Production and Financial Recordkeeping

Lacy Roberts, Glacier County FLM

Keep it simple!

Production Records

Managing your herd for future generations

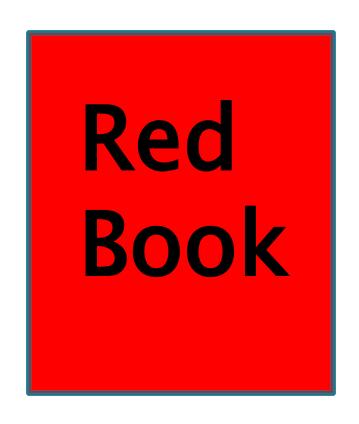
Why?

- Identify genetic traits
 - Cull the old witch?
 - Keep the pretty heifer?
- Keep track for monetary purposes
 - FSA disaster programs
 - Insurance
 - Property Taxes
 - Income Taxes
 - Reconciling cow numbers for bank



Production Records

- Calving Records
 - Date of Birth
 - Cow # or identification
 - Record storm events
- Vaccination Records
- Weaning Records
- Crop production
 - Acres, Yield
 - How much sold, fed, seeded



CALF INFORMATION

CORD	Birth	Cder	Size	Calvin	Sex
222	2/1/14	BIK	Small	1	#
202	2/1	Red	mod.	1	B
210	2/1	BIK	small	1.	B
206	2/3	RWF	mad.	1	+1
209	2/5	white	mod.	1	B
216	2/7	BWF	big	4	4
218	2/7	RWF	small	1	B
2205	-47	BIK	small	1	B
	12/1	BIK	small	1	+
234	2/10	BIK	small	1	H
244	2/10	Red	mod.	1	B
003	2/11	BIK	small	(H
005	2/12	Red	mod.	1 -	H
010	2/12	Rod	bia	3	H
002	2/13	BWF	Small	1	B
224	2/14	white	mad.	1	#
230	2/14	Bux	Small	1	B

CALF INFORMATION

Sire				Remarks	
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7					
7					

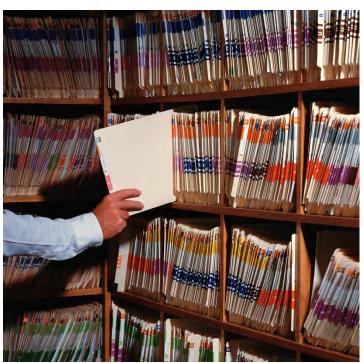
simple! Keep it Simple!

Financial Recordkeeping

How to keep it together long enough to figure out what went wrong or good!

What needs to be kept:

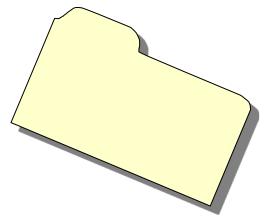
- All farm receipts income and expenses
- Debt payments principal and interest
- Family Living & Personal Debt Repayment
- Corresponding cattle numbers for sales
- Bank Statements
- Production Records



How to keep it together

- Envelope Method
- Binders
- Ledger
- Spreadsheet
- Computer Program Quicken, etc.

Develop a filling place, a method and a person of authority and stick with it!!!!



Who cares?

- Your banker
- Your tax accountant
- Farm Programs
- Your credit report
- Your family
- Your cows
- AND YOU!!



What do I need?

- Financial Statement
- Cash Flow Projection
 - May want to do some partial budgeting
- Income Statement
- Past History

FSA and most banks will require this!!



Let's talk actuals

- Actual Production History
- Actual Financial History
 - All income, all expenses
 - Itemized
 - Include personal income and expenses as separate categories
- Categorize, categorize, categorize!!!

How to categorize???

