering Excluded Services (per breakdown on Sheet RR7)		ES6								ES_6
Miscellaneous		ES7								
[Miscellaneous Excluded Service 1]		£m								
[Miscellaneous Excluded Service 2]		£m								
[Miscellaneous Excluded Service 3]		£m								
[Miscellaneous Excluded Service 4]		£m								
[Miscellaneous Excluded Service 5]		£m								
[Miscellaneous Excluded Service 6]		£m								
[Miscellaneous Excluded Service 7]		£m								
[Miscellaneous Excluded Service 8]		£m								
Total Miscellaneous		£m								ES_7
Total excluded services		£m								ES_Total
Out of Area Networks										
Out of Area Networks (Use of system)		£m								Out_Area_UoS
Out of Area Networks (Other)		£m								Out_Area
De Minimis										
[Activity - 1]		£m								
[Activity - 2]		£m								
[Activity - 3]		£m								
[Activity - 4]		£m								
[Activity - 5]		£m								
[Activity - 6]		£m								
[Activity - 7]		£m								
[Activity - 8]		£m								
[Activity - 9]		£m								
[Activity - 10]		£m								
Total de minimis revenue		£m								De-minimis

Cost and Revenue Reporting RIGs

R6 DG Loss Adjuster Input							
DNO Name							
[REPORTING YEAR]							
Site		2012/13 Values for Year t-2		2013/14 Values for Year t-2		2014/15 Values for Year t-2	
		LAG	DGV	LAG	DGV	LAG	DGV
		(should not exceed 0.997)	GWh	(should not exceed 0.997)	GWh	(should not exceed 0.997)	GWh
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
		Number of sites	Total DGV	Number of sites	Total DGV	Number of sites	Total DGV
		0.00	0.00	0.00	0.00	0.00	0.00

Cost and Revenue Reporting RIGs

R7 Metering Inputs

DNO Name

[REPORTING YEAR]

Legacy Basic Meter Asset Provision

Total MAP Revenue & Maximum Charge

Levied per Meter Type

	Units	2011	2012	2013	2014	2015	Range Name
Single-phase single-rate credit meters	£m						Rev_SRCM
Maximum Charge levied per SRCM	£						Chg_SRCM
Single-rate token prepayment meters	£m						Rev_TPPM
Maximum Charge levied per TPPM	£						Chg_TPPM
Single-rate key prepayment meters	£m						Rev_KPPM
Maximum Charge levied per KPPM	£						Chg_LPPM
Single-rate smartcard prepayment meters	£m						Rev_SPPM
Maximum Charge levied per SPPM	£						Chg_SPPM
sub-total of revenue	£m	-	-	-	-	-	

Other types of meter

Multi-rate single-phase credit meter	£m						Rev_MRSPCM
Maximum Charge levied per MRSPCM	£						Chg_MRSPCM
Multi-rate single-phase prepayment meters	£m						Rev_MRSPPM
Maximum Charge levied per MRSPPM	£						Chg_MRSPPM
Poly-phase single rate whole current meters	£m						Rev_PPSRWCM
Maximum Charge levied per PPSRWCM	£						Chg_PPSRWCM
Poly-phase multi rate whole current meters	£m						Rev_PPMRWCM
Maximum Charge levied per PPMRWCM	£						Chg_PPMRWCM
Non-half hourly current transformer meters	£m						Rev_NHHCTM
Maximum Charge levied per NHHCTM	£						Chg_NHHCTM

Purchase price MEAP_i

Multi-rate single-phase credit meter	£						MEAP_MRSPCM
Multi-rate single-phase prepayment meters	£						MEAP_MRSPPM
Poly-phase single rate whole current meters	£						MEAP_PPSRWCM
Poly-phase multi rate whole current meters	£						MEAP_PPMRWCM
Non-half hourly current transformer meters	£						MEAP_NNHCTM

Current expected life ELA_i

Multi-rate single-phase credit meter	yrs						ELA_MRSPCM
Multi-rate single-phase prepayment meters	yrs						ELA_MRSPPM
Poly-phase single rate whole current meters	yrs						ELA_PPSRWCM
Poly-phase multi rate whole current meters	yrs						ELA_PPMRWCM
Non-half hourly current transformer meters	yrs						ELA_NNHCTM

[Sub-category 1]	MEAP _i Value	£					
	ELA _i Value	yrs					
	Max charge	£					
	Total revenue	£m					
	MAPPC _t	£					

[Sub-category 2]	MEAP _i Value	£					
	ELA _i Value	yrs					
	Max charge	£					
	Total revenue	£m					
	MAPPC _t	£					

[Sub-category 3]	MEAP _i Value	£					
	ELA _i Value	yrs					
	Max charge	£					
	Total revenue	£m					
	MAPPC _t	£					

Sub-total of revenue - other types of meter £m - - - - - Rev_OtherMeters

Adjustment Factor

£							
---	--	--	--	--	--	--	--

Metering Excluded Services Breakdown

Additional Appointment Charges	£m						Act_1
Supplier Warrant Assistance	£m						Act_2
Other	£m						Act_3
Basic Meter Operation	£m						Act_4
New MAP	£m						Act_5
[Descriptor 6]	£m						Act_6
[Descriptor 7]	£m						Act_7
[Descriptor 8]	£m						Act_8
Sub-total	£m	-	-	-	-	-	MeterES

Revenue from Data Services

MPAS and Data Transfer	£m						DS
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Cost and Revenue Reporting RIGs

Forecast Return Template B

R19 Forecast Return due by 31 October:

DNO Name

[REPORTING YEAR]

