

# Iowa Agricultural Education Record Book System

**Tip:** The following website is a great place to access tutorials to help you learn about Microsoft Excel.

[www.atomiclearning.com](http://www.atomiclearning.com)

## Components of this system. The complete system includes 3 distinct Excel files.

<b>1.Dollars &amp; Hours</b>	~ Income, expenses, inventories, quantities, etc. <b>(Start a new file for each record year.)</b>
<b>2.Supplemental Templates</b>	~ Specialized record keeping templates such as: cashflow, budgets, amortization calculator, depreciation calculator, etc. Use applicable templates or create your own specialized templates.
<b>3.Career Plan</b>	~ FFA activities records, Ag Skills records, postsecondary plans (One file covers all record years.)

## Features of this records system.

1. Allows students to keep ALL project records in this one system. (Manages 1 year of records. Start a new file for year 2, 3, etc.)
2. Customizable: Headings can be customized to create a records system specific to your needs.
3. The computer performs most of the simple, repetitive calculations for you, thereby increasing accuracy.
4. The system may also be used to create a "paper" record book.

## Comment Boxes: Help you understand a specific cell or entry.

1. Comment boxes are provided to define terminology and improve your understanding of record keeping.
2. Observe the cell below. Note the RED TRIANGLE in the upper right corner of the cell. Use the mouse to drag the cursor over the red triangle -- a comment box will appear.



## Worksheet (Tab) Headings

<b>Instructions</b>	Basic instructions about using the records system.
<b>Start Here</b>	Information required to set-up a specific individual's records.
<b>Agreements</b>	Placement and entrepreneurship agreement templates. (Scroll down to view all agreement templates.)
<b>Inventory</b>	Enter all SAE-related inventory on this sheet.
<b>Balance Sheet</b>	Financial Analysis of current and non-current assets and liabilities.
<b>Income &amp; Expense Entries</b>	Enter <b>all</b> income and expense entries on this worksheet.
<b>Income &amp; Expense Summary</b>	Summary of all income and expenses by category.
<b>\$ Summary</b>	A summary of all records entered in this record book system.
<b>Journal</b>	Written record or description of unique or important occurrences.
<b>Agriscience Projects</b>	Maintain records of agriscience projects or demonstrations.
<b>Improvement Projects</b>	Maintain records of improvement projects.
<b>Internship</b>	Maintain records of agribusiness internships. (Project description and skills.)
<b>Grading</b>	Record book scoring/grading rubric.
<b>Annual Report</b>	Worksheet to generate information for the FFA Annual Chapter Report.
<b>Iowa Degree Financial</b>	Worksheet designed to aid students in completing the Iowa FFA Degree.
<b>American Degree Entrepre</b>	Worksheet designed to aid students in completing the American FFA Degree.
<b>Extra Sheet</b>	Customize this sheet to add other calculations or information as desired. (Note: This sheet is NOT protected.)
<b>Log Sheet</b>	If so desired, this sheet is designed to be printed as a blank form that students may use to maintain a <u>handwritten record</u> of income and expenses. Students are encouraged to periodically <u>transfer</u> handwritten records into the Income and Expense Entries.
<b>Why Keep Records</b>	A simple justification for keeping records. Written by the IRS.

\*\* Other worksheets and templates available in the "**2.Supplemental Templates**" file.

## Saving Files & Resaving Files

**NEVER, NEVER, NEVER use a floppy diskette to maintain the original copy of your records.**

1. Because floppy diskettes fail frequently, be sure to save your "original" version on a CD-ROM and/or harddrive.
2. Saving the original file in multiple locations (ie., floppy and harddrive) is a good precaution.
3. Change your file names frequently. (For example: Use .1, .2, .3, etc. OR date)

For Example: JDoeSAE1.3.04.xls...JDoe3.4.04.xls...JDoeSAE7.10.04.xls...etc.

**Tip:** Including the current date in the file name will help you keep track of the latest update.

**WHY CHANGE FILE NAMES?** If your latest files becomes corrupted, you still have previous versions to use. (Better to reenter some information rather than ALL information.)

3. It is very rare for someone to completely fill their computer's harddrive, so take advantage of this extra storage by keeping multiple versions of your records.
4. Get into the habit of saving the file as a different name everytime you save.
5. You may use a floppy to transfer the file from one computer to another, but always maintain the original on a CD or harddrive.

## Problems saving to a floppy?

1. If you have trouble saving directly to a floppy, save to the harddrive first then drag or copy the file to the floppy.
2. A standard floppy may not have enough memory to hold all three files. You will need multiple floppies.

## Printing

### "Set Print Area"

Since each sheet is thousands of rows deep you do not want to print the entire sheet. "Set Print Area" can be used to print a specific area, and avoid printing thousands of blank rows.

### To "Set Print Area"

1. Highlight the area you want to print.
2. Click on the "File" menu, and drag down to "Print Area."
3. Select "Set Print Area."

### Page Setup

**Under the "Page Setup" feature you can force the set area to print on one page. Caution: It will automatically shrink the text to fit in the Set Print Area. If you select too large an area the text will be too small to read.**

1. Click on the "File" menu, then drag down to "Page Setup."
2. Select "Fit To:" to force the selected area to fit on 1 page.

**Note: Most sheets have already been formatted to print a selected area, however you may change them by using the "Set Print Area" feature.**

## Writing Formulas: A few basics...

1. Click on the cell where you want the answer to the equation to appear.
2. Type an equals sign "=" start any formula. (In other words, the cell will "equal" whatever you program it to be.
3. Refer to the Excel "Help" menu for more information on writing formulas.