- Paid \$17,000 to CHS
 - Split \$10,000 to Chemical
 - Split \$7,000 to Fertilizer
- Paid \$5,000 to Rocky Mountain
 - Split \$4,000 to Fuel
 - Split \$500 to Repairs
 - Split \$300 to Car/Truck for new tires
 - Split \$150 to Work Clothes
 - Split \$40 to Supplies for a shop towels, etc.
 - Split \$10 for a carryout pizza to Owner Withdrawal



Common Mistakes

- Mixing farm expenses and personal expenses
- Not adding in expenses charged to credit card or debit card
- Getting cash but no record of how it was used
- Only one person understands the bookkeeping system
- No receipts
- Not backing up your computer system
- Doesn't match production records
- Not including capital expenditures or contributions

Tips

- Ask my Accountant category
- Small tools category
- Savings Accounts
- Bill pay
- Reimbursement tracking
- Estimating not what I am looking for
- What else?

Financial Statement

Snapshot of where you are today

Lacy ~Roberts 1

Total Long Term Assets

TOTAL ASSETS

- Assets
 - Current
 - Intermediate
 - Long Term
- Liabilities
 - Current
 - Intermediate
 - Long Term
- Determines equity position

Current Assets	<u>Value</u>	Current Liabilities	<u>Value</u>
Cash & Equivalents	15,000	Accounts Payable	43,000
Accounts Receivable	33.000	Real Estate Taxes Payable	1,500
Crop Inventory	97,000	Cur. Portion Term Debt - FSA	19,623
Growing Crops	10,000	Cur. Portion Term Debt - Other	24,253
Market Livestock & Poultry	14.863	Accrued Interest	3.010
Prepaid Expenses & Supplies	7,000		
Total Current Assets	176,863	Total Current Liabilities	91,386
Intermediate Assets		Intermediate Liabilities	
Machinery & Equipment	140,000	Intermediate Term Debt - FSA	86,189
Farm Vehicles	95.000	Intermediate Term Debt - Other	44,221
Raised Breeding Stock	383,000		
Total Intermediate Assets	618,000	Total Intermediate Liabilities	130,410
Long Term Assets		Long Term Liabilities	
Real Estate - Land	750,000°	Long Term Debt - FSA	294,188 ¹

Total Long Term Liabilities

TOTAL LIABILITIES

TOTAL EQUITY

590,714

812,510

732,353

Balance Sheet

Financial Statement, XYZ Farm 01/01/2016

Current Assets: Current Liabilities: Liquidity Intermediate Assets: Intermediate Liabilities: Long Term Assets: Long Term Liabilities:

EQUITY = Total Assets - Total Liabilities

What are they?

- Lame cow out back
- Annual Operating Loan
- Buildings
- Bill at BTI
- Light calves to be sold as yearlings
- Real estate taxes
- Income Taxes Payable



What are they?

- New bull purchased
- Grain Loan with FSA
- Feeding Pickup
- Fuel bought for next year
- Savings Account
- CD at BIA for holding leases
- Cow loan



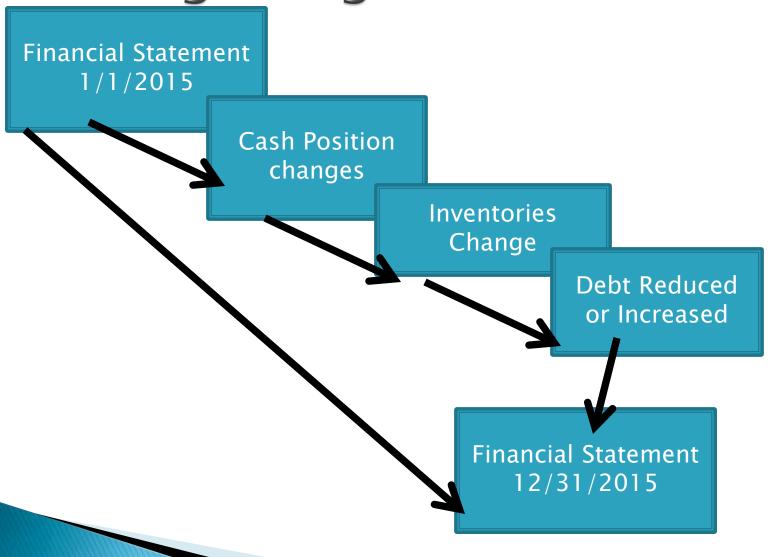


What are they?

