**Recordkeeping Worksheet**

## **Recordkeeping:** What records will you keep? And how do you plan to perform record keeping tasks?

## Here are some ideas of possibilities divided into different areas of farm business:

Environmental records

* First and last frost dates
* Rainfall amounts
* Soil test results
* Pest information

Production Records

* Soil working dates, seeding/transplanting dates, harvest dates, crop yields
* Crop rotation info
* Livestock production records
	+ Carcass weights
	+ Butcher dates, age at slaughter
	+ Birth records
	+ Egg production records
	+ Illness/medications/veterinary care

Equipment Records

* Work vehicle mileage, gas, maintenance costs
* Other equipment purchase records, warranties, maintenance completed

Marketing:

* Customer information:
	+ Purchases
	+ Feedback
	+ Contact info, location

Human Resources:

* Time tracking
	+ Could be simple (i.e. hours per day/week) or detailed (i.e. hours spent in field, hours spent marketing, hours spent weeding, hours spent per crop)
* Staff records
	+ Contracts, hours worked, contact info, payroll records, etc

Finances: *\*Note that farm financials will be discussed in detail in weeks 7 & 8.*

* Purchases (equipment, tools, seeds, soil amendments, professional services, etc)
* Payments/Income
* Loan/line of credit payments
* HST remittance

Examples:

**Firmly Rooted Farm - Record Keeping:**

We plan to keep impeccable records and will schedule time daily, weekly and monthly to do so.

**Methods:** Records will be kept using a combination of digital and manual methods. Digital records will be maintained with Microsoft Excel and QuickBooks. Paper calendars, to do lists and notebooks will also be important data recording materials. Field and soil maps will be used as additional tools for planning and record keeping.

Environmental:

* First and last frost
* Rainfall amount, timing and frequency
* Soil conditions and soil test results
* Temperatures and weather conditions
* Extreme weather events and occurrences

Production:

* Direct seed and transplant dates and quantities
* Bed preparation method
* Harvest date and amount
* Labour hours by task and by date
* Date of pest appearance, populations and other observances
* Date to maturity
* Post harvest procedures
* Daily activities
* Cultivar selection and performance
* Soil inputs and cover cropping regime
* Crop rotation

Sales and Marketing:

* Client contact information (mailing lists)
* Sales records by stream
	+ Share/Box records
	+ Market summaries (crop, unit, opening inventory, price, sold out at, compost, closing inventory, comments)
	+ Restaurant/caterer sales
	+ Food box/miscellaneous sales
* Networking or educational events attended, contacts made
* Response to marketing initiatives
* Copies of electronic and print marketing materials (brochures, blog posts, newspaper articles, etc.)
* Responses to frequently asked questions

Financial:

* Accounts receivable/accounts payable
* Monthly bank reconciliation
* Cleared cheques
* Cash flow and profit and loss statements (projected and actual, total and by enterprise)
* HST remittance
* Income taxes
* Cost of production (income by crop, income by acreage)

Additional Records:

* Complaint records
* Cleaning records
* Water testing records

## **Smallholdings Farm - Record-keeping:**

This is a brief look at some of the records I will be keeping this season. Many of these will be records kept in the chronological log (date book) kept with me on the farm at all times. I also have space in my production and financial spreadsheets to input these numbers. I will use these records to evaluate the season in the fall and plan for 2013. (Note: I will be integrating regular computer back-ups into my routine, ensuring that these documents will be available to me even if I encounter any technological difficulties.)

### Environmental:

* First and last frost
* Rainfall amounts and frequency
* Soil conditions throughout season
* Daily temperatures and weather conditions (as often as possible)

### Production:

* Intended planting date/amount and actual planting date/amount
* Intended harvest date/amount and actual harvest date/amount
* Total yields of each crop
* Labour ours and distribution of labour hours (i.e. weeding, planting, harvest, post-harvest handling)
* Observe and record pests, diseases, anything else of note for each crop
* Days from planting to BABY sized (this information is not always available for each crop)
* Ideal baby size

### Sales and Marketing:

* Attendance at farmers market, what/how much product was taken and sold, any factors that could affect market performance (i.e. weather, events)
* Response to any marketing initiatives
* Events attended: What kinds of/how many connections made?
* Any ideas that come to me on a whim – write them down to be reevaluated at a later date, if necessary

### Financial:

* Track all expenses – receipts inputted into cash flow spreadsheet
* Track all sales – invoices (outstanding and paid), keep a running total in order to have a handle on progress
* Record bill/line of credit payments
* Track personal finances – expenses, other sources of income, etc. (To be used when evaluating how/what to pay myself)

##

## **Evaluation/Tracking Progress:** Will you have a method for comparing your projected numbers with your actual numbers? How will you use your records to help with planning in subsequent years?

## Examples:

**Firmly Rooted Farm - Record Applications:**

Records will be used to plan for subsequent seasons, and for financial analysis, communication with clients, crop variety assessment, livestock husbandry protocols and potentially for organic certification.

## **Smallholdings Farm - Evaluation:**

This is to happen at least once every two weeks with a larger-scale analysis at the end of the season. For some of these questions, it will be helpful to meet with mentors/colleagues/friends/family to discuss – there is only so much I will be able to analyze on my own. It’s always good to have a sounding board.

This is a brief look at some of the things to be assessed both during and at the end of the season. (I’m sure many of these questions will be on my mind constantly throughout the season, but it will be important to sit down and record some of my thoughts.) I will continue to add to this list as other questions arise.

### **During-the-season analysis:**

* Am I on track to making my goals? Why or why not?
* What have my major expenses been? Are these recurring or one-time? Have I accounted for these?
* Am I able to pay my bills on time? How do I need to change my practices so that I am able to do so?
* How am I spending my time? Does this need to change?
* Is my production schedule on track with what I predicted? Why or why not?
* How do I need to reassess my plans from here moving forward?
* Am I still enjoying myself? Do I need to make any changes to improve my quality of life?

 **End-of-season analysis:**

*Of each crop*

* Is it worth my time?
* Does it sell? To who? How much? Is there more demand?
* Is it fun to grow? Do I enjoy growing it?
* What special requirements does it have that make it harder/easier to grow? (i.e. trellising or row cover)
* What is my weakest/strongest crop?

 *Of the business*

* What is the Smallholdings reputation?
* Am I able to deliver what I’m promising?
* Do people love baby vegetables as much as I do?
* What are my business priorities?
* What is working well and what needs improvement?
* What do I dread doing?

 *Of my lifestyle*

* What is my quality of life?
* Am I still enjoying the business?
* What changes do I need/want to make in order to continue?