**Pas à pas**

**Demande d’aide Gaz/Electricité plafonnée à 4m€**

1. ***Choisissez la période pour laquelle vous demandez une aide***

Dans ce pas à pas, nous montons un dossier pour la période suivante : septembre-octobre 2022. Le process est le même pour la période de novembre-décembre 2022 et les aides en 2023.

1. ***Vérifiez rapidement votre éligibilité***

*Avant de vous lancer dans un dossier de demande d’aide, vérifiez rapidement votre éligibilité de la manière suivante :*

* *Vérifiez que le coût de l’énergie (gaz + électricité) de la période éligible (ex : sept et oct 2022) est > 3% du CA de l’année 2020/2021 divisé par 6*
* *Assurez-vous que le prix unitaire de l’énergie (gaz ou électricité) de la période pour laquelle vous demandez une aide a augmenté de plus de 50% par rapport au prix unitaire moyen de l’énergie de la période de référence (2021 dans notre exemple)*

*Chiffre d’affaires = Total des produits d’exploitation – (dons + subventions d’exploitation + subventions d’équipement + subventions d’équilibre)*

*Prix unitaire moyen de l’énergie en 2021 (en €/kWH) = Montant de l’ensemble des factures 2021 hors TVA (en €) / consommation totale de l’énergie au titre de 2021 (en kWH)*

1. ***A l’aide du simulateur, confirmez votre éligibilité et estimez le montant de l’aide***

*Utilisez ensuite le simulateur proposé par* [*www.impots.gouv.fr*](http://www.impots.gouv.fr) *pour confirmer votre éligibilité et estimer le montant de l’aide à laquelle vous pouvez prétendre. Pour cela :*

* Munissez-vous de toutes vos factures d’énergie (gaz & électricité) de l’année 2021\* et de vos factures d’énergie (gaz & électricité) de la période éligible (ici sept. et oct. 2022).
* A l’aide de vos balances 2020/2021 et 2021/2022, c*alculez plus précisément votre chiffre d’affaires de l’année civile 2021 de la façon suivante : CA 2021 = 8/12 du chiffre d’affaires de l’année scolaire 2020/2021 + 4/12 du chiffre d’affaires de l’année scolaire 2021/2022 \*\**

*\* Il est également possible de demander à votre fournisseur d’énergie un état récapitulatif de l’année 2021 précisant la consommation et le montant hors TVA payé pour l’année 2021.*

*\* Le tableur ASREC/Fnogec vous propose un onglet d’aide au calcul du chiffre d’affaires de l’année 2021.*

1. ***Montez un dossier de demande d’aide***

Si vous êtes effectivement éligible et que le montant de l’aide vous semble intéressant, alors comptez 3 heures environ pour monter votre dossier de demande d’aide sur [www.impots.gouv.fr](http://www.impots.gouv.fr).

Consultez la liste des documents à télécharger et/ou à joindre au formulaire de demande d’aide, en fonction de la période éligible.

Une image contenant table

Description générée automatiquement

Vous aurez accès aux documents suivants :

* La fiche de calcul Aide Gaz/Electricité
* Un pas à pas précis de la direction générale des impôts pour remplir la fiche de calcul
* Un fichier d’aide à la proratisation des factures
* La fiche récapitulative des pièces justificatives à joindre à la demande d’aide, à savoir :
  + Déclaration sur l’honneur d’éligibilité au dispositif d’aide
  + L’ensemble des factures d’énergies de la période éligible et de la période de référence (2021)
  + Le fichier de calcul de l’aide
  + Les coordonnées bancaires de l’Ogec (un RIB)
  1. ***Complétez le tableur proposé par l’ASREC et la Fnogec pour la compilation des factures d’énergie***

A l’aide de vos factures d’énergie, complétez les onglets « Electricité » et « Gaz » du tableur proposé par l’ASREC et la Fnogec avec les éléments suivants :

* Période de consommation
* Numéro de facture
* Unité de consommation : kWh (dans la majorité des cas)
* Consommation
* Montant HT : il s’agit de l’ensemble des coûts (énergie, acheminement, taxes) hors TVA.
  1. ***Téléchargez et complétez la fiche de calcul - Aide Gaz / Electricité de l’administration***

A partir du tableur ASREC/Fnogec, copiez les données de chaque période dans les onglets correspondants :

Onglet : 1. Fiche de factures 2021

Le tableur est très grand, faites donc attention aux points suivants :

