Recordkeeping

PN-AAK-360
ISN 17314

STARTING A FARM MANAGEMENT AND FARM RECORD PROGRAM IN TUNISIA

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August, 1981

"The best tool of management is an adequate record system. But there is an almost universal absence of suitable, simplified records which furnish the basis for sound decisions... Most of the systems so far proposed have proved so complicated as to defeat the purpose of which they were intended."

M. Truman Fossum
"Agricultural Economic Research"
January 1954

The objective of this paper is to describe some of the major problems facing the small farmer of Tunisia and how an extension farm management program was developed to address those constraints. Problems included: lack of advance planning, inability to view farms as an integrated productive unit; limited resources; limited improved technology and inadequate application of essential inputs.

It was decided to develop a farm management education program to address these problems on an integrated basis. Steps in the development of this effort included determining the actual situation on the small farms, development of an approach which would focus on the actual problems, preparation of education and technical materials for the Extension field staff and farmers, the training of the field staff to use the new approach, and field testing the initial approach and educational materials.

This article describes how the program was initiated and expanded, some of the problems encountered, and lessons learned. Also discussed is how this A.I.D.-supported project, that included American Advisors, addressed the overall objective of increasing the income of small farmers by increasing their productivity.

Description of Tunisian Farms

The Tunisian acreage and livestock enumerative survey (Table 1) indicates that there were 335,000 farms with 5,085,000 hectares (ha.) under cultivation in 1980. Nearly 84% of the farms were under 20 ha. in size totaling 34% of the land under cultivation. The average size of those farms was 5.8 ha. The remaining 16% of the farms encompassed 66% of the land area, and their average size was 55 ha.

TABLE 1 - NUMBER OF FARMS AND AREA IN FORAGE AND NUMBERS OF CATTLE

Size of Farms	Number of Farms		Area Farmed		Production of Forages & Cattle			
	Number	%	Hectares	%	Forages (Ha.)	%	Cattle (Hd.)	%
0.1 - 5	149,600	42.7	336,000	6.4	19,400	7.7	155,400	26.0
5 - 10	75,800	21.3	534,000	9.8	22,100	8.8	103,400	17.3
10 - 20	70,600	19.6	962,000	17.6	40,800	16.2	96,100	16.1
20 - 50	44,160	12.2	1270,000	23.2	47,700	18.9	90,100	15.0
50 - 100	10,500	2.9	677,000	12.6	26,100	10.3	69,900	11.7
100-more	4,400	1.3	1306,000	30.4	96,400	38.1	83,400	13.9
TOTAL	335,000	100	5085,000	100	252,500	100	598,300	100

Source: 1974 Agriculture Survey, Planning Bureau, Ministry of Agriculture, Tunisia

The total number of farms covered by this survey included private, state and cooperative farms. According to Government Reports the state and cooperative farms total 271 with 448,020 hectares. Educational work on the management of these farms was considered outside the scope of this project and was not addressed. Therefore, all of the work of this project was directed to the private farms.

It should also be noted that 59.4% of the cattle were located on the smaller farms of twenty hectares or less. At the same time only 32.7% of the forage was on these farms of 20 hectares or less. These farms were the target group of this project.

DESCRIPTION OF THE MANAGEMENT PROBLEMS ON SMALL PRIVATE FARMS

Modern farming techniques are still new concepts, and not well understood in the minds of Tunisian farmers. Considerable changes in technology have been realized in cereal and forage production, while methods of managing livestock are still traditional, and not integrated into the total farm production process.

The introduction of livestock for profitable production requires a new and integrated concept, which in turn requires a continuous supply of quality forages. This change has been slow for many reasons. Considering the obstacles discussed below - most are bound up in traditions.

Farmers are not used to looking at the farm as a total integrated production unit. During the colonial period, the best land was controlled by the French farmers. Tunisians were confined to small tracts of marginal land giving birth to a subsistance farming mentality. Colonial French agriculture tended to emphasize cereal, vineyards and olive production. Since independence, livestock production has received increasing emphasis by the Government. In spite of this increased interest in livestock, small farms still principally depend on cereal production, and as a result do not view the farm as a total production unit including forage for their livestock.

Traditionally, farmers consider the natural forages and weeds sufficient for livestock and logically saw no need to cultivate forage. The idea of cultivating forage was introduced by a former A.I.D.-assisted project; however, it remained a new idea, not fully accepted. Many Tunisian farmers cultivate oat, vetch and hay but tend to cut it too late, reducing its nutritional value. Today the making of silage remains a relatively new practice.

Equally as important, most small farmers were not familiar with annual farm planning. Introducing this practice has been hampered by various cultural, educational and institutional constraints. In the past, livestock were used as a source of emergency funds for anything from school fees to a traditional wedding or a crop failure. Illiteracy among farmers and lack of cash and savings caused them to look for immediate results which hinders long term planning.

Available credit sources and funds were investigated to determine the major obstacles and institutional constraints that limit the progress of a small farmer. Previously credit granting decisions were highly centralized. Today, however, the government has decentralized its credit granting policy to the field offices. Yet, even though the red tape has been reduced and the farmer is more aware of available credit, many farmers to not receive their credit on a timely basis. Hence, in 1979 only 13,613,000 TD were used of the 17,500,000 TD allocated, and even when credit was received, it was not enough to meet all production needs: the 1981 credit funds awarded averaged 49 Tunisian Dinars per farmer which was 1/12 the purchase price of an imported dairy cow.

The shortage of inputs such as tractor hire, fertilizer and seeds, was also an important problem. It is common to find nitrogen and phosphate fertilizers not arriving at the farm on a timely basis. Not only did the farmers pay for the fertilizers but also lost the expected increase in yields because they were applied too late. Often other inputs such as concentrates and milk powder for calves are not made available on a timely basis.

Management of dairy cattle has been hampered by traditional housing practices. Because they are kept tied in stables there are excessive cases of mastitis, and heat detection is difficult which has resulted in long calving intervals.

Above we described the conditions and restraints of the farmers in the forage-livestock sector. The next step to understanding the Tunisian small farmer was to inventory the resources available and to develop an approach to help farmers solve their problems.

RESOURCES AVAILABLE TO ADDRESS MANAGEMENT PROBLEMS

The farm management research data available was extremely limited and what was available was from large farms. Several studies had been completed on farms of 60 to 200 hectares in size. The state and cooperative farms have a farm record system but it is designed for larger farms. A survey of agricultural field agents resulted in widely varying estimates on yields of a given crop, cost of producing a given product and estimates of animal productivity. The survey revealed that the agents were often quoting research data that did not always apply to actual farm conditions.

In early 1977, an Economics Section was established in the Integrated Project of the National Office of Livestock and Pastures of the Ministry of Agriculture (O.E.P.). The objective of this section was to develop an Extension Farm Management Program. As this unit started to inventory its means, it found three important resources.

A pool of farmers existed in the various regions who had previously worked with the project field extension staff. These farmers had confidence in the extension agents and found that when they followed their advice they were able to produce more forage or that their livestock became more productive. The O.E.P. Economics Section decided to utilize this pool of good will in starting a farm management program; these farmers seemed the best choices for our initial cooperators.

