

**Northwestern University**  
**Instructions for Using the Recharge Rate Calculation Surplus/Deficit Template**

The template consists of 3 worksheets, which contain numerous formulas and links to each other. The intent is that the facility need only to concern itself with dropping information into the green shaded cells. The worksheets should automatically do the summations and calculations. **(One hint is if a cell is not in use but – after all of your inputs have been entered - has a #DIV/0! in it, replace that #DIV/0! with the number 0).** Because each NU facility tends to be unique, there will likely be modifications to this generic template to accommodate the specifics of your facility. Cost Studies is here to assist with this...

Because a key objective of a recharge center is to break-even over time (i.e. recover its costs without earning a profit), any surplus or deficit generated in the previous fiscal year should be carried forward into the new fiscal year for purposes of establishing a recharge rate. This template will facilitate the calculation of the surplus or deficit. Tabs should be filled out in the following order:

- 1) **SD in Aggregate** worksheet. This worksheet will reflect your total revenues and expenses for the recharge center. Instructions for this specific worksheet are located on the tab itself.
- 2) **Working Capital** worksheet. This sheet calculates automatically, once the Surplus Deficit worksheet is filled in.
- 3) **SD by Service** worksheet. In the cases where a recharge center provides multiple goods and/or services, this worksheet should be used to calculate the surplus/deficit for each good/service. Specific instructions for this worksheet are provided on the tab itself. This worksheet is only required when a center provides more than one good or service.  
**NEW-** External Sales Annual Reporting Section added to this worksheet for all recharge centers providing goods and/or services to external customers.

Although the final calculations do not have to conform precisely to this format, it is necessary that a documented methodology exist to support the rates charged, especially to NU sponsored projects, in the event of a federal audit. Federal accounting standards require that facilities perform at least an annual review of their revenue v. expense position and adjust rates accordingly.