

# ***Introduction to Recordkeeping***

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WESTERN  
EXTENSION  
RISK MANAGEMENT  
EDUCATION

*Serving Farmers and Ranchers Through Targeted Risk Management Education*

### Today's Topics

- 1) Overview of the workbook
- 2) Practice Transactions
- 3) Other

### Why keep records?



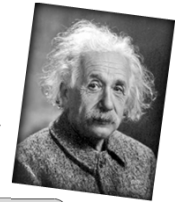
- Regulatory, required
- Financial uses
- Farm / Business Management

### Examples using your records

- Taxes – Fed and State Income, GE, FICA, etc.
- Government programs
  - Crop insurance
  - Spraying records
  - Organic certification
- Loans/credit
- Leasing agreements
- Farm management & planning
  - What is making money and what is losing money
  - How you are doing over time
  - Cash flow planning
  - Comparing alternatives

### Why Keep Records – How Much is Enough?

- You want to end up with a set of records that:
  - Fits your operation
  - Is easy to maintain
  - Provides the information you need to make good decisions for your operation



**“Everything that can be counted doesn't necessarily count; everything that counts cannot necessarily be counted.” - Einstein**

### Record keeping takes time; Make it a habit

- 1) Write down events when they happen;  
→ every day
- 2) Keep receipts
- 3) Organize on schedule;  
→ weekly, monthly

### The Workbook

College of Tropical Agriculture and Human Resources  
University of Hawaii at Manoa

#### CROP RECORDS

Name: \_\_\_\_\_

Farm: \_\_\_\_\_





## Daily Recordkeeping Logs

- Forms to record all activities relating to the farm
  - Use daily
- 1) Tabular Logs
    - Daily Activity Log, Field Activity Log
  - 2) Calendars
    - Annual, Monthly, Monthly blank
  - 3) Journals, diaries, notebooks (not included)
  - 4) Combination

## Daily Recordkeeping Logs Tabular Forms

### Daily Event/Activity Log

- a) for all events/activities which occur day to day for the farm
- b) Keep track of equipment hours, materials, labor
- c) Examples: planting, spraying, going to town for supplies, harvesting

### Field Activity Log

- a) Same information as daily event/activity log
- b) One for each field

## Daily Recordkeeping Logs Tabular Forms

• to keep track of all events/activities which occur every day

• Same information

## Daily Recordkeeping Logs Tabular Forms

Daily Activity Log:  
One for whole farm

Field Activity Log:  
One for each field

or

## Daily Recordkeeping Logs Calendar Forms

- Similar information to daily event log
- Various types of calendars available
  - a) Annual
  - b) Monthly
  - c) Weekly
  - d) Diary
- Have enough space to write the information down

## Daily Recordkeeping Logs Calendar Forms

2008

Annual Calendar

JANUARY 2008

Monthly Calendar

Blank Calendar;  
diary/journal

### Crop Management Records

- Partner to financial records
- Additional forms to organize and track information → where the real value of records is found
- Crop management records can help make more informed management decisions
  - e.g.
    - How much of a crop to plant, and when
    - The amount of inputs to have on hand & when to apply

### Crop Management Records

- Use & change as needed for your situation
  - Some required by law or for certification
  - Very useful for decision making & planning
- 1) Crop Inventory
    - Listing of all crops grown on the operation including field grown, area planted, yields and notes.
  - 2) Field Activities
    - All activities occurring on individual fields.
  - 3) Irrigation log

### Crop Management Records Cont.

- 4) Fertilizer and Chemical Logs
  - Where, when, what, how much applied
- 5) Pesticide List
  - Official list of pesticides used on your operation, required for RUP
- 6) Pesticide Treatment Log
  - Official list of all pesticide treatments on your operation; required for RUP. Use with Pesticide List.
- 7) Harvest Records

### Crop Management Records - 1

The image shows three overlapping forms:
 

- IRRIGATION LOG:** A table with columns for Date, Field, Water Source, and Application Rate/Lb/A.
- FERTILIZER TREATMENT LOG:** A table with columns for Date, Field, Type of Fertilizer, Application Date, and Comments.
- FIELD ACTIVITY RECORD:** A table with columns for Date, Activity, Equip Used & Qty., Labor Hrs., Water Used, Fertilizer Used, Chemical Used, Rate of Fert./Chem, and Comments.

Different ways of organizing what was done and when, what was applied.  
 Depends on purpose; what information will be used for.  
 Most leave a space for notes or comments

### Crop Management Records - 2

The image shows two forms:
 

- HARVEST RECORDS:** A table with columns for Harvest Date, Field Name, Crop Grown, Amount Harvested, Home Consumption, Date Sold, Price Received, and Where Sold.
- CROP INVENTORY:** A table with columns for Date, Field Name, Crop Grown, Area Planted, and Yields, notes.