	Units	2011	2012	2013	2014	2015
RPI	%	0.00%	0.00%	0.00%	0.00%	0.00%
Average Specified Rate	%	0.00%	0.00%	0.00%	0.00%	0.00%
Base Demand Revenue						
BR _t	£m	-	-	-	-	-
Allowed Pass-Through Items						
Licence fee adjustment	£m	-	-	-	-	-
Business rates adjustment	£m	-	-	-	-	-
High cost distribution areas assistance (negative term for SHEPD only)	£m	-	-	-	-	-
Inset electricity distributor adjustment	£m	-	-	-	-	-
Other pass through items (includes Shetland balancing adjustment)	£m	-	-	-	-	-
Transmission connection point charges adjustment	£m	-	-	-	-	-
Uncertain costs	£m	-	-	-	-	-
PT _t	£m	-	-	-	-	-
Incentive Adjustments						
Distribution losses	£m	-	-	-	-	-
Quality of service	£m	-	-	-	-	-
New transmission capacity charges	£m	-	-	-	-	-
Innovation funding	£m	-	-	-	-	-
IP _t	£m	-	-	-	-	-
Low Carbon Networks Revenue						
First tier allowable expenditure	£m	-	-	-	-	-
Second tier (net adjustment to facilitate projects and awards)	£m	-	-	-	-	-
LCN _t	£m	-	-	-	-	-
Distributed Generation Incentive Revenue						
Relevant DG connected	MW	0.00	0.00	0.00	0.00	0.00
Incentive amount	£m	-	-	-	-	-
Return on passed through capex	£m	-	-	-	-	-
Operation and maintenance amount	£m	-	-	-	-	-
Previous price control period adjustment	£m	-	-	-	-	-
RPZ adjustment	£m	-	-	-	-	-
IEDA term	£m	-	-	-	-	-
IG _t	£m	-	-	-	-	-
Correction Factor (under recovery in previous year shown as negative value)	£m	-	-	-	-	-
Combined Allowed Distribution Network Revenue						
AD _t	£m	-	-	-	-	-
Regulated Combined Distribution Network Revenue	£m	-	-	-	-	-
Over/(Under) Recovery to be carried forward	£m	-	-	-	-	-
Metering						
Total Revenue from Charges for Legacy Metering Equipment	£m	-	-	-	-	-
Excluded Services						
ES1 Connections	£m	-	-	-	-	-
ES2 Diversionary works under an obligation	£m	-	-	-	-	-
ES3 Works required by any alteration of premises	£m	-	-	-	-	-
ES4 Top-up, standby, and enhanced system security	£m	-	-	-	-	-
ES5 Revenue protection services	£m	-	-	-	-	-
ES6 Metering Excluded Services	£m	-	-	-	-	-
ES7 Miscellaneous	£m	-	-	-	-	-
Total excluded services revenue	£m	-	-	-	-	-
Outside Price Control						
Out of Area Networks (Use of system)	£m	-	-	-	-	-
Out of Area Networks (Other)	£m	-	-	-	-	-
De Minimis Activity Revenue	£m	-	-	-	-	-

7. Instructions for completing financial issues reporting

Introduction

7.1. The purpose of the instructions and guidance in this chapter is to facilitate the collection of information on a common basis, and to an appropriate degree of accuracy, by each DNO to enable Ofgem to effectively monitor outturn against the appropriate cost allowances, assess future allowances and quantify ex post adjustments as required in the Final Proposals¹⁰.

7.2. This chapter deals with the financial issues information that will be used to derive inputs to populate the price control model, along with detailed pension, debt and tax information. It also provides for the reconciliation of the cost data to the audited regulatory accounts.

7.3. The data collected will be used to compare licensees over these areas, monitor outturn against the appropriate cost allowances to facilitate calculation of tax clawback and pension true up adjustments and to provide the basis for setting allowances at the next price control period. The pension information will provide the panel data on a consistent basis across licensees for the efficiency reviews of pension costs.

General

7.4. Forecast data is only required for financial tables numbers F7, F9, F10, F11 and for F17 (down to row 45 only). In addition, F6 should always be completed for two future years.

7.5. On the version control table enter the number next to the DNO name in cell C31 on the left. This will automatically populate the DNO name in all tables at cell A2 and where required bring in that DNO's historic data or allowances from a lookup table on the 'Ofgem data input' worksheet.

7.6. The 'version control' sheet must be updated each time the pack is resubmitted.

7.7. The following additional information is also required:

- Corporation Tax return and computation, for the Licensee's preceding statutory accounting year,

¹⁰<http://www.ofgem.gov.uk/Pages/MoreInformation.aspx?docid=346&refer=Networks/ElecDist/PriceCtrls/DPCR5>

Cost and Revenue Reporting RIGs

- Tax provision workings for the year under review to support Table F14,
- Reconciliation of changes to opening capital allowance pools from prior year submission(s) with documentation to support Table F14,
- Audited Annual Pension Scheme accounts,
- Triennial actuarial valuation reports (or any that might be provided more frequently), and
- Copy of the Certification by senior accounting officer that is prescribed in FA2009, which certifies annually that the accounting systems for the company and its subsidiaries are adequate for the purpose of accurate reporting of 'taxes and duties". This may be for the group in which the licensee is a subsidiary.

Terms defined within the Financial Tables

7.8. The following terms which appear in the financial tables have been defined in the Glossary to this document.

- Accounting standards
- Contingent pension asset costs
- CT600
- Currency Swaps
- Deferred revenue expenditure
- Defined Benefit pension scheme (DB)
- Defined Contribution pension scheme (DC)
- Early Retirement Deficiency Contributions (ERDCs)
- Easements
- ESPS
- Fair value
- Free Cashflow
- Funds from Operations
- International financial reporting standards (IFRS)
- Interest Rate Swaps
- Long life assets pool
- Net Debt
- Net Interest
- Pensions
- Pension deficit repair payments
- Pension Protection Fund (PPF)
- Pension Scheme Administration Costs
- PPF levy
- Profit and Loss / Statement of comprehensive income
- Regulatory fraction
- Regulatory Tax Losses
- Salary sacrifice scheme
- Stakeholder pension & Personal Accounts
- Statement of cash flows
- Tax Clawback Calculation
- Triennial valuation (pensions)

F1 - Profit & Loss/Statement of comprehensive income

Purpose

7.9. This table is designed to obtain a standard format of each DNO's profit & loss/statement of comprehensive income, consistent with the regulatory accounts. It will be used to provide the data in this statement in the regulatory accounts on a consistent and comparable basis across DNOs and time; and to populate the financial model. It is the reference point for the reconciliation of certain audited amounts to costs reported elsewhere within the suite of cost, financial issues and revenue workbooks.

7.10. The segmental analysis is included to aid reconciliation between tables and the Cost And Revenue reporting RIGs, particularly as all segmental data except distribution DUoS are outside the price control cost allowances.