Limited material assistance was available and provided to the farmers in the form of forage seeds. The Integrated Project Director's support was another important resource. He felt the farm management program was an excellent way to apply the forage and livestock technology available to help the farmer develop sound crop and livestock production systems.

The USAID resources available included technical assistance, limited commodities, and U.S. training for Tunisian staff. The program goal of this assistance effort was "to increase the production and income of the small farmer". The stated project purpose was "to develop the Government of Tunisia's capability to reach the small livestock farmer with modern technology in forage production, feed utilization and livestock management".

With limited previously collected data to borrow from, one of the first objectives of the Economics Section was to visit each region and interview regional staff and small farmers. It soon became evident that a systematic approach to these interviews was necessary in order to collect meaningful information. A simple questionnaire was developed and 55 farmers were interviewed during the planning stage of the program. We obtained data concerning forages planted, yields and utilization, along with information on livestock rations, labor used, and production of milk and animals. This simple survey (although those surveyed were not scientifically selected) provided insights into problems and tentative norms to start farm planning work.

CONSTRAINTS OF THE GOVERNMENT

The Office of Livestock and Pastures had no experience in coordinating the integrated projects that involved forage and livestock production and farm management.

In the spring of 1977, farms cooperating with the regional agencies of the O.E.P. received site visits. These visits allowed the central staff opportunity to evaluate the farm educational extension work --- programs establishing forage, direct grazing demonstrations, and castrating and dehorning calves. Although these programs met specific needs, they did not provide a totally integrated approach to forage and livestock management.

A limited staff totaling only 80 persons were available in the national and field offices. In addition, functional farm management educational material did not exist. Teaching materials including bulletins, visual aids and record books needed to be prepared to train field staff.

Thus, the Integrated Farm Concept evolved; it would effectively address all phases of the farming operation --- forage production, field crops and vegetable production, livestock management including nutrition and housing, and the management of the total farm.

In order to design the Integrated Concept initial inputs were required from the Forage, Livestock and Economics Sections of the central staff (consisting of Tunisian specialists and American advisors). Initial work moved

slowly; meetings with the regional staff were held to discuss farm management programs and to compile lists of prospective farmers that might cooperate with the new integrated farm program.

THE INTEGRATED FARM CONCEPT EMPHASIZED PLANNING

With the integrated farm idea, planning becomes a necessary and important tool to improve management and production. The farm is looked at as being a total unit that should be economically sound and technically well-managed. An equilibrium should exist between the resources available and their utilization in the production process. Constraints such as land reserved for high valued crops (vegetables), irrigation water available and farmer preferences are considered early in the planning process. The required inputs including seeds, fertilizer, and other items are initially calculated. The farmer is encouraged to view his farm as a whole unit with different enterprises. He is advised to maximize his profit by using the optimum of his available resources.

The project staff helped the farmer plan to meet his annual forage requirements with a plan that included timely seeding and harvesting dates, fertilizer recommendations, and cultural practices.

Animal needs are quantified in energy and protein terms and they are compared to feed available throughout the year. Recommendations for daily rations are developed according to the physiological needs of the animals and shortages are compensated for by recommended purchases of concentrates and hay.

INITIATING THE INTEGRATED FARM RECORD PROGRAM

In order to build up confidence between the farmer and the project staff (to make him understand that this group had nothing to do with the tax office or the government authorities for whom he often felt only distrust or animosity), the staff had to explain carefully and repeatedly the purpose of the record book. The book did not bear the name of the farmer but a code that corresponded to his name and these codes were handled as confidential information.

Tunisian farmers, similar to most faremrs are conservative by nature. They are often jealous of their privacy and suspicious of whoever tries to investigate that privacy. Consequently, family living costs such as for clothing, food and leisure were not included in their books, even though it would have been a valid section. The staff gave them the technical record-keeping help without prying into their private lives.

Nonproductive resources on the farm such as residences, bicycles and motor bikes were not included in the record system. Loans and debts were treated on a lump sum basis at the end of the record-keeping period in respect of the farmer's privacy.

REALISTIC GOALS

To allow the Economics Section to closely monitor the cooperating farms, the initial number of farms was kept low during the first year. An intensive approach was adopted to develop a program that could monitor forage plantings, maintenance and harvest, livestock management and address total farm management.

Individual development plans were designed for an initial three cooperating farms, and site visits were conducted by the Central and Regional staffs to provide the regional agents with their initial training in integrated farm techniques.

The criteria for choosing cooperators for the program were:

1. The farm operator of prospective integrated farms should want to cooperate with the integrated project.

2. He should want to receive new ideas from the project field staff.

3. He should clearly understand the integrated farm program objectives.

4. The farm should be representative of the area.

5. The production of forage and livestock should be the principal enterprise of the farm.

6. The farmer should be prepared to keep a record of outputs, expenses, and receipts and to cooperate with field agents on record-keeping.

7. The cooperating farmer should live on the farm.

FARM MANAGEMENT EDUCATIONAL MATERIAL DEVELOPED

All of the Central Staff contributed to the development of educational materials. Initially, the objectives of the farm management record system were established as follows:

The system should allow the farmer to use his records to improve his farming operation. First of all, it serves as a memory to recall relevant facts for analysis purposes. It measures efficiency showing the amount of produce and income gained from resources -- land, labor, capital and management. It allows the farmer to determine how each class of livestock or crop responds to management and feeding programs. In short, with the system he can determine his most profitable enterprises, and thus, improve his planning for the next year.

At the same time, the record system provides the O.E.P. with important data from the farm level. This information is useful in determining planning guides. With on-farm data, the staff can help farmers think through their crop year and project their expenses and income. The data on the cost of

production of various commodities provides for on-the-farm evaluation of project recommendations. As the central staff received a flow of farm records from all regions, differences in costs and returns will be evident and will serve as guides for strengthening or improving project recommendations and coefficients. After assessing the needs, focusing on realistic aims and recognizing the means to achieving those aims, our "methodology" came to consist of five points:

1. Farmer Questionnaire

The farm questionnaire is completed by the regional agent and the farmer prior to initial farm management educational work. The objective of this document is to determine the actual situation on the small farms, including:

(a) Crops and vegetables grown by hectares
(b) Yields
(c) Livestock on farm
(d) Productivity of livestock
(e) Irrigation water available
(f) Machinery and draft animals available
(g) Labor available
(h) Farmer's preference and intention for next year.

2. Farm Planning System

At this stage, the agent and farmer project for a year of crops and livestock production using the farmer's means to his best advantage. For example, since most small farmers produce some vegetables, and these are the most profitable crops per hectare, the area must be reserved for vegetables before the forage crops are planned. These vegetables also receive priority for the irrigation water. A typical plan would include these topics:

(a) Forage crops - so that green chop forage is available throughout the year.

(b) Double cropping - (i.e. bersim and sudan grass).

(c) Yield estimates - based on region, resources available and management ability of farmers. Coefficients were developed for below average, average and above average management.

(d) Livestock needs - based on production level (milk).

(e) Total forage and concentrate needs.

(f) General management recommendations.

