

Farm records. **LESSON NOTE FOR WEEK THREE (3) ENDING 26TH SEPT, 2025.**

SUBJECT: AGRICULTURAL SCIENCE.

TOPIC: FARM RECORD AND BOOK KEEPING

CLASS JSS3.

DATE: 22ND SEPTEMBER, 2025

Farm record is the documentation of various events which happens on a farm.

PURPOSE OF KEEPING RECORD

1. It is useful for future planning
2. It can be used as part of collateral for loan.
3. It helps the farmer to know whether he is making profit or loss.
4. It helps the farmer to know the state of things on the farm
5. It helps to detect fraudulent acts
6. It helps in farm management decision taking.

TYPES OF FARM RECORDS

The type types of farm records include; farm diary, farm inventory, input records, production records, sales record and consumption records.

1. **The farm inventory:** This is the record of all property and resource in the farm which are owned by the farmer, these includes the building, livestock, machines, equipment etc.
2. **The farm diary:** This contains the record of day-to-day events on the farm. This include the dates of planting, germination, flowering, the amount of farm input such as pesticides, fertilizer etc, the date of birth of the young animals etc.
3. **Input record:** This is the record of all inputs used for production in the farm during the year, these include the cost of seeds, cost f feeds, cost of drugs, cost of tool, cost of equipment etc.
4. **Production record:** This is the record of all items produced on the farm. Such items include the crops and livestock.
5. **Consumption records:** This is the record of all farm products consumed by the owner of the farm.
6. **Sales records:** This is the record of the sales on the farm; it enables the farmer to now weather he is making profit or loss etc.

BOOK KEEPING

This is the act of recording business transaction in a systematic manner so that the books will show at any time the exact state of their owners' affairs.

SOURCE DOCUMENT

They are those documents that form the source of book keeping records. They are documents of initial transactions from which book keeping records are made or kept.

TYPES OF SOURCE DOCUMENT

1. **Sales invoice:** These are out going invoice.
2. **Purchase invoice:** These are incoming invoice issued by the creditors or suppliers.
3. **Receipt:** This is evidence of cash payment.
4. **Voucher:** This is the evidence of payment or receipt with a brief detail in respect of transaction.
5. **Credit note:** This is sent to inform the receiver that this account is credited as a result of an overcharge.
6. **Debit note:** It shows that the receiver's account is debited as a result of undercharge etc.

JOURNALS

These are the books of original entry, that is, where transaction is first recorded before they are transferred to the ledger. They are also called the subsidiary book or book of prime entry. They can be listed as follows;

1. Cash book/cash account.
2. Sales book/sales day book/ sales journal.
3. Purchase book/purchase daybook/purchase journal
4. Return inward book/ sales return book/sales return journal.
5. Purchases returns book/return outward book/ return outward journal
6. General journal/ principal journal/journal proper.

EVALUATION.

1. what is farm record
2. give three purposes of keeping records
3. what is farm inventory
4. What is book keeping.
5. What are source documents?
6. List five examples of source document
7. What is journals.
8. Mention five types of journals.

ASSIGNMENT.

1. The record of all assets of the farm are kept in ----- (a) register (b) diary (c) note (d) inventory.
2. Food items used by the farm owners are recorded in -----record (a) sales (b) consumption (c) inventory (d) farm record.
3. The documentation of farm events is called ----- (a) revenue (b) diaries (c) inventory (d) farm record.
4. Day –to – day events on a farm are written in ----- (a) sales record (b) farm diary (c) production record (d) input record.
5. Materials used on the farm are recorded in the ----- (a) output record (b) input record (c) sales record (d) production records.