Guidance on completing the worksheet

7.11. This table must be populated from and agree to the entity's audited Regulatory accounts for the relevant year. Whilst there are more categories than in the Profit & Loss/Statement of consolidated income in audited regulatory accounts the additional detail is required to facilitate reconciliation/agreement with other tables.

7.12. Row 6: Indicate whether accounts are prepared under UK GAAP or IFRS accounting standards.

7.13. Row 8: Insert total revenue as shown in the regulatory accounts. The breakdown of revenue and the reconciliation to the regulatory accounts is included in table R8 of the revenue reporting tables.

7.14. Rows 8 to 52: These rows cover the licensed entity and must agree to the audited Regulatory Accounts.

7.15. Rows 28, 30 and 31 are populated from the detailed analysis of these amounts which are input in table F5 Financing Costs.

7.16. Row 32: "Other finance income/Investment income" on the P&L account must include non-distribution related items, financial movements on pension schemes and all movements on derivative financial instruments.

7.17. Rows 58 to 186: These rows must be completed with the split of the total position (down to operating profit before finance costs and tax) into the segmental elements shown. The distribution element is calculated by deducting all other segments from the total.

7.18. Rows 189 to 208: Where the entity has reported under IFRS for the first time, this section must be completed to identify the differences between reporting under UK GAAP and IFRS. This will aid understanding of the changes and implications for the tax charge once all DNOs report under IFRS (currently mandated and effective for regulatory reporting year commencing 1 April 2014).

F2 - Balance Sheet/Statement of financial position

Purpose

7.19. This table is designed to obtain a standard form of each DNO's balance sheet/statement of financial position, consistent with the regulatory accounts.

7.20. It will be used to provide the data from regulatory accounts on a consistent and comparable basis across DNOs and time; and to populate the financial model.

7.21. It will also be used to check the level of total debt reported elsewhere, the other liabilities the DNO has and to populate the financial model.

7.22. In addition it will be used to identify differences in reporting when DNOs switch from UK GAAP to IFRS during the price control period.

Guidance on completing the worksheet

7.23. This table must be populated from and agree to the audited regulatory accounts for the relevant year. Whilst there are more categories than in the balance sheet/statement of financial position in the entity's audited regulatory accounts the additional detail is required to facilitate reconciliation/agreement with other tables.

7.24. Row 64: The "Hedging Reserve" on the balance sheet is only to be used by companies reporting under IFRS.

7.25. Row 71: The net debt shown is calculated based on the definition of net debt issued in the open letter of 31 July 2009 "Clawback of tax benefit due to excess gearing"¹¹.

7.26. Rows 76 to 90: Where the entity has reported under IFRS for the first time, and for subsequent years in DPCR5, this section must be completed to identify the differences between the two approaches.

¹¹ <http://www.ofgem.gov.uk/Pages/MoreInformation.aspx?docid=49&refer=Network^s>

Cost and Revenue Reporting RIGs

7.27. Rows 102 to 118: These rows summarise the capex additions by segmental type and are required to facilitate the reconciliation of audited costs to the data in the RIGs.

7.28. Rows 123 to 128: Enter amounts of the book values of the disposal of tangible and intangible assets. Enter the corresponding cash proceeds split for tangible assets into operational and non-operational assets. The cash proceeds must be entered as a negative value, except where the disposal is to an affiliate where market values must be entered (in accordance with the Final Proposals - Financial methodologies document 148/09 chapter paragraph 1.15) again as a negative value.

7.29. Rows 134 to 140: Enter amounts of additional customer contributions in the year by segment to agree with those in the Cost RIGs.

7.30. Rows 146 to 152: Enter amounts of interest capitalised in tangible and intangible asset additions in the year by segment.

7.31. Rows 156 to 162: Enter amount(s) of any tangible and intangible asset revaluations in the year by segment.

F3- Cashflow/Statement of cash flows

Purpose

7.32. This table is designed to obtain a standard format of each DNO's cashflow position consistent with the regulatory accounts.

7.33. It will be used to provide the data in this statement in the regulatory accounts on a consistent and comparable basis across DNOs and time; and to sense check the financial model.

Guidance on completing the worksheet

7.34. This sheet is linked to movements implied by the P&L and balance sheet as far as practicable.

7.35. Inputs are required to replicate the cashflow in the regulatory accounts.

7.36. Rows 58 to 64: Reconciliation is required between opening debt and the closing debt implied by the decrease/increase in net cash.

F4- Net Debt

Purpose

Cost and Revenue Reporting RIGs

7.37. This table collects details of all borrowing, guarantees and financial derivatives, interest rates on debt, repayment dates and cash and short term investments.

7.38. This information is used to compare gearing levels to the regulatory modelling data; and to enable the calculation of the tax benefit of excess gearing. It is also used to provide details of future refinancing requirements where DNOs have loans falling due for repayment.

7.39. The table provides information on derivative financial instruments to facilitate understanding of existing debt structures.

7.40. The table is designed to enable different types of borrowing and lending to be identified and any derivative products relating to the debt to be linked to it.

Guidance on completing the worksheet

7.41. Where debt is of a short term nature (and can therefore be replaced several times in a year) the year end balance must be shown in the debt statement. The interest rate for the year must be that relating to the year end debt and must be shown on the financing costs statement.

7.42. Rows 6 to 10 summarises net debt and gearing and are auto-populated, no data entry is required in these rows.

7.43. For Sections A to F, income statement debits and cash out flows must be entered as positive values, and credits and cash inflows as negative values.

7.44. Rows 279 to 283 require no data entry as they are auto-populated.

7.45. Rows 292 to 738: Detail all derivatives and values together with what exposure is hedged against. The description box must include the reference number of the loan(s) to which the derivative relates.

7.46. Input in Table A: "Schedule of cash, short term deposits and overdrafts" under the prescribed headings the balance per the regulatory accounts at the regulatory financial year end.

7.47. Input in Table B: "Analysis of External borrowings, bonds, loans and finance leases" the name of the lender and the nature and a description of the instrument, the redemption date, the rate of interest, and the balance at the regulatory financial year end.