**Note:** You will need to be able to write your own formulas to set up your specific efficiency factors.

## Creating a "Temporary" Paper Record Book

1. Open "2.Supplemental Files".
2. Print the following worksheet: "1-Income & Expense Log"
3. This template may be utilized to maintain a temporary handwritten log of income, expenses and hours.
4. Periodically transfer the handwritten records to the "Dollars & Hours" file.

## Password Protected

1. Many sections of the record system are protected to prevent you from accidentally deleting formulas.
2. However, since this system is designed to be customized some sections are not protected.
3. An "Extra Sheet" is also provided for customized applications. This sheet is NOT protected.

## Changing the file name

1. Click on the "File" menu, and drag down to "Save As."
2. Change the file name in the box the pops open.
4. We recommend changing a number at the end of the file name. You always know that the highest number is the latest version.

For Example: Bob2004SAE1.xls...Bob2004SAE2.xls...Bob2004SAE3.xls...etc.

**NOTE:** ".xls" extension on the end of the file name...always add this extension. This extension will allow you to move from MAC to PC computers without problems. PCs typically will not be able to identify the type of file without this extension. Adding the extensions to your file names is a good practice. ( ".doc" for Word files; ".ppt" for Powerpoint files; ".xls" for Excel files)

## Starting A "New Record Book" for the following year.

1. Open a clean, master file. (This file should not have any previous entries.)
2. Select "SAVE AS" to rename the file name. (For Example: JDoeDollarsHours.1.1.05.xls)
3. Complete the information on the "Start Here" sheet.
4. Transfer "Ending Inventory" values to the "Beginning Inventory" section of the NEW record book. **REMEMBER:** Inventory **CANNOT** change from the end of one year to the beginning of the next year. (The difference between the end one year and the beginning of the next year two is only one second, so it is impossible for quantities or values to change in one second. Animals cannot even die in one second.)

5. Some items may be copied and pasted into your new file. For Example: You may copy and paste information from your previous "Career Plan" sheet into the new file. (Other examples: Agreements, FFA Activities)

**NOTE:** Avoid pasting into sheets that contain calculations. Calculations pasted from another file will not calculate properly.

**CAUTION:** Secure help if you are not familiar with the "Copy" and "Paste" features.

## 3:Career Plan File

Use this feature to explore postsecondary education opportunities, record agricultural skills learned, and record FFA activities.

1. Have students "x" the career options that are of interest to them.
2. Filter by clicking on, the down arrow, in the heading.
3. The filter will eliminate any career options that were NOT checked.
4. The list shows postsecondary programs that offer the identified majors or programs.
5. Hyperlinks are provided to allow students to access the colleges' websites.

## Skills Filter ("3:Career Plan" file.)

Use this feature to create a customized "Ag Skills" list for each student.

1. Have students "x" the ag skills that are relevant to their individual SAE(s).
2. The filter feature allows students to narrow this list of nearly 2000 skills to a smaller, more specific list.
3. Filtering is performed using the same process as the "Career Plan Worksheet".

## Learn more about EXCEL !!

The following website contains audio-visual tutorials about using Excel.

[www.atomiclearning.com](http://www.atomiclearning.com)

## Income and Expense Entries Worksheet

1. Drop down menus are available through row 250
2. If you need additional rows...

Rows 251 through 500 will calculate. However, you must manually enter the number code

Project Code	Income or Expense Code
1	13

(Note: Drop down menus were limited to the first 250 rows to decrease the size of the file.)

# Dollars & Hours

## Iowa Agricultural Education Records System

Sponsored by the Iowa Agricultural Development Authority through the Iowa FFA Foundation

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Enter information in each (applicable) pale yellow or pale blue cell.

Replace the red text with your information.

**Enter the following items:** Enter information below.

Name	J. Doe
Address	
City, State Zip	
Phone	
School P.O.	
FFA Chapter	
FFA Membership ID Number	

Enter the beginning date of this record book.

Enter the closing date of this record book.

<b>Month/Day/Year</b>
09/01/04
12/31/05

### Identify up to 8 separate projects.

Select the appropriate project description from the drop down menu.  
**(Entrepreneurship, Placement, Internship, Improvement or Agriscience)**

	Project Name/Description	Percent Ownership (Edit % as Needed)
	empty	100.00%
	Personal Records (NON-SAE)	xxxxxxx

## Income Categories

The categories listed to the right are utilized to itemize your **income** entries. Your financial records will NOT calculate properly until you categorize each income entry on the "Income and Expense Records" sheet. The **"RED"** categories (to the right) may be customized to meet your specific needs; **HOWEVER**, these "RED" categories may NOT include Capital Sales.

I: General Sales or Cash Sales
I: Capital Sales
I: Gross Earnings (Wages)
I: Bonues (Wages)
I: <b>Other Income</b>
I: <b>UNPAID HOURS</b>
I: Income Other Than Earnings
I: Value of Products Used at Home

## Expense Categories

The categories listed to the right are utilized to itemize your **expense** entries. Your financial records will NOT calculate properly until you categorize each income entry on the "Income and Expense Records" sheet.

The **"RED"** categories (to the right) may be customized to meet your specific needs. (Be sure to type your edits using the same format. For example: E: New Category); **HOWEVER**, these "RED" categories may NOT include Capital Purchases or Investments. Do **NOT** revise to include capital/non-current items. **All SAEs must use the same categories.**

(Note: **Personal--NON-SAE Expenses** are totalled, but are not included in SAE project totals.)