- Machinery Loan
- Cow Herd
- Tractor
- Land Loan
- Horses
- Land
- Wheat from 2002 that has sprouted a few times over



Fitting it together



Developing a Balance Sheet

- Use realistic valuations
- Remember it is a "snapshot in time" not a cash flow projection
- Show <u>ALL</u> assets and liabilities

This form is available electronically.

Form Approved – OMB No. 0560-0238 (See Page 3 for Privacy Act and Public Burden Statements.)

1. NAME

A - CURRE

1A. Gash and

Cass

U.S. DEPARTMENT OF AGRICULTURE

Farm Service Agency

Position 3

FARM BUSINESS PLAN WORKSHEET
Balance Sheet

d NAME	-			Baland	e Sh	eet				4
1. NAME JOH	N 8	mith					2. Da	te of Balance	Sheet 1/(a)	2015
A - CURRENT ASSET	S				В	- CURRE	ENT LIABIL	ITIES	1110	2010
1A. Cash and Equivalents	H			\$ Value			s Payable).		\$ Amount
Cash				50	1	2015	Ope	costin	10-	15000
Checkino	V			800	-		J		4	2000
1B. Marketable Bonds and					-	Tola	Do	200		Han M
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					1	107	4			160,00
1C. Accounts Receivable					2B	. Income '	Taxes Payabl	6		
JOE 1501)			50,000						N.
					20	RealEst	ate Taxes Pa	yable		Phonon
1D. Crop Inventory	1E. Measure	# Linits	1G. \$/Linit	3 Value	1					10,000
HAIR		57)					Notes	Pavable Due V	Within 12 Months	-
The state of the s		10			20	Creditor	0.033100	-2	2E. Purpose	
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						Rate	Interest	Amount	21. Next Payment Date	2J. Principal Balance
			100		(1)	CN	edit 1	and		11
1H. Growing Crops		# Acres	TJ: Cost/Acre	\$ Value						#5,00t
		100	1		(2)					
					П					
					(3)					
					П					
1K. Market Livestock-Poultry	1L. # Head	IM. Weight	1N. SALINE	5 Value	(4)					1
Calves	100	600	#3		П					
COMIS	120	1300	#2n#9		2K	Accrued in	terest On:			\$ Amount
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					+					-
					-	-	ediate Liabilities			-
10. Livestock Products	tP.	10.	1R	A-27	-		erm Liabilities			
Paka	Measure	# Units	IR. \$/Unit	\$ Value	21_		rtion of Principe			
lane		10				(1) Interme	ediate Liabilities			
en n						(2) Long T	erm Liabilities			
1S. Prepaid Exponses and Sup	oplies				2M	Other Curr	ent Liabilities			

\$ Value

(7)

4G. Other Long Term Assets

G - PERSONAL ASSETS		H-PERS	ONAL LIABI	LITIES		Page 3 of
	\$ Value	BA Creditor			88 Purpose	
7A. Cash and Equivalents		Automoti Rate	BD. Anoning	RE Payment	OF Next Payment Care	Big Principi Brilence
76. Stocks Bands	+	(1).				
7C, Cash Value Life Insurance	1,000,000					
7D Other Current Assets	1,100,000	(2)				
7E. Hausehold Goods	F100,000					
VF. Cer. Recreational Vehicle, Etc.	111111111111111111111111111111111111111	(3)				
7G Other Intermediate Assets						
7H. Retirement Accounts	P5,500	(4)				
7) Non-Ferri Business	112					
7J Non-Farm Real Estate		BH Other Lia	billies			
7K. Other Long Term Assets						
7L. TOTAL PERSONAL ASSETS (Rems 7A through 7K)		8I. TOTAL PERSONAL LIABILITIES				
7M. TOTAL ASSETS (Item 4) and Item 7L)		8J. TOTAL LIABILITIES (Item 6I and Item 8I)				
		8K. TOTAL EQUITY (firm 7M minus from 8J)				
- WARNING			-	100		
l certify that the information provided is true, complete. Fitle 18, United States Code, provides for criminal penu finding may be grounds for denial of the requested activ	illies to thom with never	of my kanwled de false states	lge and is prov nents. If any i	uded so good j oformation is j	laith: (Warning: Sect faund to be false or h	tion 1001 of ecomplete, si
PA. SIGNATURE				9B. DATE		
10. COMMENTS				1		

