SOP Template: Monthly Consumption and Usage Reporting

This SOP details the process for **monthly consumption and usage reporting**, including data collection methods, verification procedures, report generation, and distribution timelines. The goal is to ensure accurate tracking of resource usage, facilitate budget monitoring, identify trends and discrepancies, and support informed decision-making across departments. Compliance with reporting standards and timely submission are emphasized to maintain operational efficiency and accountability.

1. Purpose

To establish a standardized process for the collection, verification, reporting, and distribution of monthly consumption and usage data.

2. Scope

This SOP applies to all staff responsible for recording, verifying, and reporting resource consumption and usage data across all departments.

3. Roles and Responsibilities

Role	Responsibility
Data Owner	Ensure accurate data entry and timely submission to Data Analyst
Data Analyst	Verify and consolidate data; identify errors or discrepancies; generate monthly report
Department Head	Review and approve reports; follow up on discrepancies
Compliance Officer	Ensure process adheres to reporting standards and timelines

4. Procedure

1. **Data Collection**
   - Each department logs monthly consumption and usage data using designated templates by the 2nd of each month.
   - All records must include the reporting period, resource type, quantity/volume, and corresponding cost if applicable.

2. **Data Verification**
   - Data Analyst cross-checks submitted data for completeness and accuracy by the 5th of each month.
   - Discrepancies must be flagged and clarified with the respective Data Owner within two business days.

3. **Report Generation**
   - Compile and analyze verified data to generate the monthly usage report by the 7th of each month.
   - Include summary, trends, discrepancies, and recommendations.

4. **Approval**
   - Department Head reviews and approves the final report by the 9th of each month.

5. **Distribution**
   - Distribute the approved report to stakeholders by the 10th of each month via email or internal portal.
   - Archive report in the designated location for record retention.

5. Timelines

Activity	Responsible	Deadline
Data Entry	All Departments	2nd of each month
Data Verification	Data Analyst	5th of each month
Report Generation	Data Analyst	7th of each month
Report Approval	Department Head	9th of each month

| Report Distribution | Data Analyst | 10th of each month |

6. Compliance & Quality Assurance

- Ensure that all steps are performed in accordance with internal policies and regulatory requirements.
- Random audits will be conducted quarterly by the Compliance Officer.
- Late submissions or false reporting will be escalated to management for corrective action.

7. References

- Organization's Reporting Standard Policy
- Internal Control & Audit Guidelines

8. Revision History

Version	Date	Description	Author
1.0	2024-06-01	Initial version	[Author Name]