\*\*\*\*\*

E: Inventory Purchased for Resale
E: Capital Purchases/Investments
E: <b>Feed</b>
E: <b>Chemical/Fertilizer</b>
E: <b>Seed</b>
E: <b>Machinery Cost</b>
E: <b>Rent/Utilities</b>
E: <b>Supplies/Other</b>
E: <b>Wages Paid for Labor</b>
E: <b>Other Expenses</b>
E: <b>(Please specify)</b>
E: Withholdings (Wages)
E: Taxes/Insurance
E: Educational -- Tuition & fees

## Beginning of the Year / End of the Year: Financial Information (SAE and Non-SAE)

The following information should represent the **first day** of the record year:

PRODUCTIVELY INVESTED ASSETS	First Day of the Record Year !	Last Day !
Cash on-hand, checking and savings accounts	\$ -	\$ .
Bonds, Stocks (values)	\$ -	\$ .
FFA thrift account	\$ -	\$ .
<b>Other (Enter description here.)</b>	\$ -	\$ .

### CURRENT LIABILITIES (SAE)

Notes due this year	\$ -	\$ .
Current portion of debt due this year	\$ -	\$ .
Accounts payable	\$ -	\$ .
Cash rent due	\$ -	\$ .
Interest accrued on loans	\$ -	\$ .
Taxes-Federal, State, real estate	\$ -	\$ .
<b>Other (Enter description here)</b>	\$ -	\$ .

### Non-CURRENT LIABILITIES (SAE)

Balance due of mortgages and contracts	\$ -	\$ .
<b>Other (Enter description here)</b>	\$ -	\$ .
<b>Other (Enter description here)</b>	\$ -	\$ .

### CURRENT LIABILITIES (Non-SAE)

<b>(Enter description here)</b>	\$ -	\$ .
<b>(Enter description here)</b>	\$ -	\$ .

### Non-CURRENT LIABILITIES (Non-SAE)

19. Balance due on mortgages and contracts	\$ -	\$ .
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Other (Enter description here)

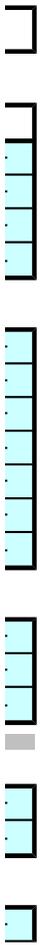
\$

-

\$

.







# Entrepreneurship Agreement

Enter project name here

Enter Student Name here

Enter % ownership here

9/1/2004

to

12/31/2005

Percent Ownership:

1. Project Description: kind, size, and duration

2. List the names of all partners. Specify the role of partner(s). What will partners provide?

3. What I will provide.

4. How will profits be utilized? How will losses be managed? What % of the profits will I receive?

5. What % of the income will my partners receive? How will the partner's profits be utilized?

6. Other agreements: Insurance, marketing, record keeping responsibilities, etc.

*We, the undersigned, indicate that we have read and understand the purpose and intent of this agreement.*

## Signatures

Approved by Agriculture Instructor: \_\_\_\_\_

Approved by Parent/Guardian: \_\_\_\_\_

Approved by Partners: \_\_\_\_\_

Signed by Student: \_\_\_\_\_

# Placement or Internship Training Agreement

Enter Project Title Here
Enter Student Name Here

9/1/2004  
to  
12/31/2005

1. Occupational objective:
2. Supervisor's Name:
3. Business Address:
4. Business Phone Number:
5. Parents/Guardians Names:
6. Student's Home Phone No.:

## "Initial" ALL Applicable Items

The student agrees to:

- Perform all assignments to the best of my ability.
- Be punctual, dependable, and loyal; and follow acceptable work procedures.
- Follow instructions, avoid unsafe acts, and be alert to unsafe conditions.
- Maintain records of the SAE program as required by the employer and instructor.
- Notify the employer prior to absence.
- Provide suitable clothing. I understand that some jobs may require special clothing.
- Discuss any work-related problems with the agriculture instructor before terminating the training agreement.
- Cooperate for the mutual benefit of all concerned.

The teacher-coordinator agrees to:

- Provide systematic instruction, at the school, enabling the student to better understand the training situation.
- Visit the student on the job for the purpose of supervision, and to enhance the learning experience.
- Work with the student, parents/guardians, and employer to provide the best possible training situation.
- Evaluate the student's performance periodically in cooperation with the student and the employer.
- Assist the student in identifying and recording "Agricultural Skills" learned during the experience.

The parent/guardian agrees to:

- Assist in promoting the value of the student's work experience by cooperating with the employer and instructor.
- Assume full responsibility for any action or happening pertaining to the student trainee from the time the student leaves school until reporting to and from the training station.
- Give permission in allowing the student to participate in the supervised agricultural experience program.

The employer/supervisor agrees to:

- Provide the student with opportunities to learn a variety of industry-specific skills.
- Assign the student new responsibilities only when judged able to handle them.
- Provide the student with the appropriate training required to learn how to perform the task.
- Train the student in all necessary safety procedures and protocols.
- Assist the teacher in making an honest appraisal of the student's performance.
- Recognize student safety as a top priority.
- Maintain the work area and equipment to provide a safe environment for the student-learner.
- Notify the parent/guardian immediately in the event of an accident, sickness or any serious problem.