* Les 4 périodes s’étalent des lignes 7 à 1 314
* On saisit d’abord par période le gaz (des colonnes B à J) puis l’électricité (des colonnes L à R)

Onglet : 2. Fiche de factures 2022

Le tableur est grand, faites donc attention aux points suivants :

* Les 2 périodes s’étalent des lignes 7 à 210
* On saisit d’abord par période le gaz (des colonnes B à I), puis l’électricité (des colonnes L à R)

Onglet : 3. Fiche de calcul

* Saisir l’identifiant de l’établissement (n° SIREN, nom)
* Inscrire en ligne 24 le chiffre d’affaires 2021 (et sélectionner « CA FORFAIT »)

**En ligne 26, un message vous indiquera si vous êtes éligible.**

**Sauvegardez bien votre fiche de calcul** car les différentes cases avec des lettres en rouge **[A], [B],** etc. seront à ressaisir dans le formulaire en ligne.

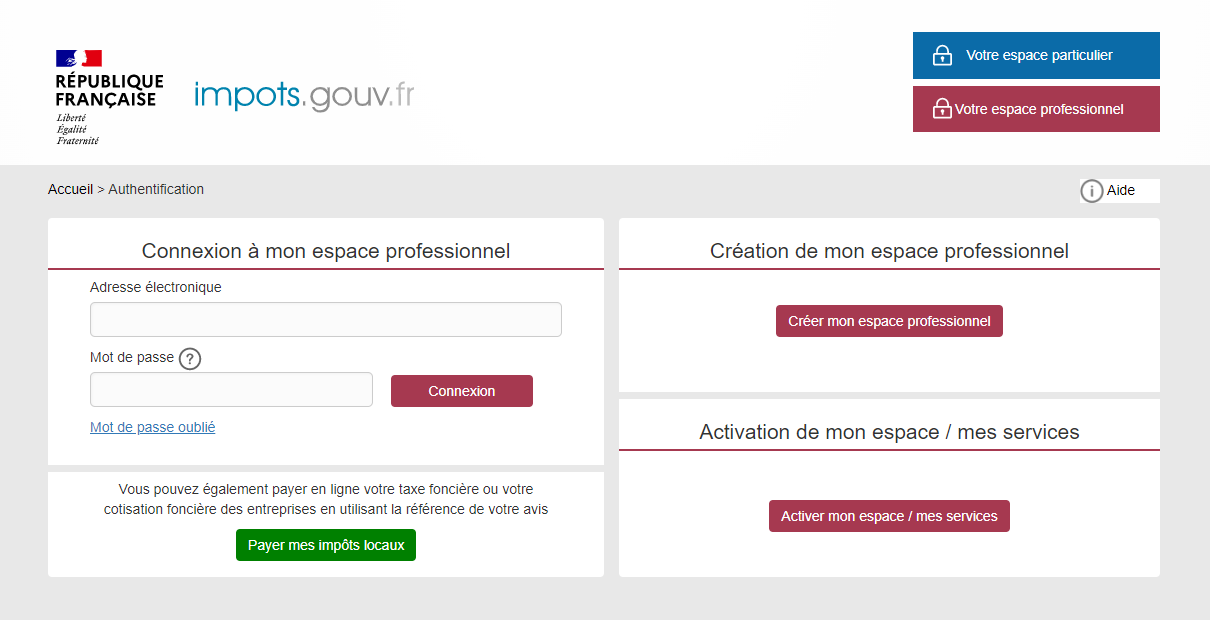
* 1. ***Téléchargez et complétez la déclaration sur l’honneur***
  2. ***Complétez le formulaire en ligne***

Pour remplir le formulaire, connectez-vous à partir de votre espace professionnel sur www.impots.gouv.fr, l’accès se fait via la messagerie.



PAS D’ACCES A IMPOTS.GOUV.FR ET A LA MESSAGERIE : N’attendez-pas pour créer votre espace professionnel. Les finances publiques doivent vous transmettre un courrier avec des codes d’accès.