Some records track how crops perform.  
 Note similar information in these forms.

### Crop Management Records - 3

The image shows two forms:
 

- PESTICIDE LIST:** A table with columns for Brand name, EPA Registration Number, and Active Ingredients (1a, 1b, 1c, 2a).
- PESTICIDE TREATMENT LOG (page 1 of 2):** A table with columns for Date, Pesticide Name, Rate, and other application details.

Pesticide records are required by law for restricted use pesticides and worker protection.  
 These are copies of USDA forms.

### Financial Records

- What people usually think about with “recordkeeping”
- Helps answer questions like
  - Am I making money?
  - Where is the money going?
  - Do I have money right now?
- Needed for taxes, to borrow money, for crop insurance
- Save your receipts!

### Financial Records: Three Related Forms

- 1) Expenses and Income
  - List of all farm related transactions; current balance/running total.
- 2) Monthly Financial Records
  - Summary of information from the Expenses and Income for each month;
  - One page totals for quicker analysis and planning.
  - Categories are same as Schedule F tax form.
- 3) Annual Financial Record
  - Summary of information from the Monthly Financial Records for each year.
  - Six years on one page for quicker analysis and planning.

### Financial Records

**EXPENSES AND INCOME** From \_\_\_\_\_ to \_\_\_\_\_

Date	Description	Chk no.	Expense	Income	Account Balance
	Checkbook or running total.				
	Record all money in and money out.				

**MONTHLY FINANCIAL RECORDS** YEAR \_\_\_\_\_

Name of owner/farm: \_\_\_\_\_

Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Revenue												
Car and truck												
Chemicals												
Fertilizers												
Insurance												
Hired labor												
Rent-mach/equip												
Rent-land												
Repair & maint												
Seeds & plants												
Other supplies												
Taxes												
Interest												
Total												
Net												

Totals for each month go here. Same categories as Schedule F.

### Financial Records

**MONTHLY FINANCIAL RECORDS** YEAR \_\_\_\_\_

Name of owner/farm: \_\_\_\_\_

Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Revenue													
Car and truck													
Chemicals													
Fertilizers													
Insurance													
Hired labor													
Rent-mach/equip													
Rent-land													
Repair & maint													
Seeds & plants													
Other supplies													
Taxes													
Utilities													
Other													
Interest													
Total													
Net													

**ANNUAL FINANCIAL SUMMARY** YEAR \_\_\_\_\_

Month	YEAR		YEAR	
	Expense	Income	Expense	Income
January			January	
February			February	
March			March	
April			April	
May			May	
June			June	
July			July	
August			August	
September			September	
October			October	
November			November	
December			December	
Total			Total	

Grand totals for each month. Space for six years.

### Financial Records: Dual Entry System

**INCOME RECORD** From \_\_\_\_\_ to \_\_\_\_\_

Date	Description	Total amount	Product 1*	Product 2*	Product 3*	Product 4*	Product 5*	Product 6*

**EXPENSE RECORD** From \_\_\_\_\_ to \_\_\_\_\_

Date	Description	Chk #	Total amount	category 1	category 2	category 3	category 4	category 5	category 6	category 7	category 8

Enter each amount twice.

12/2010

### Financial Records

**INCOME RECORD** From \_\_\_\_\_ to \_\_\_\_\_

Date	Description	Total amount	Product 1*	Product 2*	Product 3*	Product 4*	Product 5*	Product 6*

**EXPENSE RECORD** From \_\_\_\_\_ to \_\_\_\_\_

Date	Description	Chk #	Total amount	category 1	category 2	category 3	category 4	category 5	category 6	category 7	category 8

- Transactions are recorded and totaled on the left side of the forms
- Transaction amounts are sorted by category and totaled on the right side of the forms
- Double check information by comparing the totals on both sides of the forms

Example of record forms and practice transactions

Example #1

- 1) On January 9 you harvested 1100 lbs of taro & cleaned, took 2 people from 8 a.m. to noon
- 2) On Jan. 10, sold 1000 lbs of Taro to Da Poi Man @ \$0.60 per lb. = \$600. Drive 2.5 hours and 80 miles to deliver, round trip.
- 3) While in town, purchased 16-16-16 fertilizer for \$150.00 from XYZ Store

Example #1 Using a Calendar

JANUARY 2008						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 New Year's Day	2	3	4	5
<b>9</b>			<b>10</b>			<b>11</b>
Harvest & clean 1100 lb taro, 2x4 hrs			Sold 1000# to Da Poi Man, 60¢ / lb, \$600 Drive to town, 80 miles, 2.5 hrs Buy 16-16-16, \$150.00 cash from XYZ store			
<b>16</b>			<b>17</b>			<b>18</b>

Example #1 Using a Log Form

1/9 Harvest & clean 1100 lbs of taro, took 2 people 4 hrs

Which form?

