

# HOW TO USE THIS COMPOSTING PROJECT CHECK LIST

This checklist is designed to help prepare you for the creation of your unique composting project online.

The application will provide starting default values\* in many fields. However, it is important that you update or change these values in all cases where your intended operational costs or practices are expected to vary. Using only default values in the report will produce results that are likely not appropriate to your venture. Fill in your values on this checklist first, then when all values are ready, log into your online account, and enter them inside the application. If you're unsure of a value, go ahead use the default value or estimate a value as best possible from your knowledge and experience. You can always go back and update your project values later as needed.

*\*Be aware that default values may depreciate accuracy with age from the time they are provided to the time they are used to estimate a project.*

PROJECT'S CUSTOMIZED INFORMATION		DEFAULT VALUE	YOUR VALUE
1	Create User Name - Unique for Each Project		
2	Create Password		
3	Create Project Name		
4	Contact First Name		
5	Contact Last Name		
6	Address		
7	Zip Code		
8	City		
9	State		
10	Phone		
11	Email		

FINANCIAL SOURCES INFORMATION		DEFAULT VALUE	YOUR VALUE	
12	Owner Equity Investment \$	\$200,000		
13	Grant Funds Received \$	\$600,000		
14	Bank Loan Received \$	\$500,000		
15	Bank Loan Years Amortization or Repayment Term	10		
16	Loan Interest Rate % - FY1, Fiscal Year 1	5.00%		
17	Loan Interest Rate % - FY2, Fiscal Year 2	5.00%		
18	Loan Interest Rate % - FY3, Fiscal Year 3	5.00%		
19	Select the Analysis period in Application for each FY1, FY2, FY3	Choose "FY1"	Choose "FY2"	Choose "FY3"

ENTER BASIC PRODUCTION VALUES		DEFAULT VALUE	YOUR VALUE
20	Tons of Compost Produced per Month - Default 680	680	
21	Annual Equipment Depreciation % - Default 10%	10%	
22	Selling Price per Ton of Compost - Default \$40	\$40.00	
23	Spreading Cost per Ton of Compost - - Default \$7	\$7.00	
24	Cost of Manure (MU) per Semi-Load - Default \$125	\$125.00	
25	Cost of Yard Waste (YW) per Semi-Load - Default \$10	\$10.00	
26	Cost of Additive per pound - lb. - Default \$0.20	\$0.20	
27	Value Received for Manure per Semi-Load - Default \$25	\$25.00	
28	Value Received for Yard Waste per Semi-Load - Default \$200	\$200.00	
29	Annual Compost Sale Price Increase % - Default 10%	10%	
30	Annual Production Increase % - - Default 20%	20%	

USE OF FUNDS		DEFAULT VALUE	YOUR VALUE
31	Cost of Land Acquisition or Assignment	\$1,000	
32	Cost of Building Development or Acquisition	\$4,000	
33	Improvements Cost	\$5,000	
34	Furniture, Fixtures Costs	\$5,000	
35	Vehicles Cost	\$20,000	
36	Goodwill or Blue Sky if any	\$1,000	
37	Minimum Working Capital	\$5,000	

EQUIPMENT COST, % OF USE, GALLONS OF FUEL USED PER HOUR		DEFAULT VALUE	YOUR VALUE
38	Screening Equipment Cost	\$350,000	
39	Percent of Total Use	75%	
40	Gallons of Fuel Used Per Hour	6.50	
41	Tub Grinder Cost	\$350,000	
42	Percent of Total Use	10%	
43	Gallons of Fuel Used Per Hour	6.50	
44	Excavator to Feed Grinder Cost	\$110,000	
45	Percent of Total Use	25%	
46	Gallons of Fuel Used Per Hour	7.00	
47	Compost Turner Cost	\$50,000	
48	Percent of Total Use	100%	
49	Gallons of Fuel Used Per Hour	26.00	
50	Water Truck 1 Cost	\$30,000	
51	Percent of Total Use	60%	
52	Gallons of Fuel Used Per Hour	7.00	
53	Water Truck 2 Cost	\$30,000	
54	Percent of Total Use	50%	
55	Gallons of Fuel Used Per Hour	7.00	
56	Water Tank Cost	\$20,000	
57	Percent of Total Use	100%	
58	Gallons of Fuel Used Per Hour	0.00	
59	Front End Loader Cost	\$100,000	
60	Percent of Total Use	70%	
61	Gallons of Fuel Used Per Hour	3.00	
62	Tractor - Loader Cost	\$50,000	
63	Percent of Total Use	100%	
64	Gallons of Fuel Used Per Hour	4.50	
65	Other Tractor Cost	\$100,000	
66	Percent of Total Use	80%	
67	Gallons of Fuel Used Per Hour	4.50	
68	Miscellaneous 1 Cost	\$0	
69	Percent of Total Use	0%	
70	Gallons of Fuel Used Per Hour	0.00	
71	Miscellaneous 2 Cost	\$0	
72	Percent of Total Use	0%	
73	Gallons of Fuel Used Per Hour	0.00	
74	Miscellaneous 3 Cost	\$0	
75	Percent of Total Use	0%	
76	Gallons of Fuel Used Per Hour	0.00	

PROJECT ASSUMPTIONS USED TO PREPARE YOUR ESTIMATE		DEFAULT VALUE	YOUR VALUE
77	Enter Project Assumptions 1	Market	Attached seperately if needed.
78	Enter Project Assumptions 2	Operational	Attached seperately if needed.
79	Enter Project Assumptions 3	Financial	Attached seperately if needed.
80	Enter Project Assumptions 4	Performance, Risk	Attached seperately if needed.

