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.