

CONTENTS

	PAGE
PREFACE	v
 PART I: CASH ANALYSIS METHOD OF BOOK-KEEPING 	
CHAPTER I	
THE VALUE OF KEEPING ACCOUNTS.	1
Advantages of a financial character—The value of accounts in farm organization and management.	
 CHAPTER 2	
THE CASH ANALYSIS ACCOUNT BOOK	4
Mr. Brown takes over Greenmeadow Farm—Entering transactions in the cash analysis account book—Checking the entries—Ruling off the cash book—Rules for writing up the cash analysis book.	
 CHAPTER 3	
SIMPLE FORM OF BALANCE SHEET AND TRADING ACCOUNT	12
Completion of accounts for the first year—Trading Account—Balance Sheet.	
 CHAPTER 4	
CLASSIFICATION OF RECEIPTS AND PAYMENTS	16
Second year at Greenmeadow Farm—Choice of headings for cash analysis columns—Private drawings and unpaid accounts.	
 CHAPTER 5	
COMPLETION OF ACCOUNTS FOR THE YEAR	23
Second year continued—Definition of Balance Sheet—Proving the accounts—Lay-out of Trading Account and Balance Sheet.	
 CHAPTER 6	
TRADING ACCOUNTS IN MORE DETAIL	30
Third year at Greenmeadow Farm—Unpaid accounts—Further analysis of cash columns—Checking the livestock numbers—Items shared between farm and private use.	
 CHAPTER 7	
SUMMARY OF PROCEDURE	43

PART II: THE BUSINESS SIDE OF FARMING

	PAGE
CHAPTER 8	
BANKING AND CREDIT	49
Advantages of keeping a banking account—Opening a banking account—Cheques and paying-in slips—Short-term credit—Bank overdraft—Agricultural charges—Long-term credit—Mortgages.	
CHAPTER 9	
RUNNING THE FARM OFFICE	58
Petty cash book—Wages book and other records—Running the farm office—Checking cash book with bank balance—Contra accounts.	
CHAPTER 10	
OWNER-OCCUPIERS AND PARTNERSHIPS	70
Advantages and disadvantages of farm ownership—Charges levied on the landowner—Book-keeping for owner-occupiers—Partnership agreements—Book-keeping for partnerships.	
CHAPTER 11	
VALUATIONS	80
General principles—Valuation of livestock—Crops and tenant right—Implements—General rules and example.	
CHAPTER 12	
OTHER METHODS OF BOOK-KEEPING	95
Modifications of the cash analysis system—Double entry book-keeping—Cost accounts, their uses and limitations.	
PART III: ACCOUNTS AS AN AID TO FARM MANAGEMENT	
CHAPTER 13	
DETECTION OF WEAKNESSES IN FARM MANAGEMENT	107
Factors affecting farm profits—Detailed examination of farm accounts—Efficiency factors—Three examples of farms with faulty organization.	
CHAPTER 14	
PLANNING MINOR CHANGES IN FARM ORGANIZATION	124
Factors affecting farming methods—Examples of increasing receipts—Examples of reducing expenses.	
CHAPTER 15	
PLANNING MAJOR CHANGES IN FARM ORGANIZATION	130
Budgeting—Cropping programme—Livestock programme—Budget of anticipated expenditure and receipts—Conclusions.	

PART IV: ENTERPRISE COSTS

CHAPTER 16

PAGE

INTRODUCTION TO ENTERPRISE COSTS 141

Information to be gained from enterprise costs—Relative profitability—Relative efficiency—Enterprise costs for dairy cattle and pigs—Recording and valuing feeding-stuffs.

CHAPTER 17

EFFICIENCY IN MILK PRODUCTION 145

Importance of dairy farming—Example in detail—Results and their interpretation—Tests of good management—Some general considerations—High yields versus low yields.

CHAPTER 18

EFFICIENCY IN PIG PRODUCTION 163

Importance of pig farming—Systems of pig farming—Example in detail—Results and their interpretation—Tests of good management—Some general considerations.

CHAPTER 19

EFFICIENCY IN CROP PRODUCTION 180

Uses of crop costings—Example in detail—Interpretation of results—Reducing costs—Effect of increasing yields—Effect of size and shape of field.

APPENDIX I

INCOME TAX 191

Assessment of income tax—Schedule B—Schedule D—Allowances for implements—Allowances for livestock—Schedule A—Personal allowances—Pay as you earn.

APPENDIX II

NUMERICAL ANSWERS TO QUESTIONS 208

INDEX 209