3. Farm Record Book

The development of a simple but effective farm record book was a very time-consuming task. It had to be simple so that people with limited education would understand it; and, naturally, it had to be printed in the farmer's language (Arabic) as well as Tunisia's official Government language (French).

The book was designed for the Tunisian agricultural year (September 1 to August 31) including the two growing seasons, spring and fall, and provided for the analysis of the total farm operation over a twelve month period. Sections of the record book include the following:

(a) Receipts - including sales of both products and services.

(b) Expenses - recorded according to enterprise for end-of-year analysis.

(c) Farm products used by the family - devoted to the products of the farm consumed by the family. This includes vegetables, milk and other products. At the end of the year, these products are given a monetary value in order to measure total farm income.

(d) Labor - subdivided into permanent, temporary, and family labor as well as farm products used by the laborers. This data was used in end of year analysis to determine labor productivity.

(e) Yields of crops - including forage, cereals and vegetables.

(f) Milk production - listed according to milk sold, consumed by the family, fed to calves, and consumed by laborers. Afterwards, the farmer has a month by month summary of total production.

(g) Animal births and deaths.

(h) Beginning and end of year inventories - designed to show changes in stocks of goods and animals. It allows for the income to be measured that results from a decrease in the inventory, or accounts for income foregone, and consequently kept in the intentory.

(i) Depreciation schedule - recorded systematically to compute the value of each working asset yearly, over the life of this asset. Equipment, farm machinery and livestock are items listed in this section.

(j) Analysis of the farm business - designed to provide the farmer with greater insight to the strengths and weaknesses of his farm enterprise. This section is completed by the regional and central staff and discussed with the farmer. This information is also used by O.E.P. for training and policy purposes.

4. The training of Regional Agents a Key Element

Preparing the field agents to conduct the Extension Farm Management Program in the various regions was considered a vital key to success. This step became even more important when the responsibility to conduct the program was transferred from the national to the regional offices after the first year.

The central staff conducted two seminars in 1977 to discuss the goals and purposes of the Integrated Farm approach: to provide the technical assistance needed by small farmers to increase their net income, which in turn will give them an opportunity to improve their standard of living. The staff emphasized to the agents that to achieve this basic goal, the farm program must be based on economic principles. The agents were given examples where applications of improved technology alone, with indifference to economic alternatives, caused losses of net income.

Better management techniques and improved and appropriate technology were defined as necessary keys to increasing production. The central staff prepared a project handbook and simple bulletins that gave agents the technical information needed to influence the farmer's decision-making process.

One of the basic economic principles emphasized in the training and applied to integrated farm cooperators was to consider the farmer's resources and to select the enterprise and/or enterprises that would be the most profitable.

The agents were also introduced to the Farm Questionnaire. This form was explained to the agents and training sessions were conducted to insure that agents realized the necessity of carefully documenting the resources available on the farm.

The agents were also trained in the farm planning process. This involved matching the farmers' desires to their available inputs. With the technical information made available, the agents then had to determine if the feeding program reported was compatible with the production reported by the farmer, as well as the nutritional needs of the animals, and the number of livestock that the available feed, capital and labor could support. To determine if the nutritional program was appropriate, the agent had to calculate the energy supplied in the daily rations. A crop rotation plan and calendar of work were developed to insure the availability of forages throughout the year.

The Farm Record Book provided the agents with a ruler by which they could measure their farmers' efficiency. In the beginning, the agents' lessons using the record book was a monthly effort led by the Economics Section team member visiting the farms and recording the previous month's transactions with the agent and farmer.

The forage and livestock sections of the central staff completed 3-4 visits per year to each region to follow up with the farmer cooperators and the regional agents. In essence, these visits were made to determine the effectiveness of the training sessions provided to the agents. In addition, several

staff seminars were held annually to continually upgrade the technical expertise of the regional field staff.

End of the year seminars were held and the record books were analyzed. From these sessions agents gained proficiency in computing farm income and efficiency.

Through the development of this program the training of field agents was considered the key element. The development of training materials, references, and the conduct of national training sessions, regional monitoring sessions and follow-up farm visits were aimed at preparing the agents to conduct a farm management program on their own.

5. Development of Management Support System to Help O.E.P. Reach Small Farmers

The Integrated Farm Program needed the Tunisian managerial staff's support to be a success. Indeed, even though the Economics Sections of the project conceived and developed the system, the project director's support was essential. In order to maintain understanding and support in the field, he repeatedly discussed the project's objectives with the regional directors. Such a communication network gave the grassroots level of the program, the agent and the farmer, the potential for success.

EXPANSION OF PROGRAM AND DROPOUT PROBLEMS

The program was developed slowly because the program concept, educational materials and training of the agents were continually in progress. During the second and third years the program concentrated its efforts in the seven northern regions (see Table 2). This area is the most agriculturally developed and includes larger regional extension staffs. In 1980, we decided to expand the program to 18 regions employing O.E.P. field staff. The expansion was a must if all agents were to receive training and experience before the phase out of American technical assistance scheduled in late 1981.

TABLE 2 - EXPANSION OF PROGRAM AND DROPOUT RATES OF FARMERS

Agric. Year Sept. 1 - Aug. 31	Number of Regions Program Active	Number of Farmers who Started Year	Number of Farmers who Finished Year	Percent of Farmers who Completed Year
1977 - 1978	2	3	2	66
1978 - 1979	7	18	12	66
1979 - 1980	7	20	15	75
1980 - 1981	18	54	33	61

Source: Annual Reports and Project Records, "Projet Intégré", 1978-1980

Table 2 shows the completion rate of the farmers, varying from 61 to 75 percent. This percentage varies for different reasons. Some of the cooperating farmers were not convinced of the advantages of the farm record and management program, however, they agreed to cooperate because they felt a moral obligation towards the extension staff who had been helping them for several years. The highest dropout rate in 1980-81 can be explained by the rapid expansion to the less agriculturally developed areas that had understaffad regional offices. Their lack of manpower resulted in inadequate follow-up with the farmers.

Other reasons why the farmers quit the program are:

- the farmer did not realize the extent to which he had to disclose his financial situation;
- the farmer was disappointed by the little or lack of material assistance, such as forage seeds and concentrate that was provided by the project;
- the farmer considered keeping the record book a chore;
- the farmer experienced a major change in operation of the major enterprises.

RESULTS OF FARM RECORD BOOK ANALYSIS AND HOW DATA HAS BEEN USED

The Farm Record Book Analysis was completed annually in collaboration with field staff so as to provide them with the practical experience and knowledge of this analysis. Table 3 is a summary of the 1979 - 1980 analysis and includes the most relevant factors.

TABLE 3 - SEVERAL MEASURES OF EFFICIENCY OF SMALL FARMS IN THE FARM RECORD PROGRAM DURING 1979-1980

Measures	Average 12 farms	Average of the 3 most profitable farms	Average of the 4 least profitable farms
		DINARS 1/	
Total receipts	5,136	9,268	3,717
Total expenses	2,103	3,302	2,273
Net cash receipts	3,033	5,965	1,444
Change in inventory	+ 399	+ 97	+ 111
Value of farm products consumed by farm family	231	239	182
Net return from farm	3,654	6,301	1,737
Yields per irrigated Ha.			
Luzerne (green weight)	72 T	85 T	64 T
Bersim (green weight)	111 T	124 T	110 T
Hay (rainfed)	5.4 T	-	4.5 T
Milk production per cow (ltrs.)	3,143	3,395	2,770
Cost of producing a liter of milk	104 mil	77 mil	172 mil
Receipts per cow present	385	450	361
Return per dinar of feed	2D873	3D144	1D524

1/ One Tunisian Dinar is approximately equal to 2 U.S. Dollars and 1000 millimes are equal to one Dinar.

