Beginning Farmer Record Keeping Guide

A record keeping guide for beginning farmers. It describes which records to keep, how to organize them, and how to prepare for tax time and lenders.

Farm / unit: _____ Date: _____ By: _____

1. Choose paper or digital records
2. Set up folders by category
3. Save receipts as you buy
4. Track income by product
5. Track expenses by type
6. Keep animal and crop records
7. Back up files regularly
8. Review records monthly
9. Ask your tax professional what to keep

YOUR NOTES

TIP Pick one simple system and use it daily, since habits matter more than the tool.

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