7.48. Input in Table C: "Analysis of loans from other group companies" the legal entity providing the financing and the nature and a description of the instrument, the

Cost and Revenue Reporting RIGs

redemption date, the rate of interest, and the balance at the regulatory financial year end.

7.49. Input in Table D: "Analysis of loans to other group companies" the name of the borrower and the nature and a description of the instrument, the redemption date, the rate of interest, and the balance at the regulatory financial year end.

7.50. Input in Table E: "Analysis of other amounts due to (from) group companies (memorandum)" showing the name of each affiliate, the nature of the balance (e.g. the trading balance, cash on deposit) and separately the amounts payable and receivable. Balances with each individual affiliate must be shown separately, it is not acceptable to show group balances. Note: Table E is a memorandum table as inter-company trading balances are not usually part of net debt.

7.51. Input in Table F: "Guarantees given on behalf of other group companies" any guarantees (including joint and several) given on behalf of any other group companies/related parties, listing the name of the company guaranteed, entity to whom the guarantee was given, the amount guaranteed and the date of the consent or derogation in respect thereof from the Authority.

7.52. Table G: Summarises the value of derivatives as detailed in tables H to K. No input is required.

7.53. Input in Tables H to L: "Derivative financial instruments at year end (per Balance Sheet)" any derivative financial instruments as defined in accounting standards) extant at the year end relating to or in respect of any loan or balance disclosed under the prescribed headings. Only the value of cross currency swaps (used in the gearing calculation) is linked into the summary table. Additional hidden rows are available and may be unhidden.

F5 - Financing costs

Purpose

7.54. This information is used to compare finance costs to the regulatory modelling data and to facilitate the calculation of the clawback of the tax benefit of excess gearing on Table F19.

Guidance on completing the worksheet

7.55. The description of the debt instrument in this sheet is drawn from table F3. The interest that is entered must correspond with the loan referenced from table F3.

7.56. Column D contains a drop down box, where appropriate, to enable the choice of type of interest terms.

Cost and Revenue Reporting RIGs

7.57. For sections B to E, the interest paid (or received) must be shown on a P&L basis and on a cash basis. The values for each basis must be entered on the line with the corresponding reference number.

7.58. Rows 6 and 333: These rows collect an analysis of interest on both normal accruals (accounting) and a cash basis. Additional hidden rows are available and may be unhidden.

F6 - Financing requirements

Purpose

7.59. This table will be used to inform consideration of the DNO's short term financial stability. It requires provision of a high level cashflow for the succeeding two regulatory years and the financing requirements over the same period.

Guidance on completing the worksheet

7.60. Rows 6 to 8, 10, 12, 14, 20 to 25, 29, 33 and 34: The inputs must only be made for the next two full regulatory financial years.

7.61. Row 29: This line requires completion for the current year. Insert the value of any undrawn facilities which will be available to meet the financing requirements.

7.62. Rows 33 to 34: Enter the value of forecast fixed and floating interest costs.

7.63. Where the DNO has concerns about refinancing, these must be expressed in the commentary, except to the extent that such issues have been separately notified to Ofgem.

F7 - Pension Defined Benefits costs

Purpose

7.64. This table collects data relating to the licensee's pension costs for the defined benefit scheme(s), the cash payments to pension schemes for the purposes of comparison against the DPCR5 pensions allowance and for informing DPCR6 on pension costs and liabilities.

7.65. The data will also form part of the panel data for the efficiency reviews in accordance with our approach to pensions costs and set out in our pension principles.

Guidance on completing the worksheet

Cost and Revenue Reporting RIGs

7.66. All pension costs must be consistently reported across the CRIGGS tables, i.e. on a cash basis.

7.67. This table collects information about the DNO's pension costs rather than the total DB scheme as a whole.

7.68. All data must be entered in nominal prices each year.

7.69. Data is to be provided for each DB pension scheme where there is an element relating to the distribution business.

7.70. Any payments related to EASL or EATL pension liabilities are to be excluded. These are not pension costs of the distribution business, but atypical operating costs and must be reported as such in the main Cost RIG tables.

7.71. Row 6: Insert pensionable pay relating to this scheme only. This is not necessarily the same as labour costs in the Cost RIGs.

7.72. Row 7: The salary sacrifice element of salaries by the employers relates solely to sacrifice for additional DB pension contributions made under an arrangement with the sponsoring employer.

7.73. Row 12: In so far as pension scheme administration costs and PPF levy are included in normal contributions for this scheme, these must be included in the percentage of pensionable pay calculation.

7.74. Row 14: Enter the employers' pension contributions net of salary sacrifice.

7.75. Rows 16-28: These lines are populated automatically from other pension tables.

7.76. Row 29: Provide the cash cost of funding of any pension related severance costs.

7.77. Row 33: Provide the period over which the existing deficit as at the last triennial valuation is being funded as agreed with the Trustees and accepted by The Pension Regulator (TPR) in the deficit recovery plan and state in the commentary which triennial valuation this refers to.

7.78. Row 34: Provide the date from which the current deficit funding payments commenced.

7.79. Row 35: Enter this defined benefit scheme's deficit funding on a cash basis.

Cost and Revenue Reporting RIGs

7.80. Row 36: For 2009-10 only, enter the percentage allocation of the group scheme to the distribution business, i.e. the percentage must be that number which will enable the calculation to produce the same result as the table 4.3 in the DPCR4 2009/10 RRP. Rows 41 to 48: Provide the attribution of meeting current pension service cost for Defined Benefit schemes over the various segments. Row 40 will show the balance of total ongoing pension costs from row 26.

7.81. Rows 53 to 58: Attribution of total scheme deficit repair payments (if necessary) by the constituent elements. The method of attribution is to be detailed in the Commentary. Where any deficit repair is allocated to other licence holders, the attribution must be reflected in the RRP of that DNO. Row 58 is a check row and will show an unattributed balance if the amounts do not agree to the deficit repair payments in row 35. This amount should be zero. Note: any unattributed balance may be deducted from the DNO's amount.

7.82. Rows 61 to 176: Repeat the above for any further defined benefit schemes.

7.83. Rows 209 to 228: Enter the cost, if any, of providing contingent pension asset(s) for each DB pension scheme and analyse over distribution and non-businesses. In the absence of any specific hypothecation to either a specific group of pension scheme members, the cost should be attributed on the basis of the regulatory fraction. In any event explain the nature and benefit of each contingent asset and the attribution in the commentary document.