All parties agrees to:

- Discuss misunderstandings or termination of employment before ending employment.
- A beginning wage of \_\_\_\_\_ per hour.
- Wages after trial period of \_\_\_\_\_ per hour. The trial period will be \_\_\_\_\_ days.

We, the undersigned, indicate that we have read and understand the purpose and intent of this training agreement.

## Signatures

Approved by Agriculture Instructor: \_\_\_\_\_  
 Approved by Parent/Guardian: \_\_\_\_\_  
 Approved by Employer/Supervisor: \_\_\_\_\_

Signed by Student: \_\_\_\_\_

## Improvement Project Agreement

Enter project name here

Enter Student Name here

9/1/2004  
to  
12/31/2005

1. Project Description: kind, size, and duration

2. For whom is the work being done? Who pays associated expenses?

3. What I will provide.

4. What will others provide?

5. What will be done with the final project? What is the expected outcome or use?

6. Other agreements: Insurance, location of work, special arrangements, etc.

*We, the undersigned, indicate that we have read and understand the purpose and intent of this agreement.*

### Signatures

Approved by Agriculture Instructor: \_\_\_\_\_

Approved by Parent/Guardian: \_\_\_\_\_

Approved by Partners: \_\_\_\_\_

Signed by Student:

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**SAE Inventory**

Description	Acquisition Cost of Item	Prior Depreciation Taken	Beginning Inventory as of		Depreciation Taken This Record Year	Ending Inventory as of	
			9/1/2004			12/31/2005	
			Quantity	Value		Quantity	Value

**CURRENT/OPERATING ASSETS (Sections A, B, C, D)**

Project Code	A. Student's investment in harvested and growing crops:							
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
				<b>TOTAL</b>	\$ -	XXXXXXXXXX	<b>TOTAL</b>	\$ -

Project Code	B. Student's investment in feed, seed, fertilizer, chemicals, supplies, prepaid and other current assets							
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
				<b>TOTAL</b>	\$ -	XXXXXXXXXX	<b>TOTAL</b>	\$ -

Project Code	C. Student's investment in merchandise, crops and livestock purchased for resale:							
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
				<b>TOTAL</b>	\$ -	XXXXXXXXXX	<b>TOTAL</b>	\$ -

Project Code	D. Student's investment in raised market livestock and poultry:							
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
				<b>TOTAL</b>	\$ -	XXXXXXXXXX	<b>TOTAL</b>	\$ -

**TOTAL CURRENT/OPERATING**

		Beginning		Ending	
<b>TOTAL</b>	\$ -	XXXXXXXXXX	<b>TOTAL</b>	\$ -	

**NON-CURRENT/CAPITAL ASSETS ONLY (Sections E, F, G, H, I)**

Project Code	E. Student's investment in non-depreciable draft, pleasure, or breeding livestock/poultry							
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		
			XXXXXXXXXX			XXXXXXXXXX		

TOTAL	\$	-	XXXXXXXXXX	TOTAL	\$	-
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## NON-SAE Inventory

A. Student's <b>CURRENT NON-SAE</b> inventory:							
Personal		XXXXXXXXXX			XXXXXXXXXX		
Personal		XXXXXXXXXX			XXXXXXXXXX		
Personal		XXXXXXXXXX			XXXXXXXXXX		
Personal		XXXXXXXXXX			XXXXXXXXXX		
Personal		XXXXXXXXXX			XXXXXXXXXX		
Personal		XXXXXXXXXX			XXXXXXXXXX		
<b>TOTAL</b>				\$	-	XXXXXXXXXX	<b>TOTAL</b> \$ -

B. Student's <b>NON-CURRENT NON-SAE</b> inventory:							
Personal		XXXXXXXXXX			XXXXXXXXXX		
Personal		XXXXXXXXXX			XXXXXXXXXX		
Personal		XXXXXXXXXX			XXXXXXXXXX		
Personal		XXXXXXXXXX			XXXXXXXXXX		
Personal		XXXXXXXXXX			XXXXXXXXXX		
Personal		XXXXXXXXXX			XXXXXXXXXX		
<b>TOTAL</b>				\$	-	XXXXXXXXXX	<b>TOTAL</b> \$ -

<b>GRAND TOTAL NON-SAE ASSETS</b>				\$	-	XXXXXXXXXX	<b>TOTAL</b> \$ -
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# Balance Sheet (Beginning)

J. Doe

12/18/2018

## CURRENT ASSETS

9/1/2004

Cash, checking, savings	\$	-
Notes and bonds	\$	-
FFA Thrift Account	\$	-
Other (Enter description here.)	\$	-
Harvested and growing crops	\$	-
Feed, seed, fertilizer, supplies, prepaid, other	\$	-
Merchandise, crops, livestock purchased for resale	\$	-
Raised market livestock	\$	-
<b>SAE (Productive) Current Assets</b>	\$	-
<b>Non-SAE Current Assets</b>	\$	-
<b>Total Current Assets (SAE &amp; Non-SAE)</b>	\$	-

## NON-CURRENT ASSETS

Non-depreciable draft, pleasure, breeding livestock	\$	-
Depreciable draft, pleasure, breeding stock	\$	-
Depreciable machinery, equipment, fixture	\$	-
Depreciable land, improvements, buildings, fences	\$	-
Land	\$	-
<b>SAE (Productive) Non-Current Assets</b>	\$	-
<b>Non-SAE Non-Current Assets</b>	\$	-
<b>Total Non-Current Assets (SAE &amp; Non-SAE)</b>	\$	-

