**WORKSHEET for**

**Module 6 – Enriching Maple in Appalachia: Recording Keeping for Compliance**

One of the keys to effective and efficient recordkeeping for your maple enterprise is being able to track production, income and expenses. Many recordkeeping applications and commercial software programs utilize a chart of accounts that allows tracking and forecasting of income and expenses.

On the chart below determine which data (sources of income or types of expenses) are applicable to your enterprise. Next, determine if and where the data needed is recorded in your operation. For an enterprise setting up a recordkeeping system, this is a great starting point. For an enterprise that has a system in place, your review of the data column will indicate what pieces of information are needed to complete your records and provide an accurate snapshot of your operation.

**Maple Enterprise Chart of Account and Data Recording**

| **Data** | **Amount** | **Where is the information recorded?** |
| --- | --- | --- |
|  |  |  |
| **PRODUCTION** |  |  |
| Number of taps |  |  |
| Gallons of syrup produced |  |  |
| **SALES/INCOME** |  |  |
| Syrup purchased for resale or processing (gallons or pounds) |  |  |
| Value retail syrup sales |  |  |
| Wholesale syrup sales |  |  |
| Bulk syrup sales |  |  |
| Bulk sap sales |  |  |
| Retail confection sales |  |  |
| Wholesale confection sales |  |  |
| Other maple products |  |  |
| Other income (maple related only) |  |  |
| Maple equipment sold |  |  |
| Other maple-based sources of income |  |  |

| **EXPENSES (maple enterprise related only)** | **Value** | **Comments** |
| --- | --- | --- |
| Fuel – gasoline and oil |  |  |
| Fuel – evaporate and finish |  |  |
| Utilities – electric |  |  |
| Utilities – gas & other |  |  |
| Fuel pre-purchased |  |  |
| Maintenance |  |  |
| Repairs |  |  |
| Supplies |  |  |
| Purchased sap |  |  |
| Purchased syrup |  |  |
| Pre-made confections |  |  |
| Other products for resale |  |  |
| Insurance |  |  |
| Interest |  |  |
| Taxes |  |  |
| Rent & leases |  |  |
| Bank & processing charges |  |  |
| Tap or woods rental |  |  |
| Advertising |  |  |
| Special containers |  |  |
| Booth rental |  |  |
| Other marketing |  |  |
| Wages |  |  |
| Payroll taxes |  |  |
| Contract labor |  |  |
| Charitable contributions |  |  |
| Delivery expenses |  |  |
| Dues and subscriptions |  |  |
| Office expenses |  |  |
| Permits and licenses |  |  |
| Postage |  |  |
| Telephone |  |  |
| Travel |  |  |
| Vehicle expenses |  |  |
| Other |  |  |
| Value operator unpaid labor (estimated) |  |  |
| Value family unpaid labor |  |  |
| Value of non-family members unpaid labor |  |  |
| Other expenses |  |  |

Source: “*Maple Syrup Production Beginner’s Notebook*”, Cornell University and NIFA, Cornell Maple Program, pgs 151-152

You can use the data and record keeping you generated above to help you make informed decisions. Think about how you may use this information in the future, or what other information you might need:

**Production tracking and increasing production efficiency**

|  | Data used (#’s from above) | How could I use this information? |
| --- | --- | --- |
| 1. Production tracking and increasing production efficiency |  |  |
| 1. Cost analysis and efficiency |  |  |
| 1. Quality control |  |  |
| 1. Inventory management |  |  |
| 1. Allocation of resources and scheduling |  |  |
| 1. Compliance and regulation |  |  |
| 1. Marketing and sales/strategies |  |  |
| 1. Long-term planning (i.e. equipment purchases) |  |  |
| 1. Risk management |  |  |
| 1. Improvement |  |  |

If you are interested in transferring your data to digital format, check out the record keeping templates from Michigan State University [here](https://docs.google.com/spreadsheets/d/1xZxQl-vEYYXGi-xeoty157iTwlg11ssKRv5klvRjvHg/edit?gid=513770384#gid=513770384) or contact Florencia Colella at 231-224-6439 or colellaf@msu.edu.