



Records keeping and management for agricultural enterprises

best practices (& templates?).

Farm level approach

Mompoti N. Baiphethi
Head – Capability
Development

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LEA HEAD OFFICE

Fairscape Precinct Lot 70667 Building 1,
Ground floor Unit 2A, Private Bag 191,
Gaborone Botswana



What is farm record keeping?

- Record keeping on the farm is the systematic practice of documenting and organizing essential data related to agricultural operations.
 - It involves the recording of various aspects, including financial transactions, crop cultivation, livestock management, resource utilization, and other critical information pertinent to the farm's activities.
- Record keeping on the farm is a crucial management practice that involves systematically documenting various aspects of farm operations.
 - This includes tracking expenses, income, livestock production, crop yields, fertilizer and pesticide applications, equipment maintenance, and labour. Effective record-keeping allows farmers to make informed decisions, enhancing productivity and profitability

Record keeping and agricultural production

As a farming business/enterprise owner and/or manager:

- It is critically important to keep your operation running smoothly and efficiently.
- From managing crops and livestock to financial planning and **record-keeping**, there are a lot of moving parts that go into running a successful farm.

One crucial aspect that often goes overlooked is the importance of maintaining accurate records for your farm.

- Regardless of size – from a small family farm or a large commercial operation - having accurate and up-to-date records is essential for the success of your business.



Importance of maintaining accurate farm records

Improved decision-making

- for improvement and make more informed decisions about the future of your farm.

Enhanced efficiency

- Accurate records assist with streamlining your farm operations, therefore saves time and resources in the long run.
- If you know exactly how much feed and water your livestock need; you can optimize your feeding and watering schedules to minimize waste.
- If you can track your crop yields and production costs; you can identify ways to boost efficiency and increase profits.



Importance of maintaining accurate farm records

Compliance

- You may be required to keep certain records for compliance purposes, e.g. GAP.
 - This could include records related to animal health, food safety, and environmental regulations.
 - By maintaining accurate records, you can ensure that your farm is in compliance with all relevant regulations and avoid any potential fines or penalties.

Business continuity

- Accurate records can help you keep your farm running smoothly even when faced with unexpected challenges.
- For example, if you're hit with a natural disaster or have a key employee leave unexpectedly, having clear and up-to-date records can help you quickly get back on track and minimize any disruptions to your business.



How to keep your records accurate and up-to-date

Choose a record-keeping system that works for you

Several options - paper-based systems to electronic ones.
what will work best for your needs and preferences.

Set aside dedicated time for record-keeping

Use a consistent format

Whether you're using paper or electronic records, it's important to use a consistent format. This will make it easier to find and interpret the information you need.

Stay organized

Keep your records in a central location that is easily accessible. Consider creating a filing system or using software to help you keep track of everything.

Do not be afraid to ask for help

If you're feeling overwhelmed or unsure of how to keep accurate records, don't be afraid to seek out resources or advice from other farmers or experts.



Common examples and types of farm records

1. Financial Records:

- Income and expenditure records, Receipts and invoices for purchases and sales, Loan and credit records, Asset inventory and depreciation schedules, Tax records and documents

2. Crop Production Records:

- Planting dates, varieties, and locations; Input records (seeds, fertilizers, pesticides, water usage); Harvest yields and dates, Crop rotation plans and field histories, Pest and disease management logs

3. Livestock Records:

- Birth, death, and purchase records; Health and vaccination records; Breeding and production records (e.g., milk yield, egg production); Feed consumption and conversion rates; Weight and growth records

4. Labor Records:

- Employee details, roles, and hours worked; Training records; Payroll and compensation details



Common examples and types of farm records

4. Equipment and Machinery Records

- Purchase, repair, and maintenance logs; Usage logs (hours of operation); Depreciation schedules

5. Inventory Records

- Supplies (seeds, feed, fertilizers, pesticides); Product inventory (stored crops, livestock products); Tools and equipment inventory

6. Environmental and Compliance Records

- Soil tests and health records; Water usage and irrigation schedules; Compliance with agricultural and environmental regulations; Certifications (organic, animal welfare, etc.)

7. Field and Farm Maps

- Layouts of fields, crop locations, and rotations; Infrastructure locations (buildings, irrigation systems)



Agricultural enterprise record keeping templates (excel based)

Simple - [*Basic farm records templates*](#)

Advanced - [Farm Record Book_linked sheets](#)



Key take-aways

Maintaining accurate records for your farm is a crucial aspect of successful farm management.

- By keeping track of your operations, financials, and other key metrics, you can make informed decisions, improve efficiency, stay compliant, and ensure business continuity.

So don't overlook the importance of record-keeping – it's an essential part of running a successful farm (business/enterprise).

With advances in technology, using farm record-keeping software (and applications!) to track your performance and analyze your data, you are able to make more informed business decisions and improve the efficiency and profitability of your operation.

Don't let overwhelming data management hold you back – invest in farm record-keeping software and start making better business decisions today



Thank you

