

# How to Track your 12-Month Rolling Production Total

## Instructions for New Facilities

A “rolling” 12-month total is a consecutive 12 month period moving over time. As the consecutive 12 month period “rolls” over time, each new month is added as its one year old counterpart is deleted.

To calculate a 12-month rolling total you will need to have 13-months of records before you can start tracking the rolling total production. Since you are keeping track of daily totals this will be easy to do. At the end of the calendar month record the production total under the appropriate heading as shown in the table below.

Example: The table to the right shows steps 1-3 below.

**Step 1.** At the end of each calendar month, add up the entire amount of product that was produced weekly at your facility. This is your monthly product total. Do this each month and record the **monthly product totals** in the table as shown to the right.

**Step 2.** Each month add together the monthly product total and keep track of in the **1<sup>st</sup> Year Running Total column**.

- Month 1 (August 2013) = 6,200 tons this is the beginning of your running total.
- Each month add your product total for the month to the running total. (6200+5000=11,200)

**Step 3.** After 12-months of keeping records, add the next month’s product total (month 13) to the running total and then subtract the previous month from the year before. This will now become your **Rolling Total**.

- After month 12 (**July 2014**) the running total is **42,200** tons.
- Add the next month total (**August 2014**) **5,500** to **42,200** =47,700
- Subtract the previous year’s total for that month. (**August 2013 total of 6200 tons**). This is now your rolling total.

$$42,200 + 5,500 = 47,700$$

$$47,700 - 6,200 = 41,500$$

**Remember that after each new month is added, its one year old counterpart is deleted.**

So, next month add September 2014 production total to 41,500 tons and then subtract September 2013 production total of 5,000. The new rolling total will be 41,000 tons.

Continue to do this each month in order to keep track of your rolling monthly total.

**Keep records for at least 2 years.**

Month and Year	Monthly Product total (Tons/month)	1 <sup>st</sup> Year Running Total (mo. + mo.)
<b>August 2013</b>	<b>6,200</b>	6200
Sept 2013	5,000	11,200
Oct 2013	4,500	15,700
Nov 2013	2,000	17,700
Dec 2013	1,500	19,200
Jan 2014	1,500	20,700
Feb 2014	2,000	22,700
March 2014	2,500	25,200
April 2014	3,500	28,700
May 2014	4,000	32,700
June 2014	4,500	37,200
<b>July 2014</b>	5,000	<b>42,200</b>
		<b>Rolling Total</b>
<b>August 2014</b>	<b>5,500</b>	<b>41,500</b>
Sept 2014	4,500	41,000
Oct 2014	3,500	40,000
Nov 2014	1,500	39,500
Dec 2014	1,000	39,000
Jan 2015	800	38,300
Feb 2015	1,200	37,500
March 2015	4,100	39,100
April 2015	5,000	40,600
May 2015	6,000	42,600
June 2015	5,100	43,200
July 2015	4,500	42,700