F8 - Pensions data for primary defined benefit scheme

Purpose

7.84. This table collects data relating to defined benefit scheme pension costs, assets and liabilities, deficits and ancillary data. Table F8 collects data relating to the primary defined benefit (DB) pension scheme whilst tables F8.1 and F8.2 must be completed (where necessary) for additional DB schemes.

7.85. They also collect information on all membership data and scheme data for the purposes of informing DPCR6 on pension costs and liabilities.

7.86. The data will also form a part of the panel data for the efficiency reviews in accordance with our approach to pensions costs and set out in our pension principles.

Guidance on completing the worksheet

7.87. All data must be entered in nominal prices each year.

7.88. Data is to be provided for each DB pension scheme where there is an element relating to the distribution business.

Cost and Revenue Reporting RIGs

7.89. The RRP must be completed and returned by 31 July each year. This table must be returned once the data is finalised, but no later than 30 September in that year.

Section A

7.90. This section collects information on the total group scheme for which the DNO is the sponsoring employer.

7.91. This data should not be repeated from that for the previous triennial valuation between such valuations, but be that for the latest updated s.224 valuation or latest full triennial valuation.

7.92. Rows 9 to 14: Enter the attribution of total scheme deficit or surplus by the constituent sponsoring affiliates, i.e. the total for non-distribution businesses and the amounts attributable to each affiliated DNO, including the DNO. The method of attribution is to be detailed in the Commentary. Where any deficit is allocated to other licence holders, the attribution must be reflected in that DNO's cost reporting submission. This information will be used to inform the regulatory fraction at subsequent price controls and for the ex post adjustments.

7.93. Row 17: State the basis of the scheme valuation used (e.g. full triennial, Pension Act 2004 section 224 update).

7.94. Cell F26: Enter the opening value of pension scheme assets as at 1 April 2005.

7.95. Rows 28 to 49: Enter details on the movements in assets held in the scheme. The balance brought forward must be the gross value of assets in the scheme. If opening balances are revised, the previous year's data should be restated rather than an adjustment being made in the current year. Where any changes are made to prior year data, these must be detailed in the commentary.

7.96. Sign Convention: Enter any contributions into the scheme as positive numbers. Benefit payments made by the scheme and other withdrawals must be shown as a negative. Investment profits must be entered as a positive, whereas investment losses must be entered as a negative.

7.97. Rows 55 to 73: Enter detail of assets held by the scheme. Where other assets are identified, enter these in rows 71 to 73 and provide description in the commentary.

7.98. Cell F26: Enter the opening value of pension scheme liabilities as at 1 April 2005.

7.99. Rows 80 to 89: Enter details of the movements in pension scheme liabilities by category. Additional categories must be entered in rows 84 to 89.

Cost and Revenue Reporting RIGs

7.100. Rows 94 to 107: Bulk transfers from corporate transactions post 31 March 2010 (which are to be excluded from regulatory fraction in accordance with the DPCR5 settlement): Enter the year end value of the assets and liabilities from each bulk transfers arising from a corporate transaction post 31 March 2010 and detail in the commentary.

7.101. Explain in the commentary how the valuations of assets and liabilities have been determined, e.g. actuarial assessment of assets and liabilities relating to relevant members. On the basis that the assets of a scheme may not be hypothecated or identifiable to any sub group of members, then the assets may be apportioned based on the ratio that the liabilities of these members bear to the total liabilities. The liabilities must be separately computed based on each member transferred in.

7.102. Enter details of total assets for each bulk transfer in, which must be shown as positive (+ve).

7.103. Enter details of total liabilities for each bulk transfer in, which must be shown as negative (-ve).

7.104. Explanations of each bulk transfer in or out must be provided in the commentary.

Section B Membership data

7.105. This section seeks information on the membership of the total group scheme except for rows 176 to 185 which is restricted to the DNO. It is accepted that this data may need to be revised in subsequent years. If opening balances are revised, correct the previous year's data rather than adjusting in the current year. Where any changes are made to prior year data, these must be detailed in the commentary.

7.106. Rows 120 & 138: These rows are for members who became deceased during the financial year.

7.107. Row 145: New dependents must be populated with any dependent members created on the death of a member in one of the other categories.

7.108. Rows 160 -163: Enter membership totals split between those with protected rights under the Protected Persons legislation and the remainder of the scheme.

7.109. Rows 166 to 169 are auto populated, no data entry is required.

7.110. Rows 176 to 185: Split the membership associated with the DNO between those with protected rights under the Protected Persons legislation and the remainder of the scheme.

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7.111. Provide explanation in the commentary, including if any amounts have been accepted where assets do not cover the liabilities.

Section C Scheme mergers

7.112. This section provides details of any mergers into this DB scheme, collecting incoming scheme data to compare to scheme data populated from other sections.

7.113. Rows 204 to 205: The regulatory fractions must be as used in the preceding price control. Where there is no previous regulatory fraction, or the position is uncertain, the cell should be left blank and a note included in the Commentary.

Section D Actuarial valuation results

7.114. This section collects information on the actuarial valuation results for the total scheme. This refers to scheme funding valuations rather than valuations for other purposes (for example, company accounting valuations or PPF levy valuations).

7.115. Where necessary answers should be expanded upon in the commentary.

7.116. Rows 248-249: Average remaining active service life must be provided for the scheme membership as a whole, however if there is a significant difference in the remaining service life between non-distribution and distribution members, please provide both numbers in the commentary.

7.117. Rows 262 and 263: Specify the mortality table used, including any age ratings: e.g. "PMA/PFA92 U=2004 x-1 with medium cohort improvement factors subject to a 1% underpin". Expand in Commentary as necessary.

7.118. Rows 266 and 267: Specify the mortality table used, including any age ratings: e.g. "PMA/PFA92 U=2004 x-1" with medium cohort improvement factors subject to a 1% underpin. Expand in Commentary as necessary.

7.119. Rows 276, 288, 308 and 324: The rows headed "normal retirement age" are to be completed with the earliest age at which unreduced benefits are payable on age retirement (which might strictly be different to the scheme's "normal retirement age").