* **Connectez-vous à votre espace professionnel**



* **Accédez à votre messagerie**

![Une image contenant texte

Description générée automatiquement](data:image/jpeg;base64,/9j/4AAQSkZJRgABAQEAAAAAAAD/4RCyRXhpZgAATU0AKgAAAAgAAodpAAQAAAABAAAIMuocAAcAAAgMAAAAJgAAAAAc6gAAAAgAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAFkAMAAgAAABQAABCAkAQAAgAAABQAABCUkpEAAgAAAAMwMAAAkpIAAgAAAAMwMAAA6hwABwAACAwAAAh0AAAAABzqAAAACAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA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* **Le formulaire de demande d’aide est accessible ici :**

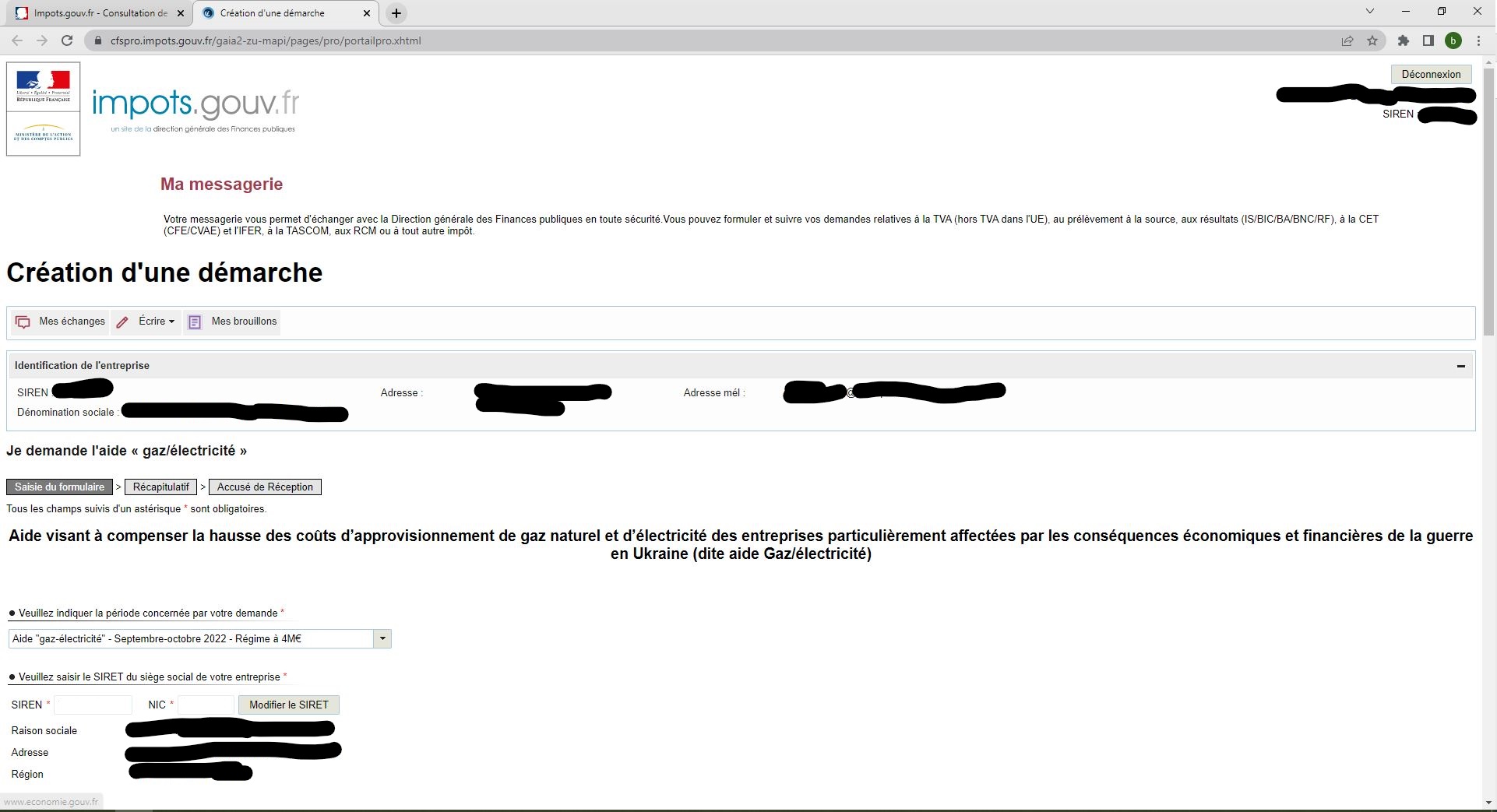
Une image contenant texte

Description générée automatiquement

* **Sélectionnez la période et le régime à 4 M€**

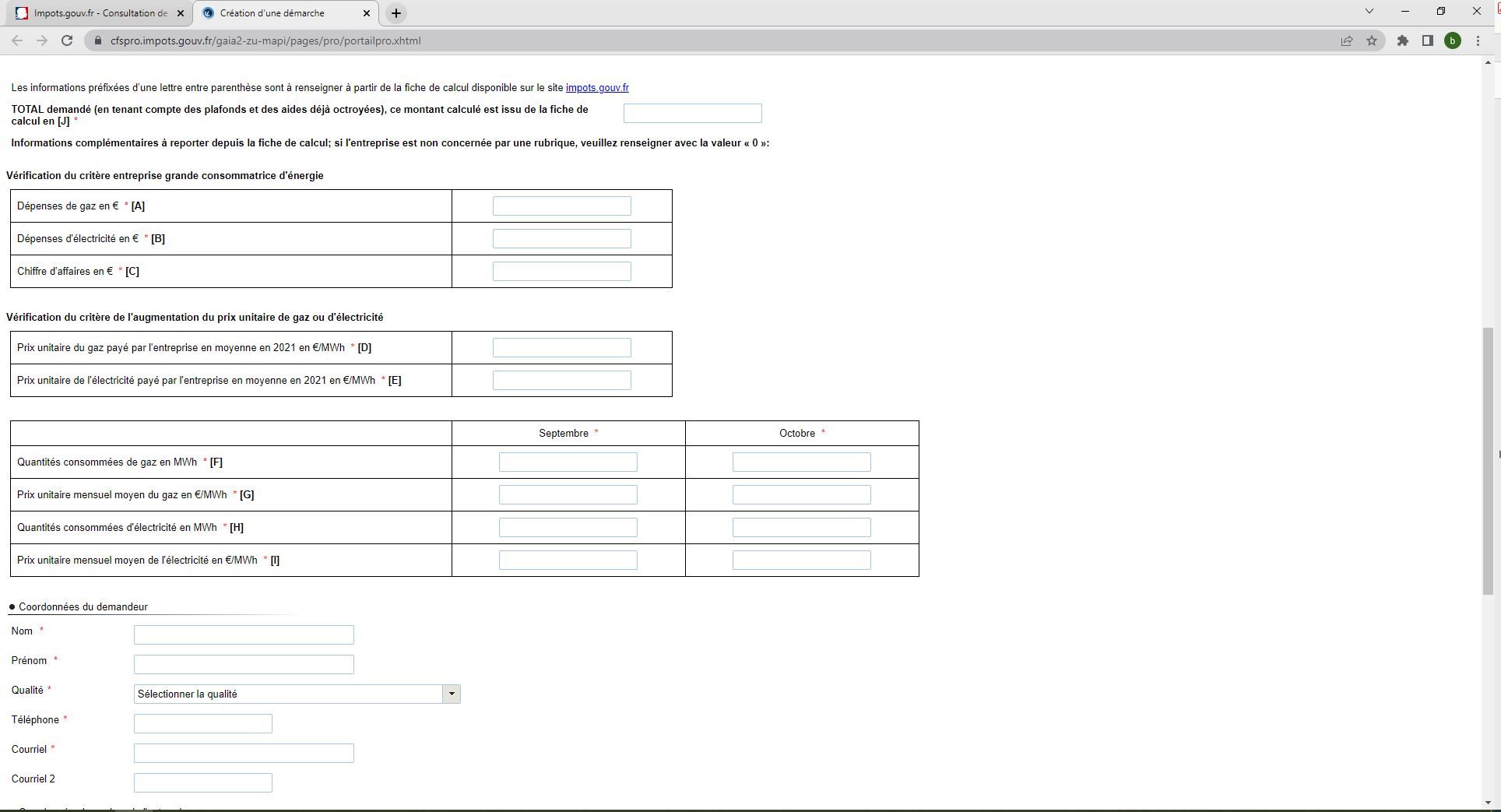


* **Saisissez les numéros SIREN et NIC\* de l’Ogec**

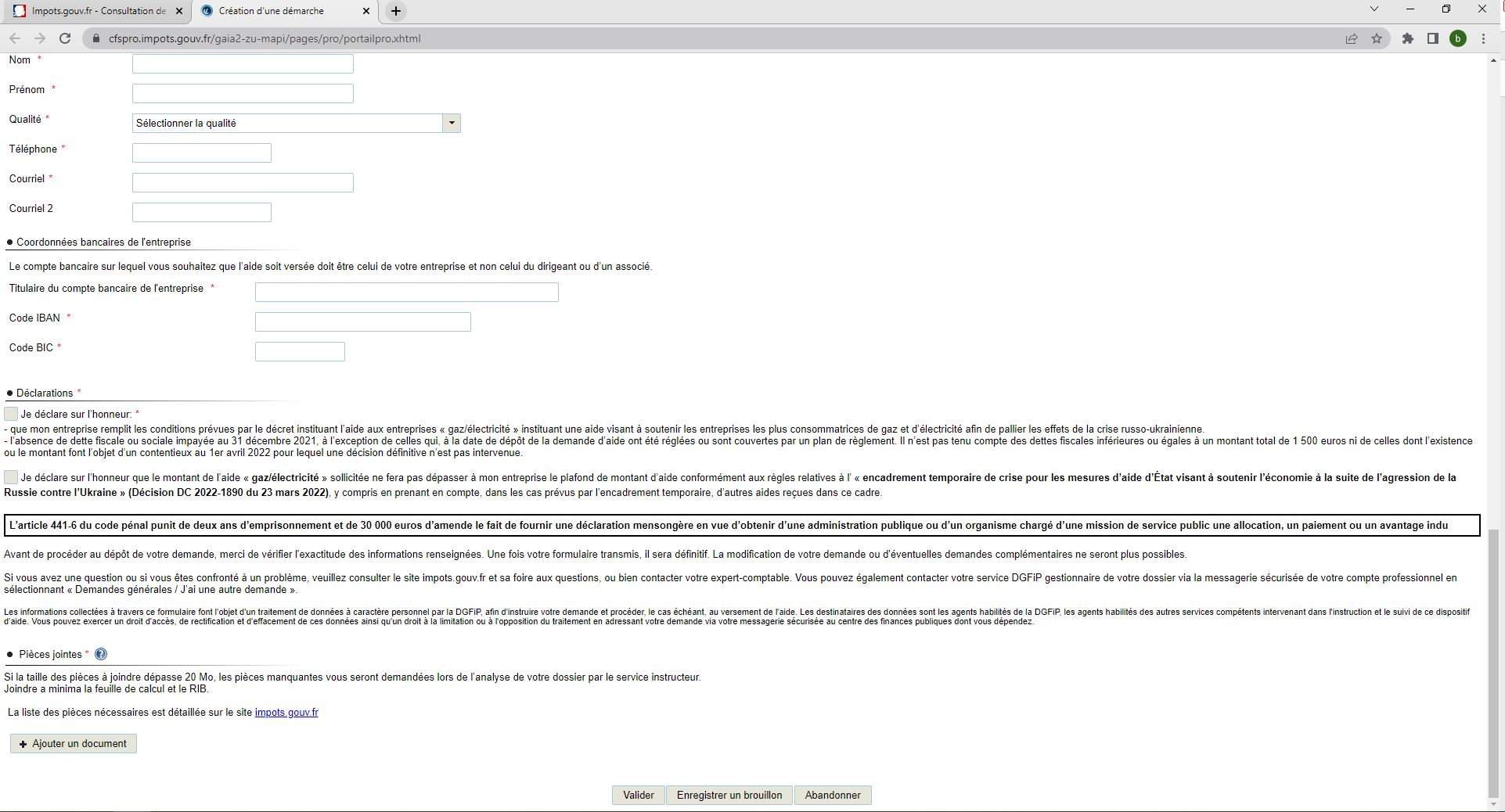


*\* Le code NIC correspond aux 5 derniers chiffres du numéro SIRET*

* **Complétez le formulaire**



* **Ajoutez les pièces jointes puis validez**



**N’oubliez pas de joindre à votre demande : la fiche de calcul Aide Gaz/Electricité, l’attestation sur l’honneur, votre RIB et les factures associées.**

NB : le tableur ASREC/Fnogec n’est pas à joindre à la demande.

1. ***Traitement comptable des aides reçues***

Les aides perçues (ou à recevoir) sont à comptabiliser en subventions d’exploitation :

* Compte 741800 : Etat, subventions diverses (à détailler)
* La clé analytique devra être la même que pour les factures de gaz et d’électricité