**1**

DAILY ACTIVITY LOG

Farm Name: \_\_\_\_\_ Premise Identification Number: \_\_\_\_\_ Dates from: \_\_\_\_\_ to \_\_\_\_\_

Date	Field	Activity	Equipment Used & Hrs	Materials Used & Amounts	Labor Hrs Used	Comments

**2**

HARVEST RECORDS

Name of owner/farm: \_\_\_\_\_ Premise Identification Number: \_\_\_\_\_

Harvest Date	Field Name	Crop Grown	Amount Harvested	Home Consumption	Date Sold	Price Received	Where Sold

Harvest & clean 1100 lbs of taro, took 2 people 4 hrs

DAILY ACTIVITY LOG

Farm Name: Sabina's Farm Premise Identification Number: \_\_\_\_\_ Dates from: 1-1-08 to \_\_\_\_\_

Date	Field	Activity	Equipment Used & Hrs	Materials Used & Amounts	Labor Hrs Used	Comments
1-9-08		Harvest & clean taro			2 x 4 hr	1100 lb taro
		sufficient				

HARVEST RECORDS

Name of owner/farm: Sabina's Farm Premise Identification Number: \_\_\_\_\_

Harvest Date	Field Name	Crop Grown	Amount Harvested	Home Consumption	Date Sold	Price Received	Where Sold
1-9-08		taro	1100 lb				
		Extra. Missing some information					

# Recordkeeping

1/10 Sold 1000 lbs of Taro to Da Poi Man @ \$0.60 per lb. = \$600

Which form?

**1 HARVEST RECORDS**

Name of owner/farm: \_\_\_\_\_ Premise Identification Number: \_\_\_\_\_

Harvest Date	Field Name	Crop Grown	Amount Harvested	Home Consumption	Date Sold	Price Received	Where Sold

**2 DAILY ACTIVITY LOG**

Farm Name: \_\_\_\_\_ Premise Identification Number: \_\_\_\_\_ Dates from: \_\_\_\_\_ to \_\_\_\_\_

Date	Field	Activity	Equipment Used & Hrs	Materials Used & Amounts	Labor Hrs Used	Comments

**3 EXPENSES AND INCOME**

From \_\_\_\_\_ to \_\_\_\_\_

Date	Description	Chk no.	Expense	Income	Account Balance

1/10 Sold 1000 lbs of Taro to Da Poi Man @ \$0.60 per lb. = \$600

**DAILY ACTIVITY LOG**

Farm Name: Sabina's Farm Premise Identification Number: \_\_\_\_\_ Dates from: 1-1-08 to \_\_\_\_\_

Date	Field	Activity	Equipment Used & Hrs	Materials Used & Amounts	Labor Hrs Used	Comments
1-9-08		Harvest & clean taro			2 x 4 hr	1100 lb taro
1-10-08		Drive 80 miles r/t to mkt	Truck 2.5 hrs			Sold 1000 lb taro to Da Poi Man, 60¢/lb = \$600

**EXPENSES AND INCOME** From 1-1-08 to \_\_\_\_\_

Date	Description	Chk no.	Expense	Income	Account Balance
1-10-08	Sold 1000 lb taro to Da Poi Man, 60¢/lb			\$600	\$600

Name of owner/farm: Sabina's Farm Premise Identification Number: \_\_\_\_\_

Harvest Date	Field Name	Crop Grown	Amount Harvested	Home Consumption	Date Sold	Price Received	Where Sold
1-9-08		taro	1100 lb		1-10	60¢/lb	Da Poi Man, \$600

Extra: Finish previous information

1/10 Purchased 16-16-16 fertilizer for \$150.00 from XYZ Store

**DAILY ACTIVITY LOG**

Farm Name: Sabina's Farm Premise Identification Number: \_\_\_\_\_ Dates from: 1-1-08 to \_\_\_\_\_

Date	Field	Activity	Equipment Used & Hrs	Materials Used & Amounts	Labor Hrs Used	Comments
1-9-08		Harvest & clean taro			2 x 4 hr	1100 lb taro
1-10-08		Drive 80 miles r/t to mkt	Truck 2.5 hrs			Sold 1000 lb taro to Da Poi Man, 60¢/lb = \$600
1-10-08		Buy fertilizer		sufficient		16-16-16, \$150 from XYZ store

**EXPENSES AND INCOME** From 1-1-08 to \_\_\_\_\_

Extra

Date	Description	Chk no.	Expense	Income	Account Balance
1-10-08	Sold 1000 lb taro to Da Poi Man, 60¢/lb			\$600	\$600
1-10-08	Buy 16-16-16 from XYZ store	cash	\$150		\$450

(Bad) Example #1  
Using a Log Form

Going directly to forms does not work for most folks!