The Table 3 summary includes data from 12 small farms of 2 to 16 hectares in size.

Three other farms in the program of 22 hectares to 60 hectares are not included.

Source: Annual Report, Economics Section, "Projet Intégré", O.E.P./M.O.A.

This completed analysis was reviewed with the Regional Directors and their staffs. The staff with assistance from the Economics Section, then discussed this summary with the individual farmers. A simple form was prepared in Arabic which presented the results under the headings - average; most profitable, least profitable and results on your farm. Then the farmer's record was compared with the other farmers of his group.

The management recommendation varied with each farm but the following areas were generally discussed:

1. Receipts were compared with expenses, and ways were searched out to reduce expenses while not diminishing returns.

2. The amount of home-consumed products was discussed, and farmers were encouraged to try to increase their real farm income by growing or increasing their home gardens.

3. The amount of labor used on the farm was reviewed and the farmer was urged to consider ways to fully use available family labor by increasing livestock numbers, or adding a new enterprise such as commercial vegetables.

4. The yields per hectare were reviewed and compared to other farmers' yields. The farmer was then urged to search ways to increase forage production.

5. The milk production per cow was discussed in detail with each farmer. His production was compared with milk yields on other farms, and ways were reviewed to increase his production. These included feeding programs, improved housing, improved heat detection, culling low producers, and purchasing improved animals.

6. His cost of producing a liter of milk was discussed and explained and compared with other farmers' results.

7. The livestock returns per dinar of feed fed is a measure of feeding efficiency with all animals on the farm. Again, this figure was compared to other farms in the study and ways were searched out with the farmer to improve his efficiency.

Those results were also used in staff training sessions and as the basis of papers and reports to address agriculture policy issues.

INDICATIONS OF INCREASED PRODUCTIVITY AND INCOME AMONG FARM MANAGEMENT COOPERATORS

Project records indicate that bersim (Egyptian clover) under average management yields are expected to be about 70 tons of green weight per hectare yearly. The average yield on farm cooperators during 1978-79 was 111 tons per hectare. This is one example of how forage management was improved among the cooperators.

A Bureau of Plan/Ministry of Agriculture survey completed in 1977 indicated that the average daily production per cow was two liters of milk. This production level considered the entire national herd, which included dairy and local breeds. Our 1979-80 farm record analysis showed that daily production per cow on cooperator farms averaged 10.3 liters. The majority of these animals are dairy breeds; nonetheless, it is assumed that improved management of forage and livestock has contributed to this five-fold increase in daily production.

The three most profitable farms in 79-80 produced a liter of milk at less than half the cost of the four most unprofitable farms. Improved forage and livestock management has surely contributed to this increased efficiency.

It is interesting to note that the net farm income of the three most profitable farms in the program averages 6,301 dinars while the four least profitable averaged 1,737 dinars, and while the average of the twelve was 3,654 dinars. Considering an average farm family to be seven members, the per capita income of these farms was slightly more than the average per capita income of all Tunisians, while the most profitable farms produced a per capita income of almost twice the national average. As stated earlier, the objective of this program is to combine the resources of land, labor and capital to increase the productivity and income of the small farmer. The successful participants of our program have successfully combined their resources to produce a higher than average income.

SUMMARY

There are several key factors that were important in establishing the Farm Record and Management Program in Tunisia. They are worthy of mention.

Identifying the management problems of the target farmers was a first step. This group failed to view their enterprise as one productive unit, lacked advanced planning of forage and livestock production and knowledge of forage cultural practices and livestock care.

Farmers were selected who had confidence in the field agents and agreed to cooperate in keeping detailed farm records.

Training material was prepared and technical recommendations for irrigated and dryland forage production and livestock care developed. A farm planning guide and simple farm record books were prepared.

The regional agents were trained in farm management principles, the concept of the integrated farm program and the use of the farmer questionnaire. They also received instructions on the use of farm planning system and farm record book, and there was careful follow-up with the field agents.

The initial farm management education program was limited in scope to allow for careful monitoring.

The second and succeeding years of the farm management program incorporated improved coefficients that made the field staff more effective in working with farmers. One-day monitoring sessions proved to be an effective way to follow up on this program.

PROSPECTS FOR THE FUTURE

The embryo of a farm management record program has been established in Tunisia but it should be expanded. Its institutionalization has been accomplished at the regional level. However, at the national level, reorganization of O.E.P. is affecting the project. The Division of Studies within O.E.P. may best be adapted to continue this project, after the American bilateral assistance terminates. It will take only limited assistance from the national staff to keep the program operating since five divisions have been created to monitor and supervise the 18 regional programs.

To insure that the program continues several conditions should be met:

- The Economics Section should be expanded and made a part of the Division of Studies.

- The agents at the regional level should continue to be trained in farm management and continue follow up contacts with the integrated farms.

- The program should be elevated in status to a Farm Management Project.

- Several Peace Corps Volunteers are currently working as extension agents and farm economists with Tunisian field staff and should be more fully utilized.

- The National Farmers Union should become a cooperator in supporting and fostering the farm management program.

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FARM RECORD BOOK

For the year beginning _____, 193

NAME _____

ADDRESS _____

To determine the uses that may be made of this book, refer to the instructions on inside of front cover, on the back, and at the heading of each table.

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UNITED STATES DEPARTMENT OF AGRICULTURE

IN COOPERATION WITH

AGRICULTURAL ADJUSTMENT ADMINISTRATION

and

STATE EXTENSION ECONOMISTS

IMPORTANT INSTRUCTIONS

This book is designed for the records of the operator of the farm. The summary in the back shows the operator's net worth and his income for the year. However, the farm map and crop production record should show the total acreage and production whether on owned or rented land, and the livestock inventories and production records should include all stock on the farm whether owned individually or jointly. Only the operator's share of the inventories, receipts, and expenses should be transferred to the summary. Those farmers wishing to keep a more detailed or more complete farm record should avail themselves of the books put out by the State Agricultural Extension Services.

MAP OF FARM

Use a scale large enough to fill the page.
Draw in the outline of the farm or farms.
Locate the roads, buildings, fences, woods, and any other fixed points.
Draw in the crop boundaries as land is used in the present crop year.
Letter the crop fields *A*, *B*, etc., and transfer to next page for crop rec
Indicate the land which has been contracted or rented to A.A.A.

CROP PRODUCTION SUMMARY

Transfer the field letters and acreage from the map on previous page and write in the name of the crops planted and the acreage planted. At harvest time, enter the acreage harvested, the production, and figure the yield per acre.

Field letters (see map)	Acres in Field		Name of Crop Grown	Acres		Total Production	Yield per Acre	Remarks (Abandonment, replanting, double cropping, etc.)
	Owned land	Rented land		Planted	Harvested			
			Orchards, vineyards, small fruits, etc.					

