

Short Term Operating Plan

for farms and ranches

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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 decisions. It is important others know how to proceed if the key decision maker(s) is/unable to make decisions.

This plan was developed to help farm and ranch families continue operating the business with minimal interruptions should the primary decision maker(s) be unable to make short term decisions. This plan could be helpful in unexpected situations such as hospitalizations and military deployment.

For this plan, short term is generally considered two weeks to six months. The purpose of this plan is to have organized information for family member to continue operating the farm/ranch business. Locating key information is stressful and time consuming.

The plan was designed based on capturing useful data with concise input and ease in retrieving information. Persons completing this plan can choose which sections are needed. The plan has six parts. All farms will likely need Parts 1 and 6. Additional parts to complete will vary depending on the enterprises of each farm.

Part 1: General Information

Part 4: Crop Information

Part 2: Land Information

Part 5: Horticulture Information

Part 3: Livestock Information

Part 6: Equipment Information

This plan can have more details by adding attachments. A couple of possible attachments include farm maps, feed mix ratios, etc.

The plan will need to be updated periodically to remain relevant and useful. Updating the plan 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 it is not needed. However, when an unexpected situation arises, this plan could be helpful for family members maintaining the farm or ranch business.

This plan is also available online at <https://agplan.umn.edu>. It is available by registering with an e-mail and password and free to use. Plans can be saved to the cloud or be saved on your computer. Please do not put passwords or account numbers in the plans online for security purposes.

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Date: _____

Part 1: General Information

Bank accounts:

Institution	Account Number	Signers	On-line Information (ex. bank website,	Contact / Phone #

Loans/Lines of Credit:

Institution	Account Number	On-line Information	Due date	Contact Person

Advisors:

	Name	Address	Phone number	E-mail
Accountant				
Attorney				
Extension Specialist				

Employees:

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

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Utilities

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

Fuel and Propane:

	Business	Phone	Contact Person	E-mail
Diesel				
Gas				
Propane				

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: Land Information

Rental/Operating Agreements: (Verbal and Written)

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

Woodland / Timber:

	Notes
Planned Project(s):	
Location:	
Contractor:	
Local Forester (ex. MDC):	

Hunting Leases/Rights:

Name	Contact Information	Farm Location

Easements:

Name	Contact Information	Length of Time	Location of Agreement

Mineral Rights:

Company	Contact	Date	Type of Right	Duration	Location of Agreement

Water Rights:

Name	Contact Information	Length of Time	Location of Agreement

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Part 3: Livestock Information:

Animal Type	Location	Number	Feed (attach ration mixes)	Notes (Ex. water source, daily care, etc.)

Grazing Management:

Veterinarian: *(Name and Contact Information)*

Vaccination/Deworming Schedule:

Feed Suppliers	Location	Phone number	Notes

Feeding and Watering *(ex. locations, water source, routine, ect.)*

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

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

Marketing Contracts:

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Part 4: Crop Information:

Farm Service Agency Maps (*field numbers visible*). FSA Contact Information:

NRCS/SWCD Project and contact information:

Seed Vendor / Crop Consultant:

Inputs	Applicator	Phone number	Location of Records
Fertilizer			
Pesticides			

Custom Work Contracts:

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 5: Horticulture Information

	Source	Contact Information (phone #, website)	Notes
Seed and Transplants			
Fertilizer			
Herbicides			
Irrigation Supplies			
Growing Medium/Mulch			
Containers			

Pest Issues: _____

Pruning: _____

Regulations: _____

Market(s): _____

Contracts / Deadlines: _____

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Part 6: Equipment

Inventory: *(location of list)*

Payment Information:

Equipment	Creditor/Account Number	Due Date	Payment Type

Outstanding Warranties:

Equipment	Dealership	Date Expires

Mechanic Information:

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://mizzou.us/ShortTermPlan>

The plan is available in digital format at agplan.umn.edu

The online version allows users to share the plan with others, save in Word or pdf format and allows more space for data. The plan can be stored online so it is available on any device with internet access.