

PROJECT GOALS & FINANCIAL RECORD (NON-MARKET ANIMAL PROJECTS)

Name _____ Project _____ Year _____

List several goals you hope to accomplish this year: (example: breed several species of rabbits for sale to other members) _____

State here what you hope to learn by keeping this record: _____

Financial arrangements: How did you finance this project? (i.e., savings, work for salary, parents gift, loan) _____

Things I want to learn about this project: _____

BEGINNING INVENTORY

A beginning inventory contains items you own and have on hand the first day of enrollment, such as animals, pens, equipment, food, fabrics, seed, feed, etc.

Item Description	Amount	Price or Value Each	Total Price or Value
TOTAL A			\$

INCOME REPORT

INCOME: Items sold or used at home to complete your 4-H project. Also include the sale of your project animal at the fair, or small stock shows.

Date	Description of Item	Quantity	Cost/value
TOTAL B			\$

EXPENSE REPORT

EXPENSES: - Items you purchased or acquired (value gifts at current retail price) during the project, such as feed, bedding, animals, equipment, fabric, medical supplies, veterinarian fees and supplies used by or for the project. If you still own any of these items (or parts thereof) on the last day of the project, also list as ending inventory.

Date	Description of Item	Quantity/each	Cost/value
3/11/06	rabbit cages	3 @ \$10.00	30.00
Subtotal C			\$

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FINANCIAL SUMMARY

Ending Inventory (Page 3 - TOTAL D) \$ _____

Income(Page 2 TOTAL B) _____

TOTAL INCOME = E
(Add Total D & Total B)

\$ _____

Beginning Inventory - (Page 1 - TOTAL A) \$ _____

Expense (Page 3 - TOTAL C) _____

TOTAL EXPENSE = F
(Add Total A & Total C)

\$ _____

Total Income E \$ _____

Total Expenses..... F _____

IF E is MORE THAN F, SUBTRACT F FROM E = PROFIT

\$ _____

IF F IS MORE THAN E, SUBTRACT E FROM F = LOSS

\$ _____

What did you learn from keeping this record? _____

We agree that _____ has completed the goal planning steps, and has given an accurate financial accounting of the project.

Members Signature _____

Date _____

Parent Signature _____

Date _____

Project Leader Signature _____

Date _____

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LABOR RECORD

This page is for your use in keeping a record of your labor. Calculate the average amount of time spent on your project each day and multiply by the number of days in the particular month for which the labor record is being prepared. Add to this number any special or additional hours worked and enter the total amount in the column entitled "Total Hours". At the conclusion of your project, total the number of hours worked.

EXAMPLE:

MONTH	WORK UNDERTAKEN	TOTAL HOURS
January	feed stock, clean pens	23 hours and 15 minutes
February	feed, clean pens, ear tag	21 hours and 20 minutes

Note: In January, it took about 45 minutes (.75 hours) a day to feed, water and clean pens. $.75 \times 31 = 23.25$ (or 23 hours and 15 minutes) *. In February, it took the same amount of time to feed and clean pens, but the ear tagging took an extra 20 minutes. $.75 \times 28 = 21$ plus 20 extra minutes - therefore, February's labor was 21 hours and 21 minutes. * Hours may be expressed either as hours and minutes, or as a decimal figure.

MONTH	WORK UNDERTAKEN	TOTAL HOURS

Total Hours Labor: _____

LABOR COST

Enter either your total hours labor or total days or months. Multiply this figure by an appropriate pay rate for this type of work (i.e., \$5.00 per hour, \$1.00 per day, or \$20.00 per month):

_____ or _____ or _____ x _____ = _____
 hours days months rate **Your Labor Cost**