7.120. Rows 337 to 341: Information on AVC facilities is required only to the extent that employees can purchase additional service in the defined benefit scheme or the employer contributes in some way. Information is not required for defined contribution AVC schemes.

7.121. AVC information is required for the scheme as a whole.

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7.122. Rows 348 to 380: Enter names of all sponsoring employers within the group participating in the DB scheme.

F8.1 and F8.2 - Pensions data

Purpose

7.123. These tables collect data relating to pensions costs, deficits, and ancillary data. F8 collects data relating to the primary scheme and these tables F8.1 and F8.2 must be completed (where necessary) for additional schemes.

7.124. They also collect information on all pension costs (normal and deficit), cash payments to pension schemes, membership data and scheme data for the purposes of comparison against the DPCR5 pensions allowance and for informing DPCR6 on pension costs and liabilities.

Guidance on completing the worksheet

7.125. These tables must be completed following the guidance as for table F8.

F9 - Pensions Defined Contribution schemes

Purpose

7.126. This section collects data on the DNO's defined contribution scheme(s), personal accounts and stakeholder schemes (if any). These form part of total pension costs and will be used to inform any ex post true up and the next price control.

Guidance on completing the worksheet

7.127. Information is to be reported at the DNO level only.

7.128. Row 6: Enter the cash contribution for the primary defined contribution scheme.

7.129. Rows 8 to 9: Where different contribution rates exist, enter an average percentage and explain in the commentary.

7.130. Row 12: Enter the cash contribution for the secondary defined contribution scheme (if any).

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7.131. Rows 14 to 15: Where different contribution rates exist, enter an average percentage and explain the composition in the Commentary.

7.132. Row 18 - 19: Enter the cash contribution to all stakeholder schemes and personal accounts.

7.133. Rows 24 to 34: Enter the attribution of the defined contribution/stakeholder costs across the segments shown.

F10 - Pension Protection Fund levies

Purpose

7.134. This section collects data on a cash basis on the Pension Protection Fund (PPF) levies for each scheme and shows the allocation of these costs between sponsoring entities. This enables reconciliation at the scheme level (not the DNO) to the RIG cost reporting pack and allocation to RAV where appropriate.

7.135. These costs form part of ongoing service costs and will be used to inform the ex post true up.

Guidance on completing the worksheet

7.136. Row 7: Enter the total fixed PPF levy for the primary DB scheme (including the levy for PPF administration charge) paid (in cash) in the year.

7.137. Rows 9 to 13: Enter the allocation of fixed PPF levies paid direct by the employer (not collected through the scheme contributions) split by non-distribution and distribution business segments.

7.138. Rows 15 to 19: Enter the allocation of fixed PPF levies collected through the scheme contributions (not paid direct by the employer) split by non-distribution and distribution business elements.

7.139. Row 22: Enter the cash payment for the total risk based PPF levy for the primary DB scheme.

7.140. Rows 24 to 28: Enter the allocation of risk based PPF levies paid direct by the employer (not collected through the scheme contributions) split by non-distribution and distribution business elements.

7.141. Rows 30 to 34: Enter the allocation of risk based PPF levies collected through the scheme contributions (not paid direct by the employer) split by non-distribution and distribution business elements.

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7.142. Rows 37 to 96: Repeat for any further DB pension schemes.

7.143. Rows 116 to 130: Enter the values of PPF levy that are included in the cost tables elsewhere within the RIG cost reporting pack. The total must reconcile to the total PPF levies paid in rows 104 and 110.

7.144. Rows 134-135: Provide latest Dun & Bradstreet PPF score for the risk-based element of the levy and the date it was scored for the DB pension scheme. If the score is based on multi-company data, enter the weighted average score (as used by the PPF) and detail the constituent scores in the Commentary.

F11 - Pension Scheme Administration costs

Purpose

7.145. This section collects data on a cash basis on each pension scheme's administration costs (that is the costs incurred by the trustees in the running of the pension scheme and includes investment management fees) for each scheme and shows the allocation of these costs between entities. These do not include costs incurred by the DNO or other sponsoring employers in collecting employee contributions or managing their interface with the scheme. This enables reconciliation to the RIG cost reporting pack and allocation to RAV where appropriate.

7.146. These costs form part of ongoing service costs and will be used to inform the ex post true up.

Guidance on completing the worksheet

7.147. Rows 7 and 8: Enter the total pension administration costs for each scheme, showing pure administration costs on row 7 and investment management fees on row 8.

7.148. Rows 11 to 15: Enter the allocation of administration costs paid direct by the employer (not collected through the scheme contributions) split by non distribution and distribution business elements.

7.149. Rows 17 to 21: Enter the allocation of administration costs collected through the scheme contributions (not paid direct by the employer) split by non distribution and distribution business elements.

7.150. Rows 25 to 39 and 43 to 57: Repeat for any further pension DB schemes.

7.151. Rows 77 to 90: Enter the values of scheme administration costs that are included in the cost tables elsewhere within the RIG cost reporting pack. The total must reconcile to the total scheme contributions in rows 64 and 70.

F12 - Tax allocations to capital allowance pools

Purpose

7.152. This table is used to report the allocation of capex and opex spend to tax pools for the DNO consistent with the numbers in the Regulatory Accounts for the year. It obtains an analysis of the DNO's tangible fixed asset additions and ensures allocation to the capital allowance pools on a consistent and comparable format across DNOs.

7.153. It enables monitoring and comparison of allocations to capital allowance pools across DNOs, and across time, which will inform future price controls.

Guidance on completing the worksheet

7.154. The table requires DNOs to enter the allocation of expenditure across tax categories for the various types of expenditure. These allocations must reflect the basis on which the tax charge for the regulatory accounts has been based.

7.155. Enter the analysis of the DUoS expenditure in each area for tax purposes (£m) by each of the capital allowance pools. All expenditure on easements must be entered in row 25. The total expenditure must agree to that reflected in the Cost RIGs tables.

7.156. Rows 95 to 108: Enter the allocation of indirect costs between capitalised and non capitalised separately for closely associated indirects and business support costs capitalised.

7.157. Rows 190 to 220: Enter the allocation of indirect costs to pools with the total allocation matching the total of business support and closely associated indirects in rows 100 and 109.