<b>Total SAE (Productive) Assets</b>	\$	-
<b>Total Non-SAE Assets</b>	\$	-

<b>Total Assets (SAE &amp; Non-SAE)</b>	\$	-
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Student Signature

Parent/Guardian Signature

*Sign this document if submitted for a credit application.*

## CURRENT LIABILITIES

9/1/2004

Notes due this year	\$	-
Current portion of debt due this year	\$	-
Accounts payable	\$	-
Cash rent due	\$	-
Interest accrued on loans	\$	-
Taxes-Federal, State, real estate	\$	-
Other (Enter description here)	\$	-
<b>SAE (Productive) Current Liabilities</b>	\$	-
<b>Non-SAE Current Liabilities</b>	\$	-
<b>Total Current Liabilities (SAE &amp; Non-SAE)</b>	\$	-

## NON-CURRENT LIABILITIES

Balance due of mortgages and contracts	\$	-
Other (Enter description here)	\$	-
Other (Enter description here)	\$	-
<b>SAE Productive Non-Current Liabilities</b>	\$	-
<b>Non-SAE Non-Current Liabilities</b>	\$	-
<b>Total Non-Current Liabilities (SAE &amp; Non-SAE)</b>	\$	-

<b>Total SAE (Productive) Liabilities</b>	\$	-
<b>Total Non-SAE Liabilities</b>	\$	-

<b>Total Liabilities (SAE &amp; Non-SAE)</b>	\$	-
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<b>SAE (Productive) Equity</b>	\$	-
<b>Non-SAE Equity</b>	\$	-
<b>Equity (SAE &amp; Non-SAE)</b>	\$	-
<b>Total Liabilities and Equity (SAE &amp; Non-SAE)</b>	\$	-

# Balance Sheet (Ending)

J. Doe

12/18/2018

## CURRENT ASSETS

12/31/2005

Cash, checking, savings	\$	-
Notes and bonds	\$	-
FFA Thrift Account	\$	-
Other (Enter description here.)	\$	-
Harvested and growing crops	\$	-
Feed, seed, fertilizer, supplies, prepaid, other	\$	-
Merchandise, crops, livestock purchased for resale	\$	-
Raised market livestock	\$	-
<b>SAE (Productive) Current Assets</b>	\$	-
<b>Non-SAE Current Assets</b>	\$	-
<b>Total Current Assets (SAE &amp; Non-SAE)</b>	\$	-

## NON-CURRENT ASSETS

Non-depreciable draft, pleasure, breeding livestock	\$	-
Depreciable draft, pleasure, breeding stock	\$	-
Depreciable machinery, equipment, fixture	\$	-
Depreciable land, improvements, buildings, fences	\$	-
Land	\$	-
<b>SAE (Productive) Non-Current Assets</b>	\$	-
<b>Non-SAE Non-Current Assets</b>	\$	-
<b>Total Non-Current Assets (SAE &amp; Non-SAE)</b>	\$	-

<b>Total SAE (Productive) Assets</b>	\$	-
<b>Total Non-SAE Assets</b>	\$	-

<b>Total Assets (SAE &amp; Non-SAE)</b>	\$	-
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\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

## CURRENT LIABILITIES

12/31/2005

Notes due this year	\$	-
Current portion of debt due this year	\$	-
Accounts payable	\$	-
Cash rent due	\$	-
Interest accrued on loans	\$	-
Taxes-Federal, State, real estate	\$	-
Other (Enter description here)	\$	-
<b>SAE (Productive) Current Liabilities</b>	\$	-
<b>Non-SAE Current Liabilities</b>	\$	-
<b>Total Current Liabilities (SAE &amp; Non-SAE)</b>	\$	-

## NON-CURRENT LIABILITIES

Balance due of mortgages and contracts	\$	-
Other (Enter description here)	\$	-
Other (Enter description here)	\$	-
<b>SAE (Productive) Non-Current Liabilities</b>	\$	-
<b>Non-SAE Non-Current Liabilities</b>	\$	-
<b>Total Non-Current Liabilities (SAE &amp; Non-SAE)</b>	\$	-

<b>Total SAE (Productive) Liabilities</b>	\$	-
<b>Total Non-SAE Liabilities</b>	\$	-

<b>Total Liabilities (SAE &amp; Non-SAE)</b>	\$	-
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<b>SAE (Productive) Equity</b>	\$	-
<b>Non-SAE Equity</b>	\$	-
<b>Equity (SAE &amp; Non-SAE)</b>	\$	-
<b>Total Liabilities and Equity (SAE &amp; Non-SAE)</b>	\$	-

*Sign this document if submitted for a credit application.*

J. Doe 12/18/2018 17:57

## SAE (End of the Year) Financial Performance Measures

12/31/2005

### Liquidity Measures

Current Ratio (Current Assets / Current Liabilities)		#DIV/0!	to 1
Working Capital (Current Assets - Current Liabilities)	\$	-	

### Solvency Ratio

Debt to Asset Ratio (Total Liabilities / Total Assets)		#DIV/0!	to 1
--	--	---------	------

### Financial Efficiency Ratios

Asset Turnover Ratio (Gross Revenue / Average Total Assets)		#DIV/0!	to 1
Net Income Ratio (Net Income / Gross Revenue)		#DIV/0!	to 1

### Profitability Measures

Net Income (includes capital gains and losses)	\$	-	
--	----	---	--

Utilize the space below to write additional formulas as desired.









