

# Short-Term Operating Plan

*for farms and ranches*

July 2020

Timely decision making is essential for farm and ranch businesses. Decisions are a part of daily operations and vary greatly from prioritizing tasks to choosing inputs and deciding how much product to sell at a certain price. Most operations have primary decision makers who routinely make these decisions. It is important however, that others know how to proceed if the key decision maker(s) is/are unable to make decisions.

This plan was developed to help farm and ranch families continue operating their businesses with minimal interruptions should the primary decision maker(s) be unable to make short-term decisions. The plan could be helpful in an unexpected situation such as hospitalization or military deployment.

For this plan, the short term is generally considered two weeks to six months. The purpose is to have organized information for family members to use to continue operating the farm or ranch business. Locating key information is stressful and time consuming, and this plan will help to reduce stress and save time.

The plan was designed to capture useful data with concise input, while considering ease of information retrieval. The plan has seven parts and persons completing it can choose which sections are needed. All farms/ranches will likely need Parts 1 and 7. Additional parts will vary depending on the enterprises of the specific farm or ranch.

- Part 1: General Information
- Part 2: Livestock Information
- Part 3: Crop Information
- Part 4: Horticulture Information
- Part 5: Woodlands / Timber
- Part 6: Hunting Leases / Rights
- Part 7: Equipment Information

The plan can include more details by adding attachments. Possible attachments may be farm maps, feed mix rations, etc.

The plan will need to be updated periodically to remain relevant and useful. Updating it at the end of each year should keep the data accurate and retain the value of the document. Although the plan may seem a bit cumbersome, it is similar to insurance in that it requires an investment with the hope that it is not needed. However, when an unexpected situation arises, this plan could be quite helpful for the family members maintaining the farm or ranch business.

For additional information or help see the back page.

# Short-Term Operating Plan *for farms and ranches*

Date: \_\_\_\_\_

## Part 1: General Information

Bank accounts:

Institution	Account Number	Signers	Online Information <i>(ex. bank website, password)</i>	Contact / Phone #

Loans/Lines of Credit:

Institution	Account Number	Online Information	Due date	Contact Person

Advisors:

	Name	Address	Phone number	Email
Accountant				
Attorney				
Extension Specialist				

Rental/Operating Agreements: (Verbal and Written)

Landlord	Description	Phone number	Due date	Notes: <i>(ex. location of lease agreement, FSA maps attached)</i>

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## Employees:

Name	Phone number	Frequency of Pay <i>(hourly, weekly, etc.)</i>	Payment Method <i>(accountant, on-line, check)</i>	Notes:

## Utilities:

	Due Date	Payment Method <i>(on-line, check, etc)</i>	Other Information <i>(passwords)</i>
Water			
Electric			

## Insurance:

Company	Agent	Contact Information	Policy Type and Number

## Local Contacts:

Name	Contact Information	Contact Type <i>(trucker, bulldozer, electrician, seasonal help, etc.)</i>

## Additional Information:

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## Part 2: Livestock Information:

Animal Type	Location	Number	Feed <i>(attach ration mixes)</i>	Notes <i>(ex. water source, daily care, etc.)</i>

Grazing Management:

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Veterinarian: *(Name and Contact Information)*

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Vaccination/Deworming Schedule:

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Feed Suppliers	Location	Phone number	Notes

Breeding Records: *(ex. name of program)*

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Breeding Dates <i>(ex. bulls in/out, AI)</i>	Birthing Dates	Weaning Dates	Notes

Marketing Contracts:

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## Part 3: Crop Information:

Farm Service Agency Maps (*field numbers visible*). Maps can be attached. FSA contact information:

\_\_\_\_\_  
NRCS/SWCD Project and contact information:

\_\_\_\_\_  
Seed Vendor / Crop Consultant:

\_\_\_\_\_  
\_\_\_\_\_

	Applicator	Phone number	Location of Records
Fertilizer			
Pesticides			

Custom Work Contacts:

\_\_\_\_\_

Crop Insurance (agent and policy):

\_\_\_\_\_

Locations of stored grain (bins, elevator, etc.):

\_\_\_\_\_

\_\_\_\_\_

Possible Accounts Receivable (commodity sold, person, phone number):

\_\_\_\_\_

\_\_\_\_\_

Marketing Contracts/Delivery (broker information):

\_\_\_\_\_

\_\_\_\_\_

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## Part 4: Horticulture Information

	Source	Contact Information <i>(phone number, website)</i>	Notes <i>(brands, types, schedule)</i>
Seed and Transplants			
Fertilizer			
Pesticides			

Pest Issues: \_\_\_\_\_

Pruning: \_\_\_\_\_

Regulations: \_\_\_\_\_

Market(s): \_\_\_\_\_

Contracts / Deadlines: \_\_\_\_\_

## Part 5: Woodlands / Timber

	Notes
Planned Project(s):	
Location:	
Contractor:	
Local Forester <i>(ex. MDC)</i> :	

## Part 6: Hunting Leases/Rights:

Name <i>(lessee)</i>	Contact Information	Farm Location	Type of lease	Dates

# Short-Term Operating Plan *for farms and ranches*

## Part 7: Equipment

Inventory: *(location of list)*

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Payment Information:

Equipment	Creditor/Account	Due Date	Payment Type

Outstanding Warranties:

Equipment	Dealership	Date Expires

Mechanic Information:

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Specialized Equipment Providers:

Type of Equipment	Name	Contact Information

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*Note, this plan is meant to help farm and ranch families organize information to help family members keep the farm operating should the primary decision maker be unable to make decisions. The plan should not be used in place of legal, accounting or other professional opinions.*

**This plan can be downloaded in a fillable format from the web at:**

**<https://extension.missouri.edu/m202>**