

# **BUCHANAN COUNTY WOMEN LAND AND LEGACY**

## **BEST HABITS FOR MAINTAINING FARM RECORDS**

**DECEMBER 3, 2019**

### **TALKING POINTS:**

- Tricks to help me find what I need when I need it.
- What first comes to mind is what I can do, day to day to make my life easier when it comes to a yearly review of my farm records
- When I might need them for an audit, family meeting, etc. This could be organization tips, streamlined forms, software, etc.
- How to even get started?
- How/where do I store records?
- What is important to include?
- What do we need to keep for our records and for how long?
- What software apps/programs are available and are you able to recommend?
- Benefits & drawbacks of specific programs?
- Is a program/app needed?
- Spreadsheet/Excel adequate?
- If I maintain a spreadsheet or other app/program electronically, must I still keep hard copy receipts, etc.?
- How to stay on top of it all?