**SAE-Related Income and Expense Summary by Project**

J. Doe

12/18/2018 17:57

	empty	empty	empty	empty	empty	empty	empty	empty	Personal Records (NON-SAE)
<b>NET INCOME</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Net SAE Income (with Inventories)</b>								\$ -
<b>SAE Paid Hours</b>	0	0	0	0	0	0	0	0	
<b>SAE Unpaid Hours</b>	0	0	0	0	0	0	0	0	
<b>Value of Unpaid Hours ***</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	<b>Net Income SAE &amp; Personal Income (with Inventories)</b>								\$ -

\*\*\* \$ value credited for the American FFA Degree and Iowa FFA Degree

**Financial Measurements**

Return Per \$100 Invested

empty							
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Efficiency Factors**

Utilize the space below to create your own custom list of efficiency factors.  
Use the values above to write your own efficiency formulas.

# Financial Summary

J. Doe

12/18/2018 17:57

Student's Share of Income and Expense										Type Code	Percent Owner-ship
SAE Project Title	Income			Expense			Net	Hours			
	Income	Ending Inventory	Total Income	Expenses	Beginning Inventory	Total Expenses	Net Income	Paid Hrs.	Unpaid Hrs.		
empty	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	100%
empty	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	100%
empty	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	100%
empty	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	100%
empty	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	100%
empty	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	100%
empty	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	100%
empty	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	100%
<b>Total of all SAE Projects</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0		
<b>Personal Records (NON-SAE)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0		

## Summary by Type of SAE Project

	Total Income	Total Expenses	Change in Inventory	Net Income	Paid Hrs.	Unpaid Hrs.
Entrepreneurship	\$ -	\$ -	\$ -	\$ -	Not Applicable	Not Applicable
Placement	\$ -	\$ -	\$ -	\$ -	0	0
Internship**	\$ -	\$ -	\$ -	\$ -	0	0
Improvement**	\$ -	\$ -	\$ -	\$ -	Not Applicable	0
Agriscience**	\$ -	\$ -	\$ -	\$ -	Not Applicable	0

\*\* If the student is paid for their time, the SAE should be classified as placement. However, they may still utilize the improvement, internship or agriscience project worksheets to record their experiences.

## Investment in Education

Total Investment in Tuition, books, fees, etc.	\$ -
--	------

\* Educational expenses, **paid by the student**, may be counted toward the Iowa and American FFA Degrees. Note: Travel costs, to and from school, are not allowable. Housing/meals are not allowable.

## Value of Unpaid Hours - Iowa FFA Degree or American FFA Degree

Value of Unpaid Hours	\$ -
-----------------------	------

NOTE: Unpaid hours may NOT be claimed for time invested managing your personal entrepreneurship projects.









## Agriscience Project Overview and Results Summary

J. Doe  
12/18/2018 17:57

**\*\* It is assumed that students will utilize lab books or other data recording systems, as needed, to supplement this record book. Students may create new worksheets or utilize free space on this worksheet to design a personalized system for recording and calculating data.**

### Project Title

--

### Explanation of agriscience problem being researched.

--

### Works Cited in your Research


### Explanation of procedure(s) utilized.

--

### Hypothesis

--

### Conclusion(s)

--














Internship Provider:

Enter the Business Providing the Internship Here

Description of Internship - Business, Type of Work, etc.

Brief explanation of major activities performed during the internship.

How will this internship help you with your future career plans?

Periodic Journal: Summary of tasks performed and skills learned.

\* Summarize and update weekly or monthly.

Date	Tasks/Jobs Performed	Major Skills Learned







## Record Book Scoring Rubric - Print this sheet and place in your record book.

Student: **J. Doe**  
 Year Ending: 12/31/2005

Total Pts. Awarded			
Date	Date	Date	Date

**Points Possible Per Section**

	0 pts.	1-5 pts.	6-10 pts.				
<b>Budget(s)</b> (from Supplemental Templates)	No budget(s).	Budget(s) exist, but may not be very thorough.	Budget(s) are completed and thorough.				
<b>Business Agreement(s)</b>	No business agreement(s).	Agreements exist, but are incomplete or lacking in detail.	Agreements are complete and well-planned.				
<b>Itemized Entries</b>	Several entries are lumped together. Entries are recorded less than "monthly".	Entries are recorded at least monthly.	Record entries are itemized. Each entry is entered individually. Items are not grouped together.				
<b>Completeness</b>	Records are not complete. Little attention to detail.	All required pages are present, but items may not be complete.	Records appear to be very complete, and attention to detail is evident.				
<b>Accuracy</b>	Many record book values do NOT appear to be accurate. (Values are not supported by industry standards.)	Some values indicate errors in calculating, or do not appear accurate.	Record book values would appear to be accurate.				
<b>Ag Skills Checklist</b> (from Career File)	Ag Skills Checklist NOT included in records.	Ag Skills Checklist included but NOT completed.	Ag Skill Checklist completed and included in records.				
<b>Career Plan</b> (from Career File)	Career Plan sheet NOT included.	Career Plan sheet included but NOT completed.	Career Plan Sheet included in records.				
<b>Total Points (100 possible)</b>				0	0	0	0

Column Code

# FFA Annual Report

## Demographics

	<b>J. Doe</b>	
B	Gender :	(Enter <b>M</b> or <b>F</b> )
C	Grade:	(Enter <b>9 10 11</b> or <b>12</b> )
D	Currently enrolled in high school:	("X" if yes)