7.158. Enter Non DUoS expenditure in rows 237 to 251.

7.159. Profiles are calculated for each expenditure type in the bottom half of the sheet.

F12a - Tax allocations to capital allowance pools on a CT600 basis

Purpose

7.160. This table is used to report the allocation of capex and opex spend to tax pools for the DNO consistent with the CT600 tax return submitted (normally for the preceding statutory accounting financial reporting year. It obtains an analysis of the DNO's tangible fixed asset additions and ensures allocation to the capital allowance pools on a consistent and comparable basis across DNOs.

7.161. It enables monitoring and comparison of allocations to capital allowance pools across DNOs, and across time, which will inform future price controls.

Guidance on completing the worksheet

7.162. Enter the year end to which the CT600 (and supporting computations refers in the closest column to the regulatory year end (e.g. a 31/12/10 CT600 return would be entered in the column for regulatory year end 31/03/11).

7.163. The table requires DNOs to insert the allocation of expenditure across tax categories for the various types of expenditure. The completion is consistent with the guidance for Table F12 although there is no check to the Cost RIGs reporting pack since the two are not necessarily aligned.

7.164. The total additions by pool must agree to the additions stated in the CT600.

7.165. The final section provides an analysis of the capital additions for non distribution activities. Entries must be made in each appropriate section where pool additions do not relate to the distribution (DUOS) business.

F13 - Tax capital allowance pools

Purpose

7.166. This table is used to track the annual additions in the regulatory financial year and movements in capital allowances for the DNO, and by the individual business segments.

7.167. It will capture the movements on capital allowances in total for the DNO and for the distribution business and other activities; and reconcile the total to the DNO's own tax provision workings for its regulatory accounts and/or draft corporation tax computation.

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7.168. It is also used to identify prior year adjustments arising in the individual capital allowance pools from the closing and settlement of open tax years.

7.169. The closing pool balances will be used to populate the financial model at the next price control, subject to review.

Guidance on completing the worksheet

7.170. This table must be prepared on the same basis as the DNO's corporation tax returns and in accordance with extant tax legislation. For entities which do not have a 31 March statutory year end it is not acceptable that additions to pools are derived by apportionment of the last actual corporation return additions over time. The additions should instead be ascertained from underlying records.

7.171. The table requires limited input as most of the cells are completed by calculation.

7.172. Where the opening balances are different to that in the prior years' cost submission and revision amounts have been input, then a reconciliation is to be provided explaining and analysing the reasons for each change. Where the change arises from agreement of previously open years' tax computations by the tax authorities this must be identified by individual year; and the reasons for any change to previous estimates must be provided in the Commentary.

7.173. Rows 6, 15, 24 and 33: These rows are to be used to show the opening balance of the capital allowance pool in the opening year only.

7.174. Rows 7, 16, 25 and 34: These rows are to be used for any revisions to numbers submitted in previous cost returns. Details of revisions that have been made and why they are necessary are required in the Commentary.

7.175. Rows 9, 18, 27 and 36: These rows are included for the additions to each pool within the year.

7.176. Where a DNO disclaims allowances in a year, the formula in rows 11, 20 and 29 may be overwritten and an explanation must be provided in the Commentary.

7.177. Row 38: Enter any IBA allowances.

7.178. Row 60: The value of fixed asset additions not qualifying for tax relief must be entered here.

7.179. Row 62: Input the rate of writing down allowances claimed for deferred revenue in the year.

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7.180. Rows 65, 66, and 68: Input the rate of writing down allowances applicable in the year.

7.181. Rows 134 to 167: The inputs are repeated for the non DUoS values.

7.182. Rows 75 to 108: The residue which relates to the distribution business is calculated within these rows and no data input is required.

F14 - Tax computation

Purpose

7.183. This table is used to show how the DNO arrives at the tax charge on a total basis and then split the data into the constituent segments to show that solely relating to distribution (DUoS) activities.

7.184. It provides the data in a consistent and comparable format across all DNOs for the regulatory financial year to enable comparisons to be made.

7.185. This and the CA pool table are used to monitor outturn against allowances and to inform the next price control.

Guidance on completing the worksheet

7.186. This table must be prepared on the same basis as the DNO's corporation tax returns for each regulatory financial year end 31 March and in accordance with extant tax legislation.

7.187. The table is populated automatically from sheet F1 where appropriate.

7.188. Row 6: The rate of corporation tax appropriate to the current regulatory financial year is an Ofgem input.

7.189. Row 14: The pensions charge in the regulatory accounts must be the adjustment to eliminate all pension contributions provisions or accruals. The amount of cash pension contribution paid and deductible for tax purposes must be input under "Deduct" (row 31).

7.190. Row 15: Capital charged to revenue must be the amount of capex which has been expensed in the regulatory accounts but for tax purposes is capitalised and must be equal to the amount of additions in Table "Tax: Capital Allowances of the DNO".

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7.191. Row 16: Enter any amounts of operating expenditure that, in accordance with tax legislation, is disallowed as a deduction in computing taxable profits. These costs must therefore be added back and must be the same as in the DNO's own tax computation or tax provision workings.

7.192. Rows 21 to 22: Any other add backs must be disclosed and described separately for individual items over £500,000. Do not add additional rows where the individual analysis exceeds two, but include an analysis in the commentary.

7.193. Row 31: Pension contributions paid is the amount of pension contributions actually cash paid to the pension scheme. Where these are not the same as disclosed in Table F17 an explanation must be provided in the commentary. Where the DNO does not incur any or all the pension costs directly then to whom, or by whom, they are paid and how they are treated in the DNOs or that of the affiliate paying them in their own accounts must be provided in the commentary.

7.194. Rows 39 to 42: The capital allowances inputs are populate automatically from Table F13.

7.195. Rows 43 to 48: Input the amount of any other allowances.

7.196. Where amounts reported in previous years are different to that in the prior year's CRIGGS, provide a reconciliation in the commentary explaining and analysing the reasons for each change.

7.197. Rows 66 to 69: Input the amounts of corporation tax paid or refunded and amount of group relief received or surrendered. These must be the actual amounts paid in the regulatory financial year and must include any payments to affiliates where the CT is paid under a group payment arrangement.

