

Obligated Steward #  
Obligated Steward Name

Black - appears on report

Reported by Steward #1  
(Need a report section for each VR)

1

Paint and Coatings	Reporting Status per WeRecycle Portal	Your SSA Qty	UoM	Your SSA% This	Your Fee
Sales Order #12345	Reg. 11/12 Transition	5000.00		3.500%	\$500.00
DR #7002039	Reg. 11/12 Transition	500.00		2.300%	\$500.00
CR #6001923	Reg. 11/12 Transition	-600.00		-3.100%	-\$400.00
Sales Order #13456	Q2 Report Submitted	1200.00		20.000%	\$10,000.00
Sales Order #14567	Q3 Report Submitted	10000.00		35.000%	\$10,000.00
DR #7003123	Q3 Report Submitted	2500.00		30.000%	\$8,000.00
Sales Order #15678	Q4 Report Submitted	11800.00		40.000%	\$1,700.00
CR #6002102	Q4 Report Submitted	-400.00		-10.000%	-\$300.00
<b>Total Material Category</b>		<b>30000.00</b>	<b>LTR</b>		<b>\$30,000.00</b>

2

3

4

5

6

Annual True Up	
Total Program Quantity for Year	300,000
Your SSA% when calculated on full year	10%
Total annual cost for this material category	\$450,000
Your Fees once Trued Up	\$45,000
Fees Paid To Date	\$30,000
Fees Owning/Fees Credited	\$15,000.00

7

8

9

10

11

12

DO NOT LIST DOCS IF NO PC

Antifreeze		Your SSA Qty	UoM	Your SSA% This	Your Fee
Sales Order #12345	Reg. 11/12 Transition	5000.00		3.500%	\$500.00
Sales Order #13456	Q2 Report Submitted	1200.00		20.000%	\$40,000.00
Sales Order #14567	Q3 Report Submitted	15000.00		35.000%	\$10,000.00
Sales Order #15678	Q4 Report Submitted	11800.00		40.000%	\$1,700.00
<b>Total Material Category</b>		<b>33000.00</b>	<b>LTR</b>		<b>\$52,200.00</b>

13

Annual True Up	
Total Program Quantity for Year	400,320.87
Your SSA% when calculated on full year	8.243%
Total annual cost for this material category	\$450,000
Your Fees once Trued Up	\$37,095
Fees Paid To Date	\$52,200
Fees Owning/Fees Credited	-\$15,104.76

14

- Oil Filters xx% yy\$
- Oil Containers xx% yy\$
- Non Refillable Pressurized Containers xx% yy\$
- Refillable Pressurized Containers xx% yy\$
- Batteries - consumer single use xx% yy\$
- Pesticides, Fungicides & Herbicides xx% yy\$
- Fertilizers xx% yy\$
- Solvents xx% yy\$

Summary of Total Fees Owning/Fees Credited

Paint & Coatings	\$15,000.00
Antifreeze	-\$15,104.76

15

ONLY LIST PCs that exist for the steward

- Oil Filters
- Oil Containers
- Non Refillable Pressurized Containers
- Refillable Pressurized Containers
- Batteries - consumer single use
- Pesticides, Fungicides & Herbicides
- Fertilizers
- Solvents

<b>Total Fees Owning/Fees Credited</b>	<b>-\$104.76</b>
--	------------------

16

### **Explanation notes for the steward report:**

1. This information lists all the steward invoices and transactions that have taken place over the course of the past year for a specific material. In this example, paints and coatings
2. This is the steward share assessment (SSA) and what it was calculated to be for each of the invoices and adjustments made over the year
3. This column details the costs and adjustments the steward paid associated with their calculated SSA
4. This is the total amount the steward reported in litres of paint and coatings that they put into the marketplace over the course of the year
5. This is the total cost over the year of what the steward paid to manage paint and coatings through the Orange Drop Program
6. This box puts the steward's reported quantities collected and associated share of the cost of managing paint and coatings into the wider context of the total 2012 costs for managing this material. It then shows the actual share the steward is responsible for, taking into account the data for all quarters together and reconciling any initial fee calculations that resulted from fluctuating sales and cost cycles
7. This figure is the total quantity of paint and coatings collected over the year for the program as a whole
8. Based on the total litres of paint and coatings collected by all stewards over the year, this figure represents the SSA percentage based on the reports submitted by the steward for the full year
9. This figure is the total cost of managing the material under the Orange Drop Program. This cost is share by all stewards who report on particular materials
10. Using the SSA percentage and total cost to all stewards for the management of this material, the actual share of the total cost the steward is responsible for is calculated
11. This is the amount the steward has paid to date based on quarterly reports
12. This is the difference between what has been paid and what is owed, or what has been over paid following the true up and redistribution of share of costs based on four quarters of information being available. In this example, the steward has underpaid by \$15,000 over the course of the year, so they now owe \$15,000 to correctly reflect their share of the material management costs for this particular material
13. This is the information, laid out in the same way as described above, for this steward's other material that they report on. In this case antifreeze
14. This figure is what the steward has overpaid in the antifreeze category, meaning they are owed \$15,104.76 for this material category
15. This is the round-up of what the steward owes or needs to be credited back for each material they report on
16. This is the total credit or debit once the trued up costs for all materials the steward reports on have been added together. In this example, once the \$15,000 owing on paint and coatings and the credit of \$15,104.76 have been added together, this steward is owed a credit on all materials they reported on of \$104.76.