ENTER MONTHLY OPERATIONAL VALUES		DEFAULT VALUE	YOUR VALUE
81	ONE TIME - BEGINNING CASH BALANCE TO USE	\$10,000	
82	ACCOUNTS RECEIVABLE % OF TOTAL SALES	25.00%	
83	LAND AND BUILDING RENT	\$50	
84	UTILITIES EXPENSE	\$150	
85	CELL PHONE EXPENSE	\$60	
86	ADVERTISING COST	\$150	

87	LEGAL AND PROFESSIONAL EXPENSE	\$50	
88	OFFICE AND POSTAGE EXPENSE	\$50	
89	LICENSE AND PERSONAL PROPERTY TAX EXPENSE	\$100	
90	CONTRACT LABOR EXPENSE	\$200	
91	NUMBER OF FTE EMPLOYEES (FULL TIME EQUIVILENT = 1.0)	\$1	
92	AVERAGE WAGE PAID EMPLOYEES PER HOUR	\$15	
93	AVERAGE EMPLOYEE BENEFITS EXPENSE PER HOUR	\$4	
94	EMPLOYMENT TAX TOTAL EXPENSE	10.00%	
95	EDUCATIONAL OR TRAINING EXPENSE	\$20	
96	VEHICLE EXPENSE	\$125	
97	MISCELLANEOUS EXPENSE	\$100	
98	LINE OF CREDIT INTEREST RATE %	5.00%	
99	OTHER LENDING INTEREST RATE %	5.00%	
100	***ANNUAL LINE OF CREDIT PRINCIPAL PAYMENT***	\$200	

ENTER MONTHLY BALANCE SHEET ITEMS		DEFAULT VALUE	YOUR VALUE
101	SUPPLY INVENTORY PURCHASES	\$100	
102	FIXTURE - FURNITURE PURCHASES	\$0	
103	EQUIPMENT PURCHASES	\$100	
104	GENERAL IMPROVEMENT PURCHASES	\$100	
105	BUILDING AND LAND IMPROVEMENTS	\$50	
106	VEHICLE EXPENSE	\$100	
107	GOODWILL EXPENSE	\$50	
108	RENT DEPOSITS, OTHER DEPOSITS	\$5	
109	OWNER DRAW - MONTHLY CASH REMOVED TO PAY OWNER	\$500	

ENTER ADDITIONAL FUEL PER HOUR USED		DEFAULT VALUE	YOUR VALUE
110	PICK UP TRUCK FUEL GALLONS PER HOUR	2.0	
111	ESTIMATED AVERAGE COST OF ALL FUEL PER GALLON	\$2.50	
112	ESTIMATED AVERAGE COST OF ALL OTHER FLUIDS PER GALLON FUEL	\$1.80	

OTHER COSTS, TIME AND VALUES FOR PRODUCTION		DEFAULT VALUE	YOUR VALUE
113	HOW MANY TONS OF MANURE IN A SEMI-LOAD	25.00	
114	HOW MANY TONS OF YARDWASTE IN A SEMI-LOAD	25.00	
115	NO. OF HOURS TO GRIND YARDWASTE PER TON	0.50	
116	LOADS OF WATER NEEDED PER SEMI-LOAD OF YARD WASTE	0.50	
117	GALLONS OF WATER IN EACH LOAD OF WATER	2,000.00	
118	COST OF WATER PER GALLON	0.09	
119	NO. SCREEN CHANGES REQUIRED FOR YARD-WASTE PER SEMI-LOAD	0.03	
120	NO. HOURS REQUIRED TO CHANGE EACH SCREEN	3.00	
121	NO. PERSONS REQUIRED TO CHANGE EACH SCREEN	2.00	
122	AVERAGE HOURS TO BUILD A WINDROW	4.00	
123	TONS OF MANURE REQUIRED PER WINDROW	200.00	
124	TONS OF YARD-WASTE REQUIRED PER WINDROW	200.00	
125	AVERAGE HOURS TO TURN WINDROW	0.30	
126	NO. TIMES TO TURN WINDROW PER MONTH	15.00	
127	AVERAGE HOURS REQUIRED TO SPRAY WINDROWS PER APPLICATION	0.30	
128	GALLONS OF WATER PER WINDROW PER APPLICATION	3,000.00	
129	NO. TIMES WATER APPLIED TO WINDROW PER MONTH	10.00	
130	AVERAGE HOURS INTO TROMMEL	5.00	
131	AVERAGE TONS INTO TROMMEL	400.00	
132	AVERAGE TONS OUT OF TROMMEL	340.00	
133	COST OF GRANNULARY ADDITIVE	0.00	
134	NO. GRANULAR ADDITIVE APPLICATIONS PER WINDROW	1.00	
135	HOURS TO INCORPORATE ADDITIVE PER APPLICATION PER WINDROW	0.30	

136	AVERAGE SIZE IN TONS WHERE APPLIED	400.00	
137	AVERAGE LBS ADDITIVE USED PER WINDROW	1,600.00	
138	NO. PERSONS TO INCORPORATE ADDITIVE	1.00	

AVERAGE TIMES TO ACCOMPLISH TASKS		DEFAULT VALUE	YOUR VALUE
139	DRIVE TIME TO PICK UP SEMI-LOAD OF MANURE IN HOURS	0.30	
140	HOURS TO USE LOADER FOR SEMI-LOAD OF MANURE	0.60	
141	HOURS USE EXCAVATOR - GRINDER FOR SEMI-LOAD OF YARDWASTE	0.60	
142	DRIVE TIME TO PICK UP LOAD OF WATER IN HOURS	0.20	
143	DRIVE TIME TO PICK UP SEMI-LOAD OF YARDWASTE IN HOURS	0.30	
144	DOWN TIME IN HOURS PER WEEK FOR EQUIPMENT MAINTENANCE	1.00	

GENERAL NOTES TO KEEP FOR YOUR PROJECT

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---