

Red Sky DATA ENTRY CHECKLIST

This checklist below is designed to highlight the key points to check after entering data in Red Sky. It is not meant to be an exhaustive list but should result in the most likely areas of inaccuracy being brought to your attention. These notes are provided to support the tool tips that also provide comprehensive notes on how to enter data in Red Sky. This list methodically works through the program's tabs and there is no distinction between different enterprises e.g. dairy, sheep, beef, cropping, other.

GENERAL

Check the Year is the end of the financial year e.g. 2002/03 = 2003

Check Start of the Financial Year corresponds to the first month of the financial year

Check Actual or Budget is selected depending on data being entered

Check View Area Details for effective and non-effective areas as well as ensuring that if dairy heifers (10-24 months old) are grazed at home that an area for Effective Area Dairy Young has been allocated

FINANCIAL – ASSETS [LAND&BUILDINGS]

For Each Enterprise

Check the per acre land values to ensure they reflect actual land sales

Check with NZ dairy land that the value of Fonterra shares is NOT included which would reduce the quoted market value by around \$2000/acre

Total

Check that the Change in Values reflect actual land sales

FINANCIAL – ASSETS [PLANT&OTHER]

Vehicles Plant Other Land

Check the Plant & Machinery values do NOT include milking plant, shearing plant, water supply, or other items sold as part of Land & Buildings

Check that Other Land & Buildings reflects runoff/outpaddock values if these are not being analysed as a separate enterprise

Shares

Check that Dairy Industry Shares reflect the full value of Fonterra shares in NZ

Other

Check that these non-core enterprise assets are not of such significance that they should be separated out into a separate enterprise

FINANCIAL – ACCOUNTS ENTRY

Assets

Check the changes in Total Fixed Assets, Current Assets and Other Assets between the Previous Year and This Year reflect reality as any significant change should reflect the purchase or sale of a significant asset

Liabilities

Check the changes in Total Current Liabilities and Long Term Liabilities between the Previous Year and This Year reflect reality

Capital Introduced

Check any entry here does represent the introduction of capital to the business with no off-setting liability

Revenue

Check that Livestock Sales, Purchases, Revaluations and Devaluations accurately record what is in the accounts

Expenses

Check that depreciation has been entered correctly

Red Sky Farm Performance Analysis

Check that fertiliser has been split between nitrogen and non-nitrogen components. To calculate the nitrogen component multiply the kilograms applied per hectare x effective hectares x \$900-\$950 per tonne divide by 1000.

Check that all feed costs are split into their relevant categories including cartage on the feeds

LIVESTOCK – STOCK

All Screens

Check the livestock values to ensure they reflect actual sales

Check that the mature females Number Owned at Start plus number of the next age group down tally with the Peak or Total Number Farmed

Check that the number of weeks off farm is completed for all livestock groups

Check that the number of weeks dairy heifers are on farm corresponds to the 'Effective Area – Dairy Young' entered in View Area Details on the General Tab

Check that the liveweight and daily maintenance energy intake are accurate

Check that the condition score change of cows is correct – this will normally be 2-3 as it includes both loss and gain in condition

Check that the liveweight change tallies with the weeks on farm e.g. heifers will often be grown at 4-5 kgs/week and calves at 5-6 kgs/week (liveweight change should equate to liveweight gain plus 25% of any liveweight loss)

LIVESTOCK – PRODUCTION & PRICING

Dairy

Check that Calculated Revenue and Actual Revenue are similar or confirm reasons for the difference

Check all entry cells are completed

FEED – (ENTERPRISE)

All Screens

Check that Calculated Value and Actual Value of Annual Feed Costs are similar

Check that figures have been entered for Average Time Between Purchase Date & Feeding Date

Check that Average Energy Density is entered and accurate (see tool tips for suggestions)

Check that Percentage Wastage is entered and accurate (see tool tips for suggestions – 2% for concentrates fed in-shed, 10%-15% for most forages fed on a feedpad allowing for in-stack wastage, 15%-25% for most forages fed in the paddock)

FEED – CALC (ENTERPRISE)

Consumption

Check that Pasture Dry Matter Harvested looks reasonable

Land

Check that Percentage Attributed to Pasture Production is completed (normally between 65% and 85%)

Check that Percentage Attributed to Forage Production is completed if farm has a feedpad or feed barn

Check that Percentage Attributed to Concentrate Production is completed if farm has an in-shed feeding system or other specific concentrate feeding infrastructure

Costs

Check that there are appropriate entries for Percentage Attributed to Pasture Production for all entries. For all except Electricity, Adjustments for Silage & Hay Stock on Hand, and Other Costs the percentage would normally be between 80% and 100%

Check that Percentage Attributed to Forage Production has a number other than 0 only where expenses were not split into the correct feed category in Accounts Entry

Check that Percentage Attributed to Concentrate Production has a number other than 0 only where expenses were not split into the correct feed category in Accounts Entry

Red Sky Farm Performance Analysis

LAND & ADJUSTMENTS – LAND DETAILS

Physical

Check that this is completed – in particular the first 3 entry cell for all farms

Irrigation

Check that this is completed – in particular the first entry cell for all farms

Fertiliser

Check that entries are the amount of nutrient applied per hectare

LAND & ADJUSTMENTS – OTHER ADJUSTMENTS

Staff

Check that the Estimated Paid Hours roughly equate to the Actual Paid Hours

Check a maximum of one imputed (unpaid) manager is entered if required

Check hours and hourly rate of imputed (unpaid) staff reflects reality

Additional Machinery Use

This is very rarely used so ensure there is a sound basis if utilised

Capitalised Expenses

Check that the amount capitalised and number of years is reasonable

If this was utilised in the previous year, ensure entries have been credited out and the appropriate amount has been carried forward (bottom entry cell)

Accelerated Depreciation

Check that the amount of depreciation reversed and number of years is reasonable

If this was utilised in the previous year, ensure entries have been credited out and the appropriate amount has been carried forward (bottom entry cell)

Other / Runoff Adjustment

If the enterprise owns a runoff or outpaddock then check that an adjustment has been entered

Check that any other entry in this screen has a sound basis

If there were entries in the previous year, ensure entries have been reversed in this year if appropriate

REPORTS

Financials

Check Change in Equity and Equity % for accuracy

Check Return on Assets and Return on Equity for accuracy

Check Change in Working Capital for accuracy (if not then check Accounts Entry / Assets & Liabilities – differences between This Year and Previous Year)

Physical

Check Physical Parameters for accuracy (if not then check Livestock screens)

Check Pasture Harvest and feed costs for accuracy (if not then check Feed screens)

Check Cows per Full Time Staff Equivalent for accuracy (if not then check Staff screen)

Operating Profit per Stock

Check all Expenses for accuracy – comparing with benchmarks is helpful

Some Expenses check in Operating Profit per Hectare e.g. Administration, Fertiliser, Irrigation, Repairs & Maintenance, Standing Charges, Weed & Pest Control

Check Change in Livestock Numbers against Livestock Sales and Purchases

Check other Adjustments for accuracy

Balance Summary (4-Year Rolling or Market Values)

Check changes in Start and End of Year Assets, Liabilities and Equity for accuracy

Check Financing and Debt Servicing Costs for accuracy

Check Principal Repayments for accuracy (if not then check Accounts Entry / Assets & Liabilities – differences between This Year and Previous Year)