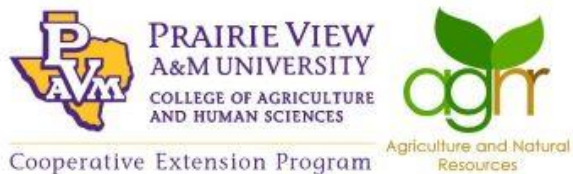




## FARM FINANCIAL RESOURCE PLANNING

The Farm Financial Resource Planning program is dedicated to the development and sustainability of farmers and ranchers across the state. The program focuses on increasing the profitability of agricultural producers through providing information and training opportunities in the areas of:

- Farm financial management
- Recordkeeping
- Business planning
- Access to the necessary tools to make sound farm planning decisions that minimize risk and increases profitability



Prairie View A&M University's Cooperative Extension Program (CEP) Agriculture and Natural Resources (AgNR) unit seeks to empower farmers and ranchers to achieve their goals through education and technical assistance. AgNR's aim is to address the knowledge gap facing many Texans in the areas of crop production and utilization, livestock production, and economics and management for sustainable agriculture.

To learn more about how you can implement an Agriculture and Natural Resources program in your area, contact your local AgNR professional.

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FARM FINANCIAL RESOURCE MANAGEMENT

# FARM RECORDKEEPING



**Efficient farm operation management  
requires sound record-keeping and  
record analysis.**



With so many other important jobs to balance, farm record keeping is often overlooked. It must be added to the list of necessary farm chores. Ideally, records should be kept on a daily or weekly schedule. Records should be kept in their own binders, in a safe and consistent place, and in an easy to use format.

## Areas Related to Farm Recordkeeping

**Purpose of Maintaing Records:** Enables comparison and tracking of farm's progress and aid future planning

### Requirements for Records:

- Banking
- Participation in assistance programs
- Loan acquisition
- IRS requirements

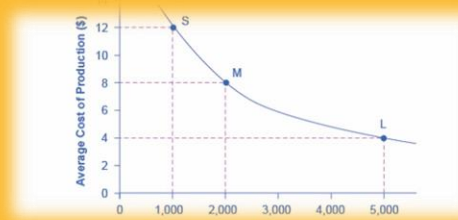
**Input Logs:** Tracks production aids used such as fertilizers, pest control, and amendments including specific product used, application rate, where used, when and how it was applied

**Harvest Log:** Tracks livestock sales and crop harvesting and sales tech including harvest techniques and post-harvest handling

**Invoices:** Records all sales of farm product including the number, date, to whom sold, item sold, amount of item, price per unit, and total price

## Recordkeeping Topics

- Why Keep Records
- Production Records
- Financial Records
- Selection of a Farm Recordkeeping System
- Comparing Hand and Computer Based Methods of Keeping Records



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*We welcome you to attend one of our programs or request us to speak at your event.*

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## Program Details

**Target Audience:** Farmers and landowners wanting to better understand and keep farm records to make sound business decisions related to their operations

**Program Format:** The style of this program can vary to meet the needs of the targeted audience. Programs can be delivered as a series covering multiple components of business planning, as a stand alone program on a particular recordkeeping technique, or paired with other educational programs on topics related to livestock or crop production.

### Program Objectives:

- Provide an understanding of types of farm records
- Identify the best method of keeping records for your operation
- Utilizing records as a decision making tool