**Agricultural Education Courses: Enter the number of units. (1 year = 1 unit; 1 semester= 0.5 units)** Note: Teachers of schools with block scheduling may have to adjust these unit values to match your system. **Include all years.**

	Units	Enter the <b>NUMBER</b> of units taken.
E		
F		
G		
H		
I		
J		
K		
L		
M		

## Where do you live?

AW		Rural ("X" if you live in the country)
AX		Town/City ("X" if you live in a town or city)

## FFA Participation

AY		"X" if a FFA Member (if no, skip to SAE section)
AZ		FFA District: (Enter the FFA District:NC, SE, etc.)
BA		Total <b>years</b> of Ag. Ed. Courses you have taken. (Enter <b>number</b> )
BB		"X" if you have participated in at least one local chapter activity.
BC		"X" if you have completed a Proficiency Award Application
BD		"X" if you have attended an FFA Leadership Conference (ie: State Convention, District Camp, WLC, other)
BE		"X" if you have served as a chapter officer.

**Career CDE Participation:** "X" each event in which you have participated. Include local, subdistrict, district, state and national levels. **Include all years** of FFA membership. (not just this year)

### "X" each that applies

BF		Freshmen Creed Speaking
BG		Conduct of Meetings
BH		Parliamentary Procedure
BI		Ag. Broadcasting
BJ		Public Speaking
BK		Extemporaneous Speaking
BL		Chapter Program
BM		Individual Ag Sales
BN		Job Interview
BO		Treasurer's Book
BP		Secretary's Book
BQ		Reporter's Scrapbook
BR		Ag. Issues & Perceptions
BS		Ag. Sales (Team)
BT		Ag. Communications
BU		Farm Business Mgmt.
BV		Experience the Action
BW		Floriculture
BX		Food Science
BY		Nursery/Landscape
BZ		Ag. Mechanics
CA		Crops
CB		Horse Judging
CC		Envirothon
CD		Livestock Judging
CE		Marketing Plan
CF		Meats Evaluation
CG		Dairy Cattle Judging
CH		Dairy Foods
CI		Soils

"X"

## Supervised Agricultural Experience Programs: (Current Year ONLY !)

CJ		No SAE Program this year
CK		Dropped or did not complete an SAE.
CL		Entrepreneurship: Ownership of an Agribusiness
CM		Entrepreneurship: Ownership of Production Enterprises(s)
CN		Ag Employment: Agribusiness
CO		Ag Employment: Production Agriculture

"Number"

## SAE continued (round to the nearest dollar -- no cents)

(Current Year ONLY !)

CP		<b>Number</b> of Experiences in Ag Skills Areas this year.
CQ		<b>Number</b> of Agriscience Demonstrations or Experiments.
CR	0.00	<b>Number:</b> Total UNPAID SAE hours
CS	0.00	<b>Number:</b> Total PAID SAE hours
CT	\$ -	<b>Number:</b> Total Student Net Income from income generating SAE(s).
CU		<b>Number</b> of SAE visits conducted by your Ag Ed instructor(s).

Candidate's Financial Statement	A	B	C
	Beginning Inventory as of Sept. 1, 9/1/04	Ending Inventory as of Dec. 31, 12/31/05	Gain or Loss in Net Worth (+ or -)
<b>Productively Invested Assets</b>			
1. Cash on-hand, checking and savings accounts	\$ -	\$ -	\$ -
2. Notes and bonds (values)	\$ -	\$ -	\$ -
3. FFA thrift account	\$ -	\$ -	\$ -
4. Value of SAE related inventory (pages 5&6)	\$ -	\$ -	\$ -
Other (Enter description here.)	\$ -	\$ -	\$ -
Investment in Education (tuition & fees ONLY)	xxxxxxxxxxxxxx	\$ -	\$ -
<b>6. Total Productively Invested Assets</b>	\$ -	\$ -	\$ -
<b>OTHER ASSETS</b>			
7. Personal share of auto (non-SAE portion)	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
8. Livestock and crops <u>not</u> SAE	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
9. <b>TOTAL</b> Other <b>Non-SAE</b> Assets (specify)	\$ -	\$ -	\$ -
10. xxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
11. xxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
<b>12. Total Other Assets</b>	\$ -	\$ -	\$ -
<b>13. Total Assets (line 6 + line 12)</b>	\$ -	\$ -	\$ -
<b>PRODUCTIVELY INVESTED LIABILITIES</b>			
14. Unpaid bills	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
15. Notes and mortgages to be paid	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
16. Total Productive CURRENT Liabilities	\$ -	\$ -	\$ -
17. Total Productive NON-CURRENT Liabilities	\$ -	\$ -	\$ -
<b>18. Total Productively Invested Liabilities</b>	\$ -	\$ -	\$ -
<b>OTHER LIABILITIES</b>			
19. Total NON-SAE CURRENT Liabilities	\$ -	\$ -	\$ -
20. Total NON-SAE NON-CURRENT Liabilities	\$ -	\$ -	\$ -
<b>21. Total Other Liabilities</b>	\$ -	\$ -	\$ -
<b>22. Total Liabilities (line 18 + line 21)</b>	\$ -	\$ -	\$ -
<b>23. NET WORTH (line 13 - line 22)</b>	\$ -	\$ -	\$ -
<b>EARNINGS AND INVESTMENTS</b>			
<b>24. Total Productively Invested Equity in SAE</b> (Column C, line 6 - Column C, line 18)	<b>(Change in Equity)</b>		\$ -
25. SAE Program Earnings (Entrepreneurship)			\$ -
26. SAE Program Earnings (Placement/Internship/Agriscience/Improvement)			\$ -
27. Total SAE Related Earnings (line 25 + line 26)			\$ -
28. Total Non-SAE Related Earnings			\$ -
<b>29. Maximum Possible Increase in Net Worth</b> (line 27 + line 28)	<b>VALID: Line 29 exceeds Line 23</b>		\$ -
<b>30. Total Value of Unpaid Hours documented in these records.</b>			\$ -

The following values are valid for Entrepreneurship projects ONLY!! Values represent this record year ONLY!!

