Farm Record Keeping System Setup Guide

A guide to setting up a farm record keeping system, from choosing methods to building habits. For owners starting fresh or fixing a messy set of books.

Farm / unit: _____ Date: _____ By: _____

1. Decide what records you need and why
2. Choose paper, spreadsheet or software
3. Separate farm and personal accounts
4. Set up a chart of accounts
5. Create folders for receipts and papers
6. Pick a regular time to record entries
7. Reconcile with bank statements
8. Back up your records
9. Review with your tax preparer

YOUR NOTES

TIP Pick a method you will actually use every week. Ask your tax preparer what records they want.

More farm satire, farm music and farm news at **farm.FM**

Related on farm.FM: Dairy Farm Calf Barn Ventilation Gets Fresh Air System; Farmer Still...