



Good Record Keeping Help Monitor Farm Activities and the Progress of your Business

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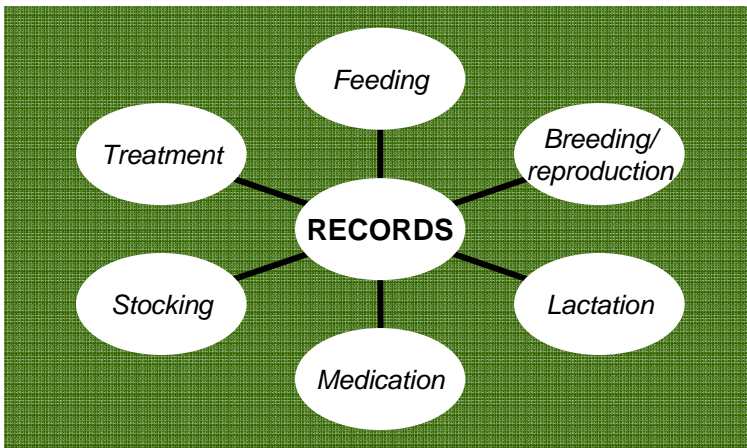
What are records?

These are documents that provide information about some activity or event for a farm or any other business.

What is good record keeping?

Keeping complete records of an enterprise's activities or events.

Types of animal farm records:



Examples of animal farm records

| Date & time | ID # | Condition treated | Body Wt. | Treatment & drug dose given | Vet. instruction |
|-------------|------|-------------------|----------|-----------------------------|------------------|
| | | | | | |
| | | | | | |

| Date | ID # | Feed given | Amt./ quantity |
|------|------|------------|----------------|
| | | | |
| | | | |

Why keep good record?

1. Help monitor the progress of you business (successes or failures)
2. Identify source of receipts
3. Keep track of deductible expense
4. Prepare your tax return
5. Support items reported on tax returns
6. Prepare financial statements

What are some basic items in the animal farm record?

1. Date & time activity being done
2. Name or identification number (ID) of animal attended to
3. Drugs & treatment given
4. Amount or quantity of item given
5. Weight of animal
6. Condition treated for
7. Special instructions from the veterinarian

Reference:
 Mobley, R., & McGowan, C. H. (2001). Practical approach to goat herd health management. *Extension Veterinarian*, Cooperative Extension Program, College of Engineering Sciences, Technology and Agriculture, Florida A & M University.

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