Field letters	Owned land	Rented land	
			Crop land in pasture.
			Crop land fallowed.
			Idle crop land.
			Total crop land:
			Open — Permanent pasture.
			Wooded — Permanent pasture.
			Woods (not pastured).
			Farmstead roads, fence rows, and waste land.
			Total acres operated.
			Acres rented out.
			Total acres in farm.

IMPORTANT INSTRUCTIONS

If any acreage is abandoned and replanted to the same crop or a different crop, or if more than one crop is grown on the same piece of land in the same year, it should be entered on a separate line, and the situation indicated under "Remarks." Do not enter the acreage again in the columns which are headed "Acres in field." In this way the total of these field columns will give the total crop land in the farm and the other two acreage columns will give the actual acres planted and harvested during the year.

CROPS SOLD

Enter below all crops sold between inventory dates, whether on hand at the beginning of the year or produced during the year. Adjustment payments on crop contracts should be recorded along with sales.

Date	Name of Crop	Quantity	Amount Received		Date	Name of Crop	Quantity	Amount Received	
			$					$	
Total (column 1)			$		**Total** (column 2)			$	

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CROPS SOLD

(Continued from p. 2)

Date	Name of Crop	Quantity	Amount Received	Date	Name of Crop	Quantity	Amount Received
			$				$

Total (column 3) $

Total (column 4) $

Total from column 3

Total from column 2

Total from column 1

Total crops sold $

Operator's share (if different from total) $

INVENTORY OF CROPS, SEED, AND FEED

Enter below the quantity and value of crops, seed, and feed on hand at the beginning of the year and again at the end of year.

Beginning of Year				End of Year			
Item	Quantity	Price per unit	Value	Item	Quantity	Price per unit	Value
			$				$

Total crops, seed, and feed $

Operator's share (if different from total) $

Total crops, seed, and feed $

Operator's share (if different from total) $

REAL ESTATE INVENTORY

Enter below the value of the farm (if owned) at the beginning of the year and again at the end. Space is provided for listing the various kinds of land and buildings separately if so desired. If all or part of the farm is rented, use the rental agreement section, as the space below is only for the land owned by operator.

Kind of Land or Buildings		Beginning of Year	End of Year
Land	*Acres*	*Value*	*Value*
Buildings			
Total farm value		$	$

RENTAL AGREEMENT

(If all or part of farm is rented, write in below the acreage rented and the terms of the lease.)

Cash Rent	acres	$
	acres	
	acres	

Acres rented on shares

Terms of lease

HORSES AND MULES

Enter below the number and value of horses and mules on hand at the beginning of the year and again at the end of year, the number that died during the year, and the number and value of those bought and sold.

Name of Work Horses			Beginning Inventory	End Inventory	Purchases	Sales	Died
			Value	*Value*	*Amount paid*	*Amount received*	*Number*
			$	$	$	$	
	Number at beginning	Number at end					
Colts							
All other							
Total horses and mules			$	$	$	$	

INVENTORY OF MACHINERY, EQUIPMENT, AND SUPPLIES

Enter below the kind and value of all machinery, equipment, and miscellaneous supplies on hand at beginning of year, and again at end of year. List individually the more important tools such as tractors, trucks, automobiles, planters, binders, threshers, combines, ensilage cutters, etc. Some grouping will be necessary for plows, cultivators, haying equipment, special livestock equipment, and small tools. Also inventory such supplies as lime, fertilizer, spray materials, tile, twine, sacks, fencing, building materials, etc.

Item	Beginning of Year	End of Year	Item	Beginning of Year	End of Year
	Value	*Value*		*Value*	*Value*
	$	$		$	$
			Total (column 2)	$	$
			Total from column 1		
Total (column 1)	$	$	**Total machinery, equipment, and supplies**	$	$

CATTLE INVENTORY

Enter below the number and value of cattle on hand at the beginning of year, and again at the end of year; the number that died or were consumed on the farm during the year; and the number and value of those bought and sold.

	Beginning of Year		End of Year		Died During Year	Consumed on Farm
	Number	*Value*	*Number*	*Value*	*Number*	*Number*
MILK STOCK:						
Cows and heifers (2 years and over)		$		$		
Heifers (1–2 years)						
Heifer calves (under 1 year)						
Total milk stock		$		$		
OTHER CATTLE (not kept for milk cows):						
Cows and heifers (2 years and over)						
Heifers (1–2 years)						
Steers (2 years and over)						
Steers (1–2 years)						
All calves under 1 year (include veals)						
All bulls (1 year and over—include dairy bulls)						
Total other cattle		$		$		
Grand total (all cattle)		$		$		
If cattle are owned jointly, indicate operator's share		$		$		

Number of calves born during the year.....

CATTLE BOUGHT

Date	Kind	Number	Weight	Amount paid	
				$	
Total cattle bought				$	
Operator's share (if different from total)				$	

CATTLE SOLD (Include hides)

Date	Kind	Number	Weight	Amount received	
				$	
Total cattle sold				$	
Operator's share (if different from total)				$	

DAIRY PRODUCTS SOLD

Enter below the sales of all dairy products as they occur throughout the year. An extra column is provided for entering the total of those farm expenses which were deducted in computing the amount of the net check, and which should be charged to the farm business as expenses—such as organization expenses, cans, strainers, feed, disinfectants, inspection, etc.

Date	Quantity	Gross Value	Farm Expenses Deducted	Date	Quantity	Gross Value	Farm Expenses Deducted
		$	$			$	$
Total (col. 1)		$	$	Total (col. 2)		$	$
				Total (col. 1)			
				Total dairy products sold		$	$ *
				Operator's share (if different from total)		$	$ *

* Transfer to expense summary, p. 15.

POULTRY INVENTORY

Enter below the number and value of all kinds of poultry on hand at beginning of year, and again at end of year, the number that died or were consumed on the farm during the year and the number and value of those bought and sold.

	Beginning of Year		End of Year		Died During Year	Consumed on Farm
	Number	*Value*	*Number*	*Value*	*Number*	*Number*
Hens		$		$		
Pullets						
Baby Chicks						
Roosters						
Turkeys						
Ducks and Geese						
Total poultry		$		$		
If poultry are owned jointly indicate operator's share		$		$		

POULTRY BOUGHT (Include baby chicks)

Date	Kind	Number	Amount paid
			$
Total poultry bought			$
Operator's share (if different from total)			$

POULTRY SOLD

Date	Kind	Number	Amount received	Date	Kind	Number	Amount received
			$				$
				Total (column 2)			$
				Total from col. 1			$
				Total poultry sold			$
Total (column 1)			$	Operator's share (if different from total)			$

EGGS SOLD

Date	Number of Dozen	Price	Amount Received		Date	Number of Dozen	Price	Amount Received		Date	Number of Dozen	Price	Amount Received	
			$					$					$	
Total (col. 1)			$		Total (col. 2)			$		Total (col. 3)				
										Total (col. 2)				
										Total (col. 1)				
										Total eggs sold			$	
										Operator's share (if different from total)			$	

HOG INVENTORY

Enter below the number and value of hogs on hand at beginning of year, and again at the end of year, the number that died or were consumed on the farm during the year, and the number raised or bought.