7.198. Rows 73 to 79: Input any additional reconciling items with a description for all individual items over £500,000.

7.199. Row 83: Input the date (day, month year format) that the corporation tax return has been agreed with HMRC. Where no date exists the returns will still be open.

7.200. Rows 86 to 89: Enter details of regulatory tax losses. These will be offset against any tax funding at future price reviews.

F15 - Reconciliation of total costs to accounts

Purpose

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7.201. This table is used to reconcile the values reported in the RIG cost and the revenue reporting packs with the audited regulatory accounts. This ensures that costs are not omitted or duplicated and provides an assurance to the overall consistency of the pack.

Guidance on completing the worksheet

7.202. The table requires DNOs to input the relevant costs from the regulatory accounts profit and loss (or income statement under IFRS), and fixed asset additions as reported in tables F1 and F2 respectively.

7.203.

7.204. Row 16: Enter any interest capitalised in the year.

7.205. Row 17: Enter the amount of any revaluation of tangible fixed assets reported in the balance sheet in the year.

7.206. Rows 23 to 43: Input any reconciling items, which are adjustments to costs or recoveries for items not in the Regulatory Accounts or where offsetting of costs and revenues/recoveries is not allowed under these RIGs for presentation of amounts in the CRIGGS, or for IFRS adjustments. Items included here must include a brief description of the item. Where further detail is necessary this must be added to the Commentary.

7.207. Rows 6 to 20: These rows summarise the total opex and capex as reported in the regulatory accounts. Note that capitalised interest and asset revaluation amounts are not to be included on other tables in the CRIGGS and must be deducted here as they are not allowed in regulatory costs.

7.208. A check and balance will be automatically performed to ensure the regulatory accounts totals agree to the CRIGGS data tables; this check must say 'OK' for the CRIGGS to have been completed correctly.

7.209. Where revenues are netted against costs in the regulatory accounts and thus not reported as revenue then a reconciling item will be required to gross up costs.

7.210. Row 67. Enter total revenue from the revenue returns.

7.211. Rows 71 to 399: Following the instructions above repeat the process and entry for each segment.

F16 - Net Debt Reconciliation F3 to Regulatory Accounts

Purpose

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7.212. This table is used to reconcile the net debt reported in the Regulatory Accounts with that shown in table F3 and inform the accuracy of the values used in the excess gearing computation.

Guidance on completing the worksheet

7.213. The table takes data from table F3 and requires any differences to the regulatory accounts to be explained.

7.214. Row 16: Input amount of preference shares reported in equity which are treated as debt.

7.215. Rows 17 to 22: Input any reconciling items together with a brief description of the item. Where necessary, expand the explanation in the commentary.

F17 - Reconciliation of pension costs

Purpose

7.216. This table is used to reconcile the value of pension costs shown in the cost reporting tables with the pension costs shown in tables F7, F8, F8, F8.1, F8.2, F9, F10 and F11; with pension costs reported in tables F1 Profit & Loss and F2 Balance Sheet.

7.217. It operates as a consistency check across the tables and also shows the total pension costs for comparison to price control allowances.

Guidance on completing the worksheet

7.218. The table automatically collects data from the RIG cost reporting pack and from the pension tables in the financial issues pack.

7.219. Rows 22 to 27: Input is required for any reconciling items between the total in the cost tables and the pension table totals (row 37).

7.220. Rows 48 to 61: A reconciliation is required between the total in the cost tables and to the reported P&L and balance sheet movement figures in the Regulatory Accounts (which must be entered in rows 65 & 66).

7.221. Where the reported amounts in the Cost RIGs does not reconcile to the amounts reported in the Financial Issues RIGs on row 29 then the necessary tables must be reworked until the reconciling balance is nil. Any reconciling items may be deducted from distribution (DUoS) costs reported in the financial issues tables for the ex post true up adjustment.

F18 - DPCR5 Pension normal service cost true up

Purpose

7.222. This table is used to show the computation of the normal service cost contributions true up and calculate what sums are required to be adjusted at the next price review. The format and methodology is that published in the DPCR5 Final Proposals.

Guidance on completing the worksheet

7.223. The table requires no inputs as all data is populated automatically from other tables in the Financial Issues pack.

7.224. The true up adjustments to be made at the next price review are shown in rows 66 and 68.

F19 - DPCR5 PPF levy cost true up

Purpose

7.225. This table is used to show the computation of the normal service cost contributions true up and calculate what sums are required to be adjusted at the next price review. The format and methodology is that published in the DPCR5 Final Proposals.

Guidance on completing the worksheet

7.226. The table requires no inputs as all data is populated automatically from other tables in the Financial Issues pack.

7.227. The true up adjustments to be made at the next price review are shown in rows 60 and 62.

F20 - Tax clawback calculation of excess gearing

Purpose

7.228. This table is used to show the calculation of the clawback of the tax benefit due to excess gearing as specified in the relevant price control (DPCR4 and DPCR5). Where companies have gearing levels in excess of that assumed in the relevant price control, and also a higher level of interest than modelled, the value of this relevant interest as a tax shield is adjusted at the next price control.

Guidance on completing the worksheet

7.229. The table uses data taken from other tables where appropriate. The only inputs required are where the net debt (as sourced from table F3) or the interest charge (as picked up from table F4) do not meet the definitions given in the open letter dated 31 July 2009¹²; these must be entered in rows 11 to 15 and 27 to 29.

7.230. The tax benefit shown in row 46 will be adjusted in the next review on an NPV neutral basis.

F21 - RAV roll forward and depreciation

Purpose

7.231. This table computes the annual depreciation on RAV in 2007/08 price base. It will be used to determine closing RAV and populate the financial model. It is included as a source of information for all parties.

Guidance on completing the worksheet

7.232. This table requires no inputs, additions are linked to the previous table and all historic data is linked to Historic RAV additions table which is populated by Ofgem from published data and up-dated annually for RPI. No data entry is required or permitted.

F22 - Historic RAV additions table

Purpose

7.233. This table maintains all the historic RAV additions and depreciation data and is populated by Ofgem.

Guidance on completing the worksheet

7.234. No data entry is required or permitted.

¹² <http://www.ofgem.gov.uk/Pages/MoreInformation.aspx?docid=49&refer=Networks>

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