**Farm Recordkeeping**

Recordkeeping is an essential part of managing a successful farming or ranching operation. You will need to look closely at numbers to understand which components of your farm are making money and which may be losing money. Keeping accurate records enables you to know your cost of production, which in turn helps you to set accurate prices. Set up your bookkeeping, harvest and sales records to catch as much of this information as possible.

**Cash Overheads**

**Labor**

 Employee wages, benefits, payroll tax, worker’s compensation insurance

 Owner salary and benefits

**Fuel**

 Tractor, equipment, farm vehicle fuel

**Utilities**

 Gas, electricity, irrigation water

 Internet, phone bill

**Insurance**

 Farm business liability insurance

 Vehicle insurance

**Repairs and Maintenance**

 Buildings, equipment, vehicles

**Administrative Expenses**

 Payroll, tax prep, accounting, bank

 Office supplies

 Website, PO Box

**Land Use**

 Land rent/mortgage, property taxes

**Misc. Overhead Costs**

 Equipment rental, advertising, storage, loan interest

**Dues/Fees**

 Producer certificate

 Farmers’ market annual dues, stall fees

 Organic certification, etc.

 Scale inspection fee

 Education

**Other**

**Non-Cash Overheads**

*Non-cash overheads are items that depreciate over time. For each item, you will need to know the total purchase price and an estimate of how long the item will last in years.*

 Farm buildings

 Farm vehicles

 Farmers’ market stall materials

 Field infrastructure (irrigation, fencing)

 Greenhouse / high tunnels

 Tractors & implements

 Processing equipment, hand tools

**Other**

**Farm Sales**

 Sales records: units sold, price per unit

 Harvest records, market load lists

 Sales invoices

**Farm Parameters**

 Bed length (or a standard length for planning purposes, e.g. 100 feet)

 Distance between centers of beds

 Marketable Yield estimate per bed (or designated length)

 Total cultivated acreage

**Production Labor Needs – Time**

*To record production labor, sample the time it takes to do certain tasks and extrapolate from there. Understand the time you spend per bed for each category.*

**Greenhouse Labor**

 Time spent filling trays, seeding, watering and other care for transplants.

**Machine Labor**

 Time spent mowing, tilling, fertilizing, shaping beds, mechanically cultivating, ripping, etc.

**Crop Culture**

 Time spent planting, manual weeding, irrigation, pest control, post-harvest field clean-up, etc.

**Harvest/Packing**

 Time spent harvesting, washing, packing and other processing per unit or bed.

**Other**

**Other Direct Costs**

 Seed, pesticides, fertilizers, mineral amendment, row cover, plastic mulch, potting mix, trellising supplies, compost, transplants, pots

 Bags, boxes, rubber bands, labels, totes, tubs, buckets