	Beginning of Year			End of Year			Died During Year	Consumed on Farm
	Number	*Average weight*	*Value*	*Number*	*Average weight*	*Value*	*Number*	*Number*
Sows and gilts (bred or to be bred for spring farrowing)			$			$		
Spring pigs farrowed from your own sows (other than gilts shown above)								
Fall pigs farrowed from your own sows								
All other hogs								
Total hogs on hand			$			$		
If hogs are owned jointly, indicate operator's share			$			$		

FARROWING RECORD

Month	Litters farrowed	Pigs born
December		
January		
February		
March		
April		
May		
Total		
June		
July		
August		
September		
October		
November		
Total		

Number pigs weaned from spring litters (December to May)

Number of pigs weaned from fall litters (June to November)

HOGS BOUGHT

Date	Kind	Number	Weight	Amount paid	
				$	
Total hogs bought				$	
Operator's share (if different from total)				$	

HOGS AND HOG PRODUCTS SOLD

Enter below the sales of all live and dressed hogs as well as all hog products such as hams, bacon, lard, etc. Adjustment payments on hog contracts should be recorded along with sales.

Date	Kind	Number	Weight	Amount Received	
				$	
Total (column 1)				$	

Date	Kind	Number	Weight	Amount Received	
				$	
Total (column 2)				$	
Total from col. 1					
Total hogs sold				$	
Operator's share (if different from total)				$	

SHEEP INVENTORY

Enter below the number and value of sheep and lambs on hand at the beginning of year, and again at end of year, the number that died or were consumed on the farm during the year, and the number bought and sold. Space is also provided for entering the wool on hand and the wool sold.

	Beginning of Year		End of Year		Died During Year	Eaten on Farm
	Number	*Value*	*Number*	*Value*	*Number*	*Number*
Ewes (6 years and over)		$		$		
Ewes (1–5 years)						
Ewe lambs kept for breeding						
Other lambs						
Other sheep (1 year and over)						
Total sheep on hand		$		$		
If sheep are owned jointly, indicate operator's share		$		$		
	Pounds		*Pounds*			
Wool on hand		$		$		
Operator's share if different from total		$		$		

Number lambs born during year ..... Number of sheep shorn .....

SHEEP AND LAMBS BOUGHT

Date	Kind	Number	Weight	Amount paid	
				$	
Total sheep bought				$	
Operator's share (if different from total)				$	

SHEEP AND LAMBS SOLD

Date	Kind	Number	Weight	Amount received	
				$	
Total sheep sold				$	
Operator's share (if different from total)				$	

WOOL SOLD (include pelts)

Date	Quantity	Amount received	
		$	
Total wool sold		$	
Operator's share (if different from total)		$	

FARM EXPENSES

Enter below and on the next two pages all farm expenses and purchases (other than livestock) as they occur throughout the year. Livestock purchases should be entered on pages 4, 6, 8, 10, and 12, according to the type of livestock.

Date	Details of Transaction	Cost		Date	Details of Transaction	Cost	
		$				$	
Total (column 1)		$		**Total** (column 2)		$	

FARM EXPENSES

(Continued from p. 13)

Date	Details of Transaction	Cost		Date	Details of Transaction	Cost	
		$				$	
Total (column 3)		$		**Total** (column 4)		$	

FARM EXPENSES

(Continued from p. 14)

Date	Details of Transaction	Cost	Date	Details of Transaction	Cost
		$			$

Total (column 5) $

Total (column 6) $

Total from column 5

Total from column 4

Total from column 3

Total from column 2

Total from column 1

Deductions from milk or cream checks (p. 7)

Total farm expenses $

Operator's share (if different from total) $

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OTHER FARM RECEIPTS

Enter below all other farm receipts for which space is not provided elsewhere, such as outside work with team, tractor, truck, or other machinery; woodlot products; gravel; miscellaneous livestock, etc.

Date	Item	Amount Received		Date	Item	Amount Received	
		$				$	
					Total (column 2)	$	
					Total from column 1	$	
					Total other receipts	$	
	Total (column 1)				Operator's share if different from total	$	

NOTE AND MORTGAGE TRANSACTIONS

Enter below the money borrowed and the principal and interest payments made during the year on notes and mortgages in connection with the farm business of the operator.

Loans						Payments					
Date taken out	Amount of loan		Rate of interest	From whom borrowed	Date due	Date paid	To whom paid	Amount paid			
								Principal		Interest	
	$							$		$	

Do not include the above figures on note and mortgage transactions in the summary of receipts and expenses.

FARM BUSINESS SUMMARY

Transfer from the respective pages the operator's share of inventories, receipts, and expenses.

Item	Beginning Inventory			Ending Inventory			Purchases and Other Cash Expenses			Sales and Other Cash Receipts		
	Page	Value		Page	Value		Page	Value		Page	Value	
Crops	3	$		3	$		x	$ x x x	x x	2	$	
Real estate	4			4			4			x	x x x x	x x
Horses	4			4			4			4		
Equipment	5			5			x	x x x x	x x	x	x x x x	x x
Cattle	6			6			6			6		
Dairy products	x	x x x x	x x	x	x x x x	x x	x	x x x x	x x	7		
Poultry	8			8			8			8		
Eggs	x	x x x x	x x	x	x x x x	x x	x	x x x x	x x	9		
Hogs	10			10			10			11		
Sheep	12			12			12			12		
Wool	12			12			x	x x x x	x x	12		
All other	x	x x x x	x x	x	x x x x	x x	15			16		
Totals		$			$			$			$	

OPERATOR'S NET WORTH

	Beginning of Year	End of Year
ASSETS:		
Farm property (total from inventory above)	$	$
Notes, accounts receivable, and other property		
Total assets	$	$
LIABILITIES:		
Mortgages, notes, and accounts payable		
Total liabilities	$	$
NET WORTH:		
(Subtract liabilities from assets)	$	$

OPERATOR'S LABOR INCOME

1. Net farm cash income (subtract cash expenses from cash receipts)	$
2. Inventory increase or decrease (difference between beginning and ending inventory)	
3. Farm income (if the above figure (2) represents an increase in inventory, add it to the net farm cash income (1), if it represents a decrease, subtract)	$
4. Interest on investment (—% of the average of the beginning and ending inventory)	
5. Family labor income (subtract interest (4) from farm income) (3)	$
6. Value of unpaid family labor (estimated value of farm work done by members of the family not paid for in cash)	
7. Operator's labor income (subtract unpaid labor (6) from family labor income (5))	$

NOTE.—Operator's labor income.—Return for operator's labor and management in addition to having a house to live in and products from the farm to use.

29—2005

INSTRUCTIONS

As this book is designed for either partial or complete use, it has been arranged with that in mind. Those interested in keeping only a map of the farm and a crop production and sales record will need to go no farther than page 3. Crop farmers who are not interested in livestock can ignore pages 6 to 12. A record may be kept on a major crop or livestock enterprise by using the sections pertaining to it, and recording the labor and other expense on pages 13 to 15. Some may wish to use the book for credit purposes only, taking the inventories on pages 3, 4, 5, 6, 8, 10, 12, and making the summary for a credit statement in the back. Those wishing to obtain a complete farm-income statement at the end of the year should proceed as follows:

1. Take an inventory of the crops supplies, equipment, and livestock on hand at beginning of year. (Jan. 1 is probably the best date for all purposes.)

