Subject: Action requested: Utility meter reconciliation

From: Kimberly Vaughan <kimberly.vaughan@hahnrobles.example>
To: Marie Tucker <marie.tucker@hahnroblesoperations.example>
Cc: Kristine Olson <kristine.olson@hahnrobles.example>
Date: Sat, 03 Oct 2026 10:30:00 GMT

Marie Tucker,

Purpose

I am writing about Utility meter reconciliation. A facilities account contains utility bills, interval exports, and submeter entries whose site identifiers and read periods do not line up for the same building.

Evidence and constraint

A one-day demand spike appears in the interval file, while the monthly bill reports a cumulative energy read. The summary sheet combines the two values under one column headed usage.

A single submeter serves two departments and no approved split has been selected for the current period.

Action requested

Label demand, interval energy, and cumulative billing reads as distinct fields and retain the source units. Please complete this work by October 6, 2026.

Report the shared reading without assigning a new departmental percentage until the allocation owner decides the basis.

Verification

Ask the facilities finance lead to name the allocation rule and effective date to use for the next calculation.

Have a second reviewer reproduce the summary from the bill and interval file without combining unlike measures.

Response

Marie Tucker, please confirm the handling arrangements by October 6, 2026. Reply to Kimberly Vaughan by quoting COR-661573; if a written response cannot be sent, call (702) 555-0148.

Regards,
Kimberly Vaughan
Utilities analyst | Hahn-Robles
(702) 555-0148