

# Garden Spot Young Farmers Study Farm Record Systems

By Mrs. Charles McSparran  
Farm Feature Writer

The Garden Spot Young Farmers meeting was held at the Garden Spot Senior High School Tuesday night with Vo-ag teacher, Don Robinson, speaking on "Farm Record Filing Systems"

Young Farmers' president John Campbell called the meeting to order and conducted an election of officers. New officers will be announced at the annual banquet February 19. James Hall, a science teacher, will speak at the banquet

Tuesday's meeting, the first in a series of six meetings on basic records and how they can be used, was attended by about 50 persons from townships surrounding New Holland. Wives of the members were included in the meeting, since many wives keep the farm records.

Robinson said an organized filing system is essential.

First, we must decide what records to keep. Records are necessary for income tax purposes, to obtain credit, for government subsidies such as gasoline tax refunds, to allow for a division of profits or to make an accounting to the landlord, to measure progress from year to year, to improve business efficiency and to budget family living expenses.

From these records, it can be determined which enterprises are profitable and if there are unprofitable ones.

He advised investing in at least a two-drawer filing cabinet. Suit the number of filing units to your needs. He had on exhibit two 28 inch deep filing units with a smooth 30 inch by seven foot door across the top to form a roomy, convenient, inexpensive desk.

Basic equipment for the farm office should include a desk, two chairs, filing cabinet, a good lamp, book shelves, calendar, pencil holder and sharpener, bulletin board, adding machine or calculator, waste bas-



Garden-Spot Young Farmers discuss farm record filing systems. In foreground, left to right, Mr. and Mrs. Mark Yoder, Robert Martin, Mr. and Mrs. Eugene Eberly.

ket, telephone and perhaps a radio for market reports and a typewriter if you can use it.

Andy Stoltzfus exhibited his four drawer filing cabinet of farm records from which Successful Farming magazine used ideas Robinson considered Stoltzfus' record system very fine.

Robinson also exhibited various kinds of filing folders, dividers, labels and an inexpensive storage file. He said papers should be stapled together instead of fastened with paper clips, as they become bulky and cling to other papers when papers are removed from the file. He suggested having a handy index to the file and numbering all things on file and cataloguing them by number so as to have everything readily accessible. He advised keeping a wastebasket handy and throwing away everything possible so as to have an active file. Transfer permanent reference material to a storage file.

The location of the office is

important. Some people find them more convenient in a room in the barn but others prefer them in the house, especially if the housewife keeps the records and takes phone calls.

Graphs were used to point out that it is possible to use too much fertilizer to be profitable. By checking the rise in income on a given enterprise with increased amounts of fertilizer

used one can determine what amount of fertilizer to use.

Home, business and production records can be kept on file. Under business categories might be: bills unpaid, bills paid, income and receipts, account books and inventories, banking and borrowing, taxes, insurance, business management and organizations. In some cases the last one may take considerable space.

Under production would

come crops and soils, livestock, machinery and equipment, farm buildings and supply catalogs.

Under home would be food, clothing, furnishings, management, appliances and equipment, family living, and lawn and garden.

Management problems and decision making were discussed. Substitution principals and substitution output on feed ratios were discussed.

For instance, sometimes it is more advantageous to use less corn and more hay and vice versa, depending on your farm yields for a given year.

Sometimes, larger size farm units may provide opportunities to lower costs by spreading the costs over more units and increasing specialization of equipment and labor.

Also, you can take advantage of technology. You should compare unit cost, not net income.

There are fixed and variable costs, cash and non-cash costs, also pro-rated costs. All costs should be taken into consideration to get an accurate picture of your farm operation.

They will have speakers at the succeeding meetings January 26, February 2, 9 and 16 and March 2 and will have discussions on keeping production records, automatic record keeping systems, farm business record analysis, linear programming and management simulation.



Don Robinson, Vo-ag teacher at Garden Spot High School, makes a point at Tuesday night's meeting on farm records.

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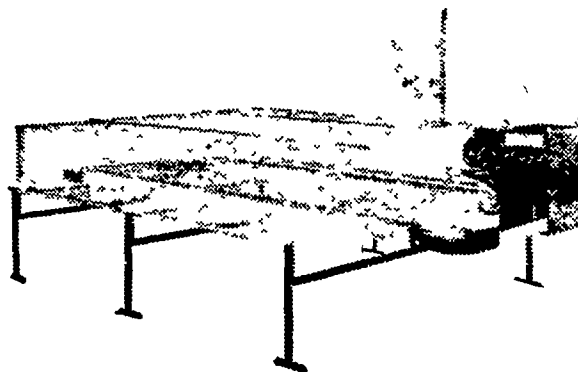
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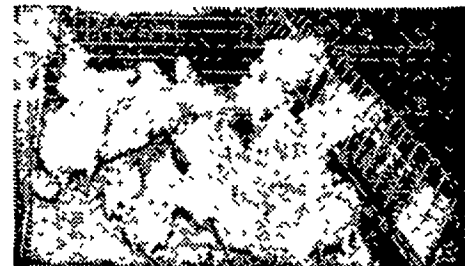
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