2. Make a summary of this inventory in the back as a basis for credit.

3. Enter all sales, receipts, purchases, and expenses as they occur, beginning with the date inventory is taken.

4. As soon as crops are planted, make a map of the farm showing the use of the land for that year.

5. When map is completed, the acres planted should be entered in the crop-production summary. At harvest time enter the acres harvested and the production obtained.

6. Livestock production records (hog farrowing) should be kept throughout the year, as well as a record of deaths and numbers consumed on the farm.

7. At the end of the year, take another inventory of the crops, supplies, equipment, and livestock on hand. Approximately the same date as beginning of year should be used.

8. Transfer all totals to the summary in the back of book and figure out the farm income for the year.

STATEMENT BY CHESTER C. DAVIS, ADMINISTRATOR, AGRICULTURAL ADJUSTMENT ACT.

"This book will provide a convenient form in which farmers may enter all information on annual production which may be necessary in filling out adjustment contracts. It is made available to farmers for their own records, to be used as a basis for filling out their reports.

"In addition to the forms needed for information in connection with adjustment programs, space has been provided in the book for entering other facts and figures related to the farm business. We hope that the use of this record book may help each farmer in considering adjustments in his own business as they relate to the problems of agriculture as a whole."

C. C. Davis

Administrator, Agricultural Adjustment Act.

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Ad4F

FARM RECORD BOOK

ON

PRODUCTION AND SALES OF BASIC COMMODITIES

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BUREAU OF
AGRICULTURAL ECONOMICS
U.S. DEPARTMENT OF AGRICULTURE

NAME _____

POST OFFICE _____

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STATE _____

YEAR ENDING _____

PREPARED BY

EXTENSION IN AGRICULTURAL ECONOMICS

OFFICE OF COOPERATIVE EXTENSION WORK

UNITED STATES DEPARTMENT OF AGRICULTURE

IN COOPERATION WITH

GRICULTURAL ADJUSTMENT ADMINISTRATION

and

STATE EXTENSION ECONOMISTS

1934

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CROP INVENTORY

Enter below the quantity of crops on hand at the beginning of year and again at the end of year. Farm values may be placed on these crops by those interested.

NAME OF CROP ON HAND	UNIT OF MEASURE (Bu., bbl., lb., etc.)	BEGINNING OF YEAR ....., 193		END OF YEAR ....., 193	
		Quantity	*Value*	*Quantity*	*Value*
Wheat			$		$
Corn					
Cotton					
Cottonseed					
Tobacco					
Rice					
ENTER OTHER CROPS HERE					
		Total	$	Total	$

CROPS BOUGHT

(WHEAT, CORN, COTTON, TOBACCO, RICE, ETC.)

Enter below the quantity of the above crops bought during the year.

DATE	NAME OF CROP	QUANTITY	VALUE		DATE	NAME OF CROP	QUANTITY	VALUE	

CROPS SOLD

(WHEAT, CORN, COTTON, TOBACCO, RICE, ETC.)

Enter below the quantity of the above crops sold during the year. Cotton producers should enter name of gin where their cotton was ginned.

NAME OF CROP..... NAME OF CROP.....

DATE	TO WHOM SOLD	QUANTITY	VALUE		DATE	TO WHOM SOLD	QUANTITY	VALUE	
			$					$	
Total			$		Total			$	

CROPS SOLD

(WHEAT, CORN, COTTON, TOBACCO, RICE, ETC.)

Enter below the quantity of the above crops sold during the year. Cotton producers should enter name of gin where their cotton was ginned.

NAME OF CROP ..... NAME OF CROP .....

Date	To Whom Sold	Quantity	Value		Date	To Whom Sold	Quantity	Value	
			$					$	
Total			$		Total			$	

MAP OF FARM

Draw in the outline of the farm or farms.
Locate the roads, buildings, fences, woods, and any other fixed points.
Draw in the crop boundaries as land is used in the present crop year.
Letter the crop fields *A*, *B*, etc., and transfer to next page for crop record.

CROP PRODUCTION SUMMARY

Transfer the field letters from map on previous page and write in the kind of crop planted on each field with the acreage. At harvest time enter the acreage harvested, the production, and figure the yield per acre.

Field Letters (See map)	Use of Crop Land (Crops grown, fruit and nut trees, idle and fallow crop land, rotated pasture, etc.)	Acres Planted	Acres Harvested	Total Production	Yield Per Acre	Remarks (Use made of crop, how harvested, etc.)

Total crop land		
Permanent pasture.	Prairie or cleared	
	Wooded	
Woods (not pastured)		
Farmstead, roads, fence rows, and waste land		
Total acres in farm		

Note.—On fields where more than one kind of crop is grown during the year, circle the acreage harvested for the second or third crop and for any crop used as an intercrop, and do not include in total.

16—1850

CROPS PROCESSED FOR FAMILY FOOD CONSUMPTION

Enter below the date when any wheat or corn produced on your farm was ground for family food consumption and the quantity so used, whether processed at home or elsewhere. Processing for such use is exempt from tax.

Date	Crop	By Whom Processed	Quantity	Date	Crop	By Whom Processed	Quantity

USE OF LAND CONTRACTED OR RENTED TO THE AGR. ADJ. ADM.

Enter below the acreage and use of the land kept out of the production of basic commodities.

Name of crop kept out of production (wheat, corn, cotton, tobacco, etc.)				
Total acres kept out of production				
USE MADE OF THE LAND KEPT OUT OF PRODUCTION	*Acres*	*Acres*	*Acres*	*Acres*
New seedings for harvest the following year				
New seedings for pasture				
Crops turned under for soil improvement				
Summer fallow, or weed control by cultivation				
Planted to trees for farm wood lot, windbreaks, etc				
Idle (not used for anything)				
ENTER OTHER USES HERE				
Total acres (should check with above total)				

SUMMARY OF SUPPLY AND DISPOSAL OF CROPS

Name of crop (Wheat, corn, cotton, tobacco, rice, etc.)				
Unit of measure (bushels, barrels, bales, pounds, etc.)	*Quantity*	*Quantity*	*Quantity*	*Quantity*
On hand at beginning of year (p. 1)				
Purchased (p. 1)				
Raised during the year—total crop (p. 5)				
Total to account for				
Sold (pp. 2–3)				
(Enter here any share of crop going to others because of tenant or cropper agreements and not included in sales above)				
Used for seed on the farm				
Fed to livestock on the farm				
Used for food in the home (p. 6)				
Waste and shrinkage				
On hand at end of year (p. 1)				
Total accounted for				

SUMMARY OF INCOME FROM CROPS

This form may be used to summarize the income for the entire crop or for the producer's share only.