The following stalement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this farm is the Consolidated Farm and Rural Development Act, as amended (7 U.S.C. 1921 et. seq.). The information will be used to determine eligibility and leaathility for loans and loan guarantees. The information collected on this farm may be disclosed to other Fielderal. State, and local government agencies. Tribal agencies, and nongovernmental entities that heve been authorized across to the information by statute or regulation and/or as described in the applicable Routine Uses identified in the System of Records Notice for USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, feiture to furnish the requestion information may result in a denial for baris and loan guarantees, and servicing of livins and loan guarantees. The provisions of criminal and civil fraud, privacy, and other statistics may be applicable to the information provided.

According to the Paparwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unities it displays a velid CMB control number. The velid CMB control number for this information collection is 0500-0238. The time required to complete this information collection is estimated to average 1.25 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and membering the data needed, and completing and reviewing the collection of information. RETURN THIS COMPLETED FORM TO YOUR COUNTY PSA OFFICE.

1A	HINERY AND EQUIPME	150	140	110	14E	110	114.
2ty.	118 Description	Manufacturer	Size/Type	Condition	Year	Serial Number	11Hi \$ Value
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	racec						15000
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					-1		
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			1				11-2-
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EAD	M VEHICLES				111 TOTAL \$ VA	ALUE OF (ITEM 1H)	
2A.	128.	120	120	12E	126	12/3	194
2A. Hy.	128, Description	12C. Manufacturar	12D. Size/Type	12E. Condition	12F. Year	12G. Šeriai Number/VIN	12H. \$ Value
					1		

Balance Sheet

Lacy ~Roberts 1 01/01/2013 - 2013 Balance Sheet

Current Assets	<u>Value</u>	Current Liabilities	Value
Cash & Equivalents	15,000	Accounts Payable	43,000 ^
Accounts Receivable	33,000	Real Estate Taxes Payable	1,500
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Long Term Assets		Long Term Liabilities	
Real Estate - Land	750,000°	Long Term Debt - FSA	294,188
		Long Term Debt - Other	296,526
Total Long Term Assets	750,000	Total Long Term Liabilities	590,714
TOTAL ASSETS	1,544,863	TOTAL LIABILITIES	812,510
		TOTAL EQUITY	732,353

Cash Flow Statement

- Shows all inflows and outflows for year
- DOES NOT show profitability
- Should be able to "reconcile cash" off
 - Beginning Cash, 1/1/2015
 - +Income in 2015
 - –Expenses in 2015
 - Operating Interest
 - Income Taxes
 - Capital Expenditures
 - Debt Repayment
 - Living and Personal Debt Repayment
 - = Ending Cash, 12/31/2015