American Degree Worksheet -- Income & Expense Summary of **Entrepreneurship** Projects

**NOTE: The following values are only valid for "Entrepreneurship" enterprises.**

Because the Entrepreneurship Projects page of the American Degree is typically the most confusing, this sheet is provided to assist you in completing the application. This sheet will help you itemize your entries.

Project	1	2	3	4	5	6	7	8	
Percent Ownership	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	
Enterprise	empty	empty	empty	empty	empty	empty	empty	empty	<b>TOTAL</b>
<b>1. Current/Operating Income</b>									
a. Closing Current/Operating Inventory	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
b. Beginning Current/Operating Inventory	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
c. Change in Current/Operating Inventory	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
d. Cash Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
e. Value of Products Used at Home	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
f. Value of Products Transferred or Bartered	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
g. Value of Ag Labor Exchanged for Non-Cash Operating Expenses	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
<b>h. Total Current/Operating Income</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>2. Current/Operating Expenses</b>									
a. Current/Operating Inventory Purchased	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
b. Cash/Current Operating Expenses - Feed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
c. Non-Cash/Current Operating Expenses - Feed	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
d. Cash/Current Operating Expenses - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
e. Non-Cash/Current Operating Expenses - Other	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
<b>f. Total Current/Operating Expenses</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>3. Net Current/Operating Income</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>4. Non-Current/Capital Transactions</b>									
a. Closing Non-Current Capital/Inventory	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
b. Non-Current/Capital Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
c. Beginning Non-Current/Capital Inventory	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
d. Non-Current/Capital Purchases	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>e. Net Capital Transactions</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>5. Return to Capital Labor</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>6. Total Return to Capital Labor &amp; Management</b>	<b>\$0.00</b>								



# Why Keep Records?

From the "Farmer's Tax Guide", IRS Publication 225 ([www.unclefed.com](http://www.unclefed.com))

**Everyone in business, including farmers, must keep records. Good records will help you do the following:**

**Monitor the progress of your farming business.** You need good records to monitor the progress of your farming business. Records can show whether your business is improving, which items are selling, or what changes you need to make. Good records can increase the likelihood of business success.

**Prepare your financial statements.** You need good records to prepare accurate financial statements. These include income (profit and loss) statements and balance sheets. These statements can help you in dealing with your bank or creditors and help you to manage your farm business.

**Identify source of receipts.** You will receive money or property from many sources. Your records can identify the source of your receipts. You need this information to separate farm from nonfarm receipts and taxable from nontaxable income.

**Keep track of deductible expenses.** You may forget expenses when you prepare your tax return unless you record them when they occur.

**Prepare your tax returns.** You need good records to prepare your tax return. For example, these records must support the income, expenses, and credits you report. Generally, these are the same records you use to monitor your farming business and prepare your financial statements.

**Support items reported on tax returns.** You must keep your business records available at all times for inspection by the IRS. If the IRS examines any of your tax returns, you may be asked to explain the items reported. A complete set of records will speed up the examination.

## Kinds of Records To Keep

**Except in a few cases, the law does not require any special kind of records.** You can choose any recordkeeping system suited to your farming business that clearly shows, for example, your income and expenses.

**You should set up your recordkeeping system using an accounting method that clearly shows your income for your tax year.** See chapter 3. If you are in more than one business, you should keep a complete and separate set of records for each business. A corporation should keep minutes of board of directors' meetings.

**Your recordkeeping system should include a summary of your business transactions.** This summary is ordinarily made in accounting journals and ledgers. For example, they must show your gross income, as well as your deductions and credits. In addition, you must keep supporting documents. Purchases, sales, payroll, and other transactions you have in your business generate supporting documents such as invoices and receipts. These documents contain the information you need to record in your journals and ledgers.

**It is important to keep these documents because they support the entries in your journals and ledgers and on your tax return.** Keep them in an orderly fashion and in a safe place. For instance, organize them by year and type of income or expense.

**Travel, transportation, entertainment, and gift expenses.** Special recordkeeping rules apply to these expenses. For more information, see Publication 463.

**Employment taxes.** There are specific employment tax records you must keep. For a list, see Publication 51 (Circular A).

**Excise taxes.** See How To Claim a Credit or Refund in chapter 18 for the specific records you must keep to verify your claim for credit or refund of excise taxes on certain fuels.

**Assets.** Assets are the property, such as machinery and equipment, you own and use in your business. You must keep records to verify certain information about your business assets. You need records to figure your annual depreciation deduction and the gain or loss when you sell the assets. Your records should show all the following.

**Commuting expenses.** You **cannot** deduct the costs of driving a car between your home and your main or regular place of work. These costs are personal commuting expenses. You cannot deduct commuting expenses no matter how far your home is from your regular place of work. You cannot deduct commuting expenses even if you work during the commuting trip.