Name of crop (Wheat, corn, cotton, tobacco, rice, etc.)	*Value*	*Value*	*Value*	*Value*
Sales (pp. 2–3)	$	$	$	$
On hand at end of year (p. 1)				
Used for seed, feed, and food on the farm (estimated value)				
Benefit payments from Agr. Adj. Adm.				
Total	$	$	$	$
On hand at beginning of year (p. 1)	$	$	$	$
Purchases (p. 1)				
Total	$	$	$	$
Difference between totals (the net amount to cover expenses and return for labor and equipment)	$	$	$	$

HOG INVENTORY

Enter below the number of hogs on hand at beginning of year and again at the end of year. Farm values may be placed on this livestock by those interested.

KIND OF HOGS	BEGINNING OF YEAR ....., 193		END OF YEAR ....., 193	
	Number	*Value*	*Number*	*Value*
Sows and gilts (bred or to be bred for spring farrowing)		$		$
Spring pigs farrowed from your own sows (other than gilts shown above)				
Fall pigs farrowed from your own sows				
Feeder and stocker hogs purchased, now on hand				
All other hogs (boars, etc.)				
Total on hand		$		$

HOGS AND HOG PRODUCTS BOUGHT AND SOLD

BOUGHT						SOLD					
DATE	FROM WHOM	NO.	WEIGHT	VALUE		DATE	TO WHOM	NO.	WEIGHT	VALUE	
				$						$	
Total				$		**Total**				$	

HOME BUTCHERING AND HOG FARROWING RECORD

At the end of each month enter below the number of hogs butchered for home use, the number of sows farrowing, and the number of pigs farrowed during the month.

Month	Hogs Butchered for Home Use	Sows Farrowing	Pigs Farrowed	Month	Hogs Butchered for Home Use	Sows Farrowing	Pigs Farrowed
	Number	*Number*	*Number*		*Number*	*Number*	*Number*
December				June			
January				July			
February				August			
March				September			
April				October			
May				November			
Total				**Total**			

Pigs farrowed that were on hand June 1		Pigs farrowed that were on hand December 1	
Pigs farrowed sold before June 1		Pigs farrowed sold before December 1	
Pigs died between June 1 and compliance date		Pigs died between December 1 and compliance date	

SUMMARY OF HOG NUMBERS

	Number
On hand beginning of year	
Purchased	
Farrowed during year: Spring pigs	
Farrowed during year: Fall pigs	
Total to account for	
Sold	
Butchered for home use	
Died	
On hand end of year	
Total accounted for	

VALUE OF PRODUCTION OF HOGS

	Value
Sales	$
On hand end of year	
Butchered for home use (estimated value)	
Benefit payments from Agr. Adj. Adm.	
Total	$
On hand beginning of year	
Purchases	
Total	$
Difference between totals (the net amount to cover expenses and return for labor and investment)	$

16—1850

CATTLE AND SHEEP INVENTORY

Enter below the number of livestock on hand at the beginning of year and again at the end of year. Farm values may be placed on this livestock by those interested.

CATTLE	Beginning of Year ....., 193		End of Year ....., 193	
	Number	*Value*	*Number*	*Value*
MILK STOCK:				
Cows and heifers (2 years and over)		$		$
Heifers (1–2 years)				
Heifer calves (under 1 year)				
Total milk stock		$		$
OTHER CATTLE (not kept for milk cows):				
Cows and heifers (2 years and over)		$		$
Heifers (1–2 years)				
Steers (3 years and over)				
Steers (2–3 years)				
Steers (1–2 years)				
All calves under 1 year (include veals)				
All bulls (1 year and over—include dairy bulls)				
Total other cattle		$		$
Grand total (all cattle)		$		$

SHEEP	Beginning of Year ....., 193		End of Year ....., 193	
	Number	*Value*	*Number*	*Value*
Ewes (6 years or over)		$		$
Ewes (1–5 years)				
Ewe lambs kept for breeding				
Other lambs				
Other sheep (1 year and over)				
Total sheep		$		$

WOOL SALES

Date	To Whom	Quantity	Value		Date	To Whom	Quantity	Value	
			$					$	
Total			$		**Total**			$	
Wool on hand (pounds)			$						

CATTLE AND SHEEP BOUGHT AND SOLD

BOUGHT						SOLD					
Date	From Whom Bought	Kind	Number	Value		Date	To Whom Sold	Kind	Number	Value	
				$						$	

Total cattle $

Total sheep $

Total cattle $

Total sheep $

DAIRY PRODUCTS SOLD

Enter below the quantity of milk, butterfat, cream, butter, etc., sold during the year.

Date	Product	Quantity	Value		Date	Product	Quantity	Value	
			$					$	
Total			$		Total			$	

MISCELLANEOUS DAIRY INFORMATION

Month	Size of Dairy Herd: Enter below number of milk cows in herd on first of each month		Dairy Products Used on Farm				
	Number being milked	Number dry	Whole Milk Fed to Calves, Hogs, Chickens, Etc. (Quantity)	Whole Milk Saved for Use in Home (Quantity)	Test of Milk (Percent fat)	Cream Saved for Use in Home (Not Included in Whole Milk Column) (Quantity)	Test of Cream (Percent fat)
Jan.							
Feb.							
Mar.							
Apr.							
May							
June							
July							
Aug.							
Sept.							
Oct.							
Nov.							
Dec.							
Total							

SUMMARY OF SUPPLY AND DISPOSAL OF CATTLE AND SHEEP

	Cattle (Number)	Sheep (Number)
On hand beginning of year (p. 10)		
Purchased (p. 11)		
Born during year		
Total to account for		
Sold (p. 11)		
Butchered for home use		
Died		
On hand at end of year (p. 10)		
Total accounted for		

INCOME FROM CATTLE AND SHEEP

	Cattle (Value)	Sheep (Value)
Sales (p. 11)	$	$
On hand end of year (p. 10)		
Butchered for home use (estimated value)		
Benefit payments from A.A.A.		
Livestock products sold (pp. 10 and 12)		
Livestock products used on farm (estimated value)		
Total	$	$
On hand beginning of year (p. 10)		
Purchases (p. 11)		
Total	$	$
Difference between above totals (the net amount to cover expenses and return for labor and investment)	$	$

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF COOPERATIVE EXTENSION WORK

IN COOPERATION WITH

AGRICULTURAL ADJUSTMENT ADMINISTRATION

This book is intended to provide a convenient form in which to record, from time to time during the year, the information on annual production necessary for the filling out of production control-contracts and the proving of compliance therewith. It was prepared in a very simplified form specifically for the use of those farmers not already keeping some form of adequate record on the farm business. Those desiring a more complete book should avail themselves of the forms prepared by the State Extension Services.

Each farmer contracting with the Agricultural Adjustment Administration for production control of basic commodities such as cotton, wheat, tobacco, rice, corn-hogs, etc., is required to provide this basic information. Therefore, this record should be carefully and accurately kept.

A tenant farmer using this book should record the total number of crop acres and livestock on the farm unit which he operates, as well as the purchases and sales of all livestock and livestock products under production-control contracts.

Special forms will be provided on which to make all the necessary reports in connection with the fulfillment of contracts. This book is made available to the farmer for his own record, to be used as a basis for such reports.

C. C. Davis

Administrator of the Agricultural Adjustment Act.