



Cornell University  
Department of Applied Economics and Management

# Cornell Greenhouse Business Analysis Program

## Input Forms

Year \_\_\_\_\_

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# 1: General Business Information

## A. General Information

Fiscal Year \_\_\_\_\_ - Month Ended (Month and Day) \_\_\_\_\_

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

County \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

## B. Marketing Channels (as % of sales)

% Wholesale Sales \_\_\_\_\_ %

% Retail Sales \_\_\_\_\_ %

## C. % of Greenhouse Business Sales From:

- Indoor Potted Plants \_\_\_\_\_ % (*include potted flowering and foliage plants*)

- Spring Bedding and Garden Plants \_\_\_\_\_ % (*i.e., bedding plants, mums, perennials, hanging baskets*)

- Cut Flowers \_\_\_\_\_ %

- Fruits and Vegetables \_\_\_\_\_ % (*sold for food consumption*)

- Propagative Materials \_\_\_\_\_ % (*i.e., plugs, cuttings, liners*)

- Others (Specify: \_\_\_\_\_) \_\_\_\_\_ %

## D. Other Business Information

Legal Entity/Business Type: \_\_\_\_\_ (*Sole proprietorship, Partnership, S-Corp or C-Corp*)

Accounting Method: \_\_\_\_\_ (*Cash or Accrual*)

Net Credit Sales: \_\_\_\_\_ % of Total Sales

Heating Method \_\_\_\_\_ (*Gas, Oil, etc.*)

## 2: Business Area

### A. Total Greenhouse Business Area

– (Include all area used for the greenhouse business, including roads, offices, packing sheds, parking, as well as growing area)

Beginning of Year (first day of the fiscal year): \_\_\_\_\_ ft<sup>2</sup>

End of Year (last day of the fiscal year): \_\_\_\_\_ ft<sup>2</sup>

### B. Production Area

Greenhouse Space	Total Bed/Bench Space *	Weeks in Use	Weeks Heated
Greenhouse #1	_____ ft <sup>2</sup>	_____ wks	_____ wks
Greenhouse #2	_____ ft <sup>2</sup>	_____ wks	_____ wks
Greenhouse #3	_____ ft <sup>2</sup>	_____ wks	_____ wks
Greenhouse #4	_____ ft <sup>2</sup>	_____ wks	_____ wks
Greenhouse #5	_____ ft <sup>2</sup>	_____ wks	_____ wks
Greenhouse #6	_____ ft <sup>2</sup>	_____ wks	_____ wks
Greenhouse #7	_____ ft <sup>2</sup>	_____ wks	_____ wks
Greenhouse #8	_____ ft <sup>2</sup>	_____ wks	_____ wks
Greenhouse #9	_____ ft <sup>2</sup>	_____ wks	_____ wks
Greenhouse #10	_____ ft <sup>2</sup>	_____ wks	_____ wks
Greenhouse #11	_____ ft <sup>2</sup>	_____ wks	_____ wks
Greenhouse #12	_____ ft <sup>2</sup>	_____ wks	_____ wks
Greenhouse #13	_____ ft <sup>2</sup>	_____ wks	_____ wks
Greenhouse #14	_____ ft <sup>2</sup>	_____ wks	_____ wks
Greenhouse #15	_____ ft <sup>2</sup>	_____ wks	_____ wks

Total Square Feet of Greenhouse Space \_\_\_\_\_

(\* "Total Bed or Bench Space" is the net growing area, excluding walkways, driveways, and other non-productive space.)

### C. Outdoor (or Non-greenhouse) Production Area

Beginning of Year (first day of the fiscal year): \_\_\_\_\_ ft<sup>2</sup>

End of Year (last day of the fiscal year): \_\_\_\_\_ ft<sup>2</sup>

What Crop? \_\_\_\_\_

### 3. Capital Assets and Depreciation

#### A. Machinery & Equipment (Book Value)

- *(Used specifically for greenhouse operations)*

Beginning Value (first day of the fiscal year)	\$ _____
+ Machinery Purchased During Year	+ \$ _____
+ Gifts & Inheritances During Year	+ \$ _____
- Machinery Sold or Destroyed	- \$ _____
- Depreciation (this year)	- \$ _____
= Ending Value (last day of the fiscal year)	\$ _____

#### B. Land & Buildings (Cost Based)

- *(Based on the original purchase prices)*

Beginning Value (first day of the fiscal year)	\$ _____
+ Building/Land Purchased	+ \$ _____
+ Building/Land Improvements	+ \$ _____
- Lost Capital	- \$ _____
- Depreciation (this year)	- \$ _____
- Land/Buildings Sold/Destroyed	- \$ _____
= Ending Value (last day of the fiscal year)	\$ _____