Projected Annual Cash Flow

01/01/2013 - 12/31/2013 2013 Projection

Lacy			

Operating Income 346,220 Crop Sales 171,653 Crop Insurance Proceeds 30.000	Non-Operating Owner Withdrawal Income Taxes Capital	70,000
Livestock & Poultry Sales 171,653	Income Taxes	
		10,000
Crop Inguirance Proceeds 20,000	Capital	
Growth instruction and the second sec		
Custom Hire Income 3,000	•	
Other Income 500	Capital Expenditures	50,000
Total Operating Income 551,373	Financing	
Purch. For Resale Livestock & 12,900	Term Debt - Payments	77,746
Poultry Sales	Principal- 43,876	
9ROSS MAR9IN 688,478	Interest- 33,870	
Operating Expenses	Non-Revolving Oper. Pmt.	320,000
Car & Truck 2,000	Principal- 300,000	
Chemicals 55,000	200,000	
Custom Hire Exp. 6,000	Interest- 20,000	
Feed Supplement 8,000	New Oper. Advances	300,000
Feed Grain & Roughage 30,000	Total Cash Inflows	
Fertilizers & Lime 40,000		851,878
Freight & Trucking 4,000	Total Cash Outflows	828,582
Gas / Fuel / Oil 20,000	(Before LOC P. & I.)	
Insurance Exp. 23,333		
Labor Hired 2,833	Net Cash Available	24,811
Rent - Mach / Equip / Vehicle 500	Beginning Cash on Hand	15.000
Rent - Land / Animals 35,000		
Repairs & Maintenance 22,000	Ending Cash on Hand	39,811
Seeds & Plants 10,000		
Supplies 8,000		
Taxes - Real Estate 2,500		
Utilities 7,500		
Vet / Breeding / Medicine 4,500		
Other Expenses 3,500		
Other - Imigation Exp. 1,250		
Total Oper. Expenses (Less 286,918 Interest & Depr.)		
NET OPER. INFLOWS 262,667		

Income Statement

- Takes your cash flow statement and "adjusts" to what that year's actual income and expenses
- Adjusts out:
 - Carryover inventories
 - Increases/decreases in herd
- Explains true profitability
- You do this in your head all the time!

Cash flow budgeting

- Look at past history
- Check your balance sheet
- Consider any major changes
 - EQUIP or CSP contract obligations
 - Carryover bills or inventories
- Can do some partial budgeting
 - Can I add 50 head of cows in the next year?
 - Should I pick up another lease?
 - Is it worth it to buy my own baler instead of hiring the baling done?



Head

Production/Head/Year

4A. Description

5. Livestock Product Sales:

40.

Total Production

4E.

Price

4F.

Sales 5

statute or regulation and/or as described in the applicable Routine Uses identified in the System of Records Notice for USDA/FSA-14, Applicant/Borrower.
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provided.

Things to consider

- Is my non farm income likely to change?
- Will our living expenses change?
- Do we have a lot of old cows that we need to replace?
- Is it time to reseed the hay fields?
- What are interest rates doing?
- Do I need to restructure my debt load?
- Can I do some forward marketing?
- Do I have access to dependable feed?
- Any major repairs coming up?

Financial measures to use

- Operating expense ratio
 - Total Expenses (Less Interest & Depreciation)/ Total Income
 - Target ratio: 65% or less
- Interest expense ratio
 - Total Interest Paid/Total Income
 - Target ratio: Less than 10%

TEST: OER and IER??

So how did my year come out?

- Did I meet all my obligations?
- Did my equity position improve or deteriorate?
- What does the future hold?
- Will my banker lend me money again?
- What am I going to do with cash carryover?
- Did I meet my goals?
- Are there things I can do it mitigate my tax risk without jeopardizing the future?

Developing a Strategic Business Plan

- Identify:
 - Strengths
 - Weakness
 - Opportunities
 - Threats
- Set goals:
 - Short term Within one year
 - Intermediate Within 5–7 years
 - Long Term In my lifetime

Sample goals

- Increase weaning weight by 50 lbs.
 - Tighten calving window
 - Use EPDs to select bulls with good BW to WW spread
 - Improve mineral program
 - Ensure good access to clean, fresh water
 - Develop a pasture rotation system
 - Vaccinate calves to minimize sickness
- Improve weaning percentage to 90%
 - Purchase straw for calving
 - Move calving period
 - Pregnancy Test
 - Semen and Trich Test Bulls each spring

More goals

- Reduce debt by \$50,000 in next three years
 - Pay an extra \$100/mo out of non farm income
 - Convert unused equipment to cash
 - Refinance for a lower interest rate
- Improve liquidity position
 - Find a non farm job
 - Reschedule payments to match income stream
 - Charge kids for running their cows on your place
- Improve breed back
 - Make sure replacement heifers are at breeding size
 - Semen and Trich Test
 - Adequate nutrition and mineral supplementation

Summary

- Ask for help
- It is not scary if you have a system and plan of attack in place ahead of time
- Get organized for 2017 now!!

You Can Do It!!