

## 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?
<b>PRODUCTION</b>		
Number of taps		
Gallons of syrup produced		
<b>SALES/INCOME</b>		
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		

<b>EXPENSES (maple enterprise related only)</b>	<b>Value</b>	<b>Comments</b>
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		
2. Cost analysis and efficiency		
3. Quality control		
4. Inventory management		
5. Allocation of resources and scheduling		
6. Compliance and regulation		
7. Marketing and sales/strategies		
8. Long-term planning (i.e. equipment purchases)		
9. Risk management		
10. Improvement		

If you are interested in transferring your data to digital format, check out the record keeping templates from Michigan State University [here](#) or contact Florencia Colella at 231-224-6439 or [colellaf@msu.edu](mailto:colellaf@msu.edu).