

Consumption Log

Electricity

This worksheet is a place for you to track electrical consumption and costs for your Extension office and grounds. Entering the data in the "yellow" cells will allow you to see how much electricity your office has used to date, along with the costs, and any changes that result from putting conservation plans into action. Hopefully your personnel and volunteers will find conservation saves money as well as reducing the office's ecological footprint. If you are able, track your usage for an entire year. If you don't have data from the previous year, contact your utility company and ask for your previous year's monthly office records, both consumption and cost.

Electricity

Month	Kilowatt- hours (2013)	Kilowatt- hours (2014)	Percent Change	Average Daily Usage (2013)	Average Daily Usage (2014)	Notes
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
Total						

Month	Electricity Cost (2013)	Electricity Cost (2014)	Percent Change	Average Daily Cost (2013)	Average Daily Cost (2014)	Notes
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
Total						

Consumption Log

Natural Gas

This worksheet is a place for you to track natural gas consumption and costs for your Extension office and grounds. Entering the data in the "yellow" cells will allow you to see how much natural gas your office has used to date, along with the costs, and any changes that result from putting conservation plans into action. Hopefully your personnel and volunteers will find conservation saves money as well as reducing the office's ecological footprint. If you are able, track your usage for an entire year. If you don't have data from the previous year, contact your utility company and ask for your previous year's monthly office records, both consumption and cost.

Natural Gas

Month	Therms (2013)	Therms (2014)	Percent Change	Average Daily Usage (2013)	Average Daily Usage (2014)	Notes
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
Total						

Month	Natural Gas Cost (2013)	Natural Gas Cost (2014)	Percent Change	Average Daily Cost (2013)	Average Daily Cost (2014)	Notes
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
Total						

Consumption Log

Propane

This worksheet is a place for you to track propane consumption and costs for your Extension office and grounds. Entering the data in the "yellow" cells will allow you to see how much propane your office has used to date, along with the costs, and any changes that result from putting conservation plans into action. Hopefully your personnel and volunteers will find conservation saves money as well as reducing the office's ecological footprint. If you are able, track your usage for an entire year. If you don't have data from the previous year, contact your propane company and ask for your previous year's monthly office records, both consumption and cost.

Propane

Month	Propane Gallons (2013)	Propane Gallons (2014)	Percent Change	Average Daily Usage (2013)	Average Daily Usage (2014)	Notes
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
Total						

Month	Propane Cost (2013)	Propane Cost (2014)	Percent Change	Average Daily Cost (2013)	Average Daily Cost (2014)	Notes
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
Total						

Consumption Log

Water

This worksheet is a place for you to track water consumption and costs for your Extension office and grounds. Entering the data in the "yellow" cells will allow you to see how much water your office has used to date, along with the costs, and any changes that result from putting conservation plans into action. Hopefully your personnel and volunteers will find conservation saves money as well as reducing the office's ecological footprint. If you are able, track your usage for an entire year. If you don't have data from the previous year, contact your utility company and ask for your previous year's monthly office records, both consumption and cost.

Water

Month	Gallons Used (2013)	Gallons Used (2014)	Percent Change (2013-2014)	Average Daily Usage (2013)	Average Daily Usage (2014)	Notes
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
Total						

Month	Water Bill (2013)	Water Bill (2014)	Percent Change (2013-2014)	Average Daily Cost (2013)	Average Daily Cost (2014)	Notes
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
Total						

Month	Fuel Cost per Month (2013)	Fuel Cost per Month (2014)	Percent Change	Total Cost per Mile (2013)	Total Cost per Mile (2014)	Total Cost per Month (2013)	Total Cost per Month (2014)	Notes
January				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
February				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
March				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
April				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
May				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
June				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
July				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
August				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
September				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
October				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
November				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
December				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
Total				#DIV/0!	#DIV/0!	\$0.00/yr	\$0.00/yr	

Month	Fuel Cost per Month (2013)	Fuel Cost per Month (2014)	Percent Change	Total Cost per Mile (2013)	Total Cost per Mile (2014)	Total Cost per Month (2013)	Total Cost per Month (2014)	Notes
January				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
February				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
March				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
April				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
May				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
June				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
July				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
August				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
September				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
October				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
November				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
December				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
Total				#DIV/0!	#DIV/0!	\$0.00/yr	\$0.00/yr	

Month	Fuel Cost per Month (2013)	Fuel Cost per Month (2014)	Percent Change	Total Cost per Mile (2013)	Total Cost per Mile (2014)	Total Cost per Month (2013)	Total Cost per Month (2014)	Notes
January				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
February				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
March				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
April				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
May				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
June				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
July				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
August				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
September				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
October				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
November				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
December				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
Total				#DIV/0!	#DIV/0!	\$0.00/yr	\$0.00/yr	

Month	Fuel Cost per Month (2013)	Fuel Cost per Month (2014)	Percent Change	Total Cost per Mile (2013)	Total Cost per Mile (2014)	Total Cost per Month (2013)	Total Cost per Month (2014)	Notes
January				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
February				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
March				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
April				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
May				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
June				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
July				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
August				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
September				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
October				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
November				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
December				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
Total				#DIV/0!	#DIV/0!	\$0.00/yr	\$0.00/yr	

Vehicle Log(s)

Transportation

This worksheet is a place for you to track a vehicle's monthly mileage, cost per mile of operation and total cost per year within your Extension office. Note that five identical worksheets are supplied so that you can track up to five different vehicles.

First enter monthly miles traveled, monthly fuel cost and monthly maintenance costs in the corresponding "yellow" cells. (Note that the Gallons per Month columns are optional as we understand that sometimes this data is unavailable to you. Therefore, this information is not used in these calculations but may help you visualize fuel consumption if you do have access to the data.) The spreadsheet will allow you to track your progress and see changes as a result of putting conservation plans into action. Hopefully your personnel will find conservation saves money as well as reducing the office's ecological footprint. If you are able, track your usage and costs for an entire year. If you don't have your data from the previous year, contact your office manager and ask for your office records, both monthly miles traveled and costs.

Vehicle 5

Month	Miles Traveled per Month (2013)	Miles Traveled per Month (2014)	Percent Change	Gallons per Month (2013)	Gallons per Month (2014)	Maintenance Costs per Month (2013)	Maintenance Costs per Month (2014)	Notes
January	500	1000	100% More					
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
Total	500 mi/yr	1,000 mi/yr	100% More					

Month	Fuel Cost per Month (2013)	Fuel Cost per Month (2014)	Percent Change	Total Cost per Mile (2013)	Total Cost per Mile (2014)	Total Cost per Month (2013)	Total Cost per Month (2014)	Notes
January	\$100.00	\$75.00	25% Less	\$0.20	\$0.08	\$100.00	\$75.00	
February				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
March				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
April				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
May				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
June				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
July				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
August				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
September				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
October				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
November				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
December				#DIV/0!	#DIV/0!	\$0.00	\$0.00	
Total	\$100.00/yr	\$75.00/yr	25% Less	#DIV/0!	#DIV/0!	\$100.00/yr	\$75.00/yr	