



## Information to Bring SW Facility Managers, Part II Full Cost Accounting & Volunteers

### Checklist

- Copy of annual solid waste report (tonnage for MSW, C&D, recyclables, compost, etc.) as submitted to NHDES.
- Solid waste revenue figures (bulky waste fees, permits, bag sales, grants, etc.)
- Property & liability insurance expense for the town (should be shown in budget)
- Workers comp & unemployment insurance for the solid waste department employees
- Debt service for solid waste facilities (landfill, buildings, vehicles, equipment, etc.), if any.
- Copy of the town's capital asset list, if available, or a list of all equipment used at solid waste including purchase price, year of purchase, and useful life.
- Copy of the town's capital improvement program, if available, or a schedule of planned equipment purchases for solid waste.
- Sum total of Wages & benefits for management/administrative staff including;
  - Town Manager
  - Finance officer/bookkeeper
  - Human resources director
- Total number of employees working at Town Hall
- Number of Town Hall employees who perform functions for solid waste (payroll, HR, admin, oversight, permit/sticker sales, etc.)
- Sum total of Operating costs for Town Hall building (heat, electric, maintenance, phone, etc. usually acct 4194)
- Total administrative budget for the town (usually accts 4130 & 4150)
- Total general fund expenditures for the town
- Balances of any CRF, SRF the town has for solid waste, plus info on source of revenue, and amounts received / expended in the year of interest.

**\*\*\*** Many of these items can be found or are referenced in the town report. Attendees should bring that to class with them.