### 4: Value of Leased Property

- *(Leased assets valued at current market value. Assets leased by stockholders/owners to a closely held (family) corporation maybe treated, at the participant's option, either as leased capital (this section) or as owned capital (section 3))*

	\$ Paid This Year	End of the Year Balance (\$) (or the Amount Left to Pay)
<b>Buildings/Structures/Land</b>		
_____	_____	_____
_____	_____	_____
<b>TOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>Equipment</b>		
_____	_____	_____
_____	_____	_____
<b>TOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>

## 5: Other Business Assets

	Beginning of Year Dollar Value	End of Year Dollar Value
Cash on Hand (Checking/Savings Accounts)	_____	_____
Wholesale Accounts Receivable	_____	_____
Retail Accounts Receivable	_____	_____
Other Accounts Receivable	_____	_____
Stock/Certificates (i.e. Farm Credit)	_____	_____
<b>TOTAL</b>	<b>\$_____</b>	<b>\$_____</b>

## 6. Greenhouse Labor

A. Owners/Operators			
	Hours/Year (hrs)	Salary/Draw (\$)	Profit Sharing & Other Benefits* (\$)
#1 _____	_____	_____	_____
#2 _____	_____	_____	_____
#3 _____	_____	_____	_____
#4 _____	_____	_____	_____

(\* Other benefits include items such as life insurance, health insurance)

B. Other Labor	
Family UNPAID Labor	_____ Hours/year
Hired Labor	_____ Hours/year
Employee Salaries, Wages, Sales Commissions	<b>Dollars (\$)</b>
Employee Benefits *	_____
Employment Taxes **	_____

\* *Employee benefits include items such as workers compensation insurance, health insurance, profit sharing.*

\*\* *Employment taxes include items such as federal income tax withholding, unemployment tax, social security and Medicare taxes.*

## 7: Inventory & Prepaid Expenses

### A. Value of Plants in Inventory

- (Plant inventory valued at expected sales prices, adjusted for percentage of completion. For example, if the greenhouse operation has even turnover, and the plant inventory averages 50% finished, the inventory value would be the prices discounted 50%.)

	End of Year Balance (\$)	Beginning of Year Balance (\$)
Wholesale Plant Inventory	_____	_____
Retail Plant Inventory	_____	_____
<b>Total</b>	_____	_____

### B. Value of Supplies in Inventory

	End of Year Balance (\$)	Beginning of Year Balance (\$)
Seeds & Plants	_____	_____
Fertilizer & Spray Chemicals	_____	_____
Growing Media (potting soil, peat, etc.)	_____	_____
Packaging Materials (pots, labels, etc.)	_____	_____
Hard Goods/Merchandise for Resale	_____	_____
Heating Fuel (gas, diesel, etc.)	_____	_____
Gas/Diesel (for trucks & equipment)	_____	_____
Building Parts	_____	_____
Equipment Parts	_____	_____
Office Supplies	_____	_____
<b>Total</b>	_____	_____

### C. Prepaid Expenses

	End of Year Balance (\$)	Beginning of Year Balance (\$)
Hired Labor (wages/salaries)	_____	_____
Employee Benefits *	_____	_____
Employment Taxes *	_____	_____
Advertising	_____	_____
Electricity	_____	_____
Water/Sewage	_____	_____
Telephone	_____	_____
Interest	_____	_____
Business Insurance (fire, liability, etc.)	_____	_____
Property Taxes	_____	_____
Land Rent	_____	_____
Equipment Lease/Rental	_____	_____
Trucking/Shipping (freight out)	_____	_____
Professional Services	_____	_____
Sales Tax	_____	_____
<b>Total</b>	_____	_____

(\* See Section 6 for definitions for Employee Benefits and Employment Taxes.)

## 8. Accounts Receivable and Payable

### A. Accounts Receivable

	End of Year Balance (\$)	Beginning of Year Balance (\$)
Wholesale	_____	_____
Retail Sales	_____	_____
Other Income	_____	_____
<b>Total</b>	_____	_____

