

Suggested Monthly Activities/Timeline Adult Agriculture Educator

JULY

- Visit
 - Check records
 - Review mid-year cash flow, compare with budget
- ACTE/MVATA Conference
- Adult Educators/MDA Tour of Value-Added Operations

AUGUST

- Visit
 - Check records
 - Do wheat budgets, livestock budgets
- Young Farmer State Tour
- Plan year's schedule of activities and start identifying topics for classes

SEPTEMBER

- Visit
 - Check records
 - Work on farm projects as needed. Enrollees likely busy in field
 - Develop marketing plan for grain
 - Complete a beginning balance sheet for any mid-year new FBMA enrollees
- Adult Educators Fall Conference

OCTOBER-NOVEMBER

- Visit
 - Check records
 - Work on farm projects
 - Complete crop acreage yields, inventories, fertilizer and chemical uses
 - Complete any other enterprise records that can be completed. Enter in FINAN.
 - Be sure to check on big round bale production and inventory (record in tons)
 - Update livestock production records
 - Pasture records
 - Seed used (quantities-values)
- Get ready for tax management
- District FBMA meeting

Late NOVEMBER / early DECEMBER

- Visit
 - Check records
 - Run an income tax estimate and explore options
 - Complete remainder of crop enterprise records. Enter in FINAN.
- District FBMA meeting

Late DECEMBER (by the 20th)

- Visit
 - Check records
 - Update income tax estimate

JANUARY (first week)

- Visit
 - Check records and close out if possible.
 - Take laptop to farm and complete closing balance sheet on FINAN. Verify loan balances with the lender to make sure they are correct if any question (must do).
 - If possible, use completed cash records and beginning and ending balance sheets to complete FINAN (at farm or take to office for completion).
 - Complete a beginning balance sheet on FINAN for any new beginning of year FBMA enrollees.
 - Assist in getting records ready for tax preparation.
 - Assist in getting new year's cash/enterprise records started.

FEBRUARY

- Visit
 - Check new year's records
 - Complete any items from above that were not completed in January (must).
 - Review FINAN whole farm (and enterprise analysis if one).
 - Build a whole farm cash flow for the current year.
 - Make sure tax information is complete.
- Missouri Young Farmer State Convention

MARCH

- Visit
 - Check records
 - Continue FINAN analysis, focus on enterprises

APRIL

- Visit
 - Check records
 - Work on farm projects
 - Use comparison of farm analysis with state summary to identify focus points for improvement and set goals for improving the farm business.
- District FBMA workshop

MAY

- Visit
 - If field work allows, check records.

JUNE

- Visit
 - Check records.
 - Do annual individual farm tour of each farm.

Every Month

- Provide schedule of next month's activities to school office.
- Complete FV-1 and mileage report to administrator.

Periodically

- Schedule appropriate in-depth and topic classes and publicize with the school, ag community, parents of secondary students, area businesses.