



BULK FUEL RECONCILIATION

Gathering Information

The first step in completing a bulk stock reconciliation is gathering all the relevant information.

Each bulk product is to be reconciled separately. The information required for the reconciliation is:

1. The opening pump meter readings taken from the pump total meter at the start of the reconciliation period, or the closing meter readings from the previous reconciliation, carried forward.
2. The closing pump meter readings taken from the pump total meter at the close of the reconciliation period.
3. The opening tank dips for the product taken at the start of the reconciliation period (which is the same as the closing dips from the previous period).
4. The closing tank dips for the product at the close of the reconciliation period.
5. The total product deliveries received during the period, taken from Shell delivery dockets.
6. The total of meter adjustments or pump changes taken from advices left by Shell's equipment maintenance contractors detailing any meter testing they may have done or any pump change which was made during the reconciliation period.

Tanks should be regularly checked for water. Any water found must be subtracted off the total reading from the dipstick. Water must also be pumped out and the possible source found. Shell should be advised if any water is found in the tank.

Completing the Reconciliation

In completing the reconciliation, two figures are calculated:

- Meter throughput
- Tank throughput

It is the difference between these two figures that determines the amount of shortage or overage.

Meter Throughput

To calculate meter throughput for the period, the opening meter reading total is subtracted from the closing meter reading total. Any meter adjustments are then subtracted from the difference between the opening and closing readings, to give the net meter throughput for the period. Meter adjustments are subtracted because the product pumped through the meter is returned to the bulk tank and therefore has not been used.

Tank Throughput

To calculate the tank throughput for the period, the opening tank dip is added to the total quantity of deliveries, to give the sub-total figure. The closing dip is then subtracted from the sub-total, giving a tank throughput figure, the second sub-total.

This second sub-total is the actual throughput from the tank, but because of the product loss through evaporation, a working allowance is subtracted from this total.

The working allowance is calculated at 0.5% of the actual tank throughput, and when subtracted from the second sub-total, gives the net tank throughput figures.

Determining the Result

Once the net meter throughput and the net tank throughput figures have been calculated, you can now determine the shortage or overage in the tank. This is simply a matter of deducting tank throughput from the pump throughput.

If the net meter throughput figure is less than the net tank throughput figure, the result is a shortage.

If the net meter throughput is greater than the net tank throughput, the result is an overage.

In all cases where either a shortage or an overage is identified in excess of the working allowance, customers must contact their Shell Account Manager.

BULK FUEL RECONCILIATION

Customer Name: _____

Location: _____

Product: _____

Date:					
Pump Details:					
Closing Meter Reading:					
Less Opening Meter Reading					
+/- Meter Adjustments					
= PUMP THROUGHPUT					
Tank Details:					
Opening Dip					
Plus Deliveries					
=Sub Total					
Less Closing Dip					
=Sub Total					
Less Working Allowance (1)					
=TANK THROUGHPUT					
NET DIFFERENCE +/- (2,3)					

NOTES:

1. Working allowance = 0.5% of tank throughput
2. Net Pump Throughput less than Tank Throughput = Shortage
3. Net Pump Throughput greater than Tank Throughput = Overage