### B. Accounts Payable

	End of Year Balance (\$)	Beginning of Year Balance (\$)
Hired Labor Salary/Wages	_____	_____
Employee Benefits *	_____	_____
Employment Taxes *	_____	_____
Seeds & Plants	_____	_____
Fertilizer & Chemical Spray	_____	_____
Growing Media (potting soil, peat, etc.)	_____	_____
Packaging Materials (pots, labels, etc.)	_____	_____
Hard Goods/Merchandise for Resale	_____	_____
Other Greenhouse Supplies	_____	_____
Advertising	_____	_____
Heating Fuel (gas, diesel, etc.)	_____	_____
Gas/Diesel (for trucks & equipment)	_____	_____
Electricity	_____	_____
Water	_____	_____
Telephone	_____	_____
Trucking/Shipping (freight out)	_____	_____
Sales Tax	_____	_____
Interest	_____	_____
Office Supplies	_____	_____
Business Insurance (fire, liability, etc.)	_____	_____
Buildings Repairs	_____	_____
Equipment/Vehicle Repairs	_____	_____
Property Taxes	_____	_____
Land Rent	_____	_____
Equipment Lease/Rental	_____	_____
Professional Services	_____	_____
Miscellaneous	_____	_____
<b>Total</b>	_____	_____

(\* See Section 6 for definitions for Employee Benefits and Employment Taxes.)

## 9: Financial Information

<u>Creditor</u>	<u>Amount</u>		<u>New Borrowings</u>	<u>This Year's Payments</u>	
	<u>Beginning of the Yr</u>	<u>End of the Yr</u>		<u>Principal</u>	<u>Interest</u>
<b>Long-Term Debt</b>					
- <i>(Loans and obligations with a maturity of longer than 10 years)</i>					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>Intermediate-Term Debt</b>					
- <i>(Loans and obligations with a maturity of between 1 and 10 years)</i>					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>Short-Term Debt</b>					
- <i>(Loans and obligations matures within 1 year))</i>					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>Other Current Liabilities</b>					
- <i>(Debts that must be paid within one year.)</i>					
Operating Debt	_____	_____		_____	
Accounts Payable	_____	_____		_____	
Others	_____	_____		_____	
<b>Total Liabilities</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

## 10: Income from Greenhouse Operation

<b>CATEGORY</b>	<b>Cash Basis</b>	<b>or</b>	<b>Accrual</b>
<b>Income</b>			
Wholesale GH Crops	_____	or	_____
Retail GH Crops	_____	or	_____
Other Income *	_____	or	_____
<b>Total Income</b>	_____	or	_____

*(\* Other Income includes income received from merchandise purchased for resale and other miscellaneous income.)*

## 11: Expenses from Greenhouse Operation

	Cash Basis	or	Accrual
<b>A. Direct Variable Costs</b>			
Hired Labor Salary/Wages	_____	or	_____
Employee Benefits	_____	or	_____
Employment Taxes	_____	or	_____
Plants and Seeds (inc. freight in)	_____	or	_____
Fertilizer and Spray Chemicals	_____	or	_____
Growing Media (potting soil, peat, etc.)	_____	or	_____
Packaging Materials (pots, labels, sleeves, boxes, etc.)	_____	or	_____
Hard Goods/Merchandise	_____	or	_____
<b>B. Indirect Variable Costs</b>			
Heating Fuel	_____	or	_____
Gas/Diesel (for truck, equipment)	_____	or	_____
Electricity	_____	or	_____
Water/Sewage	_____	or	_____
Telephone	_____	or	_____
Trucking/Shipping (freight out)	_____	or	_____
Advertising	_____	or	_____
Other Greenhouse Tools/Production Supplies	_____	or	_____
Sales Tax (only report here if included in income)	_____	or	_____
<b>C. Fixed/Overhead Expenses</b>			
Interest	_____	or	_____
Depreciation	_____	or	_____
Business Insurance (property, fire, liability, etc.)	_____	or	_____
Facility Maintenance/Repairs	_____	or	_____
Vehicle and Equipment Maintenance/Repairs	_____	or	_____
Property Taxes	_____	or	_____
Land Rent	_____	or	_____
Equipment Lease/Rental	_____	or	_____
Office Supplies	_____	or	_____
Professional Services	_____	or	_____
Travel, Trade Shows, Education, Entertainment	_____	or	_____
Other Miscellaneous Expenses	_____	or	_____

## 12: Non-Greenhouse Business Income and Expenses

Non-Greenhouse Operation Income Used in Business	\$ _____
Non-Greenhouse Liabilities Used in Business (Principal & Interest)	\$ _____
Sale of Other Assets/Stock Used for Greenhouse Business	\$ _____
Cash Transfer to Non-Greenhouse Operations	\$ _____
Non-Greenhouse Liabilities Paid by the Business (Principal & Interest)	\$ _____
Business Loan or Sale of Stocks for Non-Greenhouse Related Purposes	\$ _____

**Thank you for filling out these forms. Please return them to:**

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