**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
* 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
* Workers compensation 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

**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

**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
* 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 Direct Costs**

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