**FARM BUSINESS PLAN TEMPLATE**

Date:

**Stakeholders**

|  |  |
| --- | --- |
| **Stakeholders** | **Specialists** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Farm business overview**

Property description

|  |
| --- |
| **Ownership, management and contact details** |
| Property name |  |
| Location |  |
| Owner(s) |  |
| Directors/Trustees |  |
| Manager/contact person |  |
| Postal address |  |
| Phone |  |
| Mobile |  |
| Fax |  |
| Email address |  |
| **Land details** |
| Total size (ha) |  |
| Owned (ha) |  |
| Leased (ha) |  |
| Land types and sizes |  |
| Certificates of title, lot and plan numbers (indicate where titles are held) |  |
| **Improvements** |
| Sheds & yards |  |
| Fences |  |
| Water supplies |  |
| Other improvements |  |

|  |
| --- |
| **Quotas & licences** |
| Quotas |  |
| Licences, eg water (indicate where licences are stored). |  |
| Allocations (eg water) |  |

|  |
| --- |
| **Business details** |
| Trading name |  |
| ABN |  |
| ACN |  |
| Business structure |  |
| Registered for GST (yes/no) |  |

|  |
| --- |
| **Management team and key personnel** |
| **Position** | **Name** | **Financial delegation** |
| Manager |  |  |
| Overseer(s) |  |  |
| Other employees |  |  |

Current production

|  |  |
| --- | --- |
| **Enterprise name/product** | **size (hectares, number of stock)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Marketing**

|  |  |  |
| --- | --- | --- |
| **Product** | **where sold** | **selling method** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Banking and loan details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial institution** | **acc. type** | **BSB & acc no.** | **balance/limit/term/int rate** |
|  |  |  |  |
|  |  |  |  |
|  | overdraft |  |  |
|  | term loan |  |  |

Financial summary for the past three years

|  |  |  |  |
| --- | --- | --- | --- |
| For year ending 30 June | **20xx** | **20xx** | **20xx** |
| **Cash flow** | **$** | **$** | **$** |
| Farm cash income |  |  |  |
| Farm cash expenses |  |  |  |
| **Net cash flow** |  |  |  |
|  |
| **Profit and loss** | **$** | **$** | **$** |
| Farm business income |  |  |  |
| Farm business expenses |  |  |  |
| **Net farm business income** |  |  |  |
| **less unpaid labour/management** |  |  |  |
| **Operating profit/loss (E.B.I.T)[[1]](#footnote-1)** |  |  |  |
| **less interest & lease payments** |  |  |  |
| **Net farm profit/loss** |  |  |  |
|  |
| **Balance sheet** | **$** | **$** | **$** |
| Total assets |  |  |  |
| Total liabilities |  |  |  |
| **Net worth (equity)** |  |  |  |

**SWOT analysis**

|  |  |
| --- | --- |
| **Strengths of the business** | **Weaknesses of the business** |
| (production, marketing, finances, people, resources) | (production, marketing, finances, people, resources) |
| **Opportunities (external factors)** | **Threats (external factors)** |
| (production, marketing, finances, people, resources) | (production, marketing, finances, people, resources) |

Production goals

|  |  |  |  |
| --- | --- | --- | --- |
| **Goals** | **short term** | **medium term** | **long term** |
| Production |  |  |  |
| Marketing |  |  |  |
| Finance |  |  |  |
| People |  |  |  |
| Resources |  |  |  |

**Production plan for the next 12 months**

|  |  |  |
| --- | --- | --- |
| **Enterprise name** | **livestock numbers** | **crop area (Ha)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Strategies/actions/tasks** | **done by whom** | **when** |
| **In the first 12 months** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Strategies/actions/tasks** | **done by whom** | **when** |
| **Over the next two to five years** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |

Calendar of operations

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **livestock activities** | **cropping activities** | **other activities** |
| January |  |  |  |
| February |  |  |  |
| March |  |  |  |
| April |  |  |  |
| May |  |  |  |
| June |  |  |  |
| July |  |  |  |
| August |  |  |  |
| September |  |  |  |
| October |  |  |  |
| November |  |  |  |
| December |  |  |  |

|  |
| --- |
| **Marketing plan for ........................................enterprise** |
| Target market |  |
| Market specifications and client/customer preferences |  |
| Quality control strategies and actions |  |
| Post-harvest handling and storage |  |
| Marketing chain:* immediate customers;
* middle steps;
* final consumer
 |  |
| Transport arrangements and possible alternatives |  |
| Selling method and costs |  |
| Alternative selling methods available |  |
| Pricing and credit policy |  |
| Strategies and actions to:* value add;
* sell direct;
* increase returns;
* decrease transport and selling costs;
* use alternative methods;
* advertise and promote;
* build client satisfaction;
* build client loyalty;
* increase customer base.
 |  |
| Other strategies and actions |  |

|  |
| --- |
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* build client satisfaction;
* build client loyalty;
* increase customer base.
 |  |
| Other strategies and actions |  |

Labour Requirements

|  |  |  |
| --- | --- | --- |
| **Month** | **livestock activities** | **labour/staff requirements** |
| January |  |  |
| February |  |  |
| March |  |  |
| April |  |  |
| May |  |  |
| June |  |  |
| July |  |  |
| August |  |  |
| September |  |  |
| October |  |  |
| November |  |  |
| December |  |  |

|  |  |
| --- | --- |
| **People** | **strategies and actions** |
| Training and OH&S:* induction of new employees and contractors;
* OH&S policies and procedures for the farm;
* training required (such as operating specialised or high-risk machinery, chemical handling and use, other).
 |  |
| Staff development and motivation:* review salary packages?
* formal courses, career progression;
* study tours, work experience off-farm;
* levels of staff responsibility and involvement in decision making.
 |  |
| Skills recognition leading to national qualifications. |  |

|  |  |
| --- | --- |
| **Resources** | **strategies and actions** |
| Maintenance:* machinery, equipment, roads, sheds, yards, fences, other facilities and improvements;
* water supplies including pipes, troughs, pumps, windmills, dams, bores.
 |  |
| Expansion and new additions planned:* machinery, equipment, roads, sheds, yards, fences, other facilities and improvements;
* water supplies and related equipment and structures.
 |  |
| Conservation and land management:* weed control, tree planting;
* reduction/control of salinity and erosion;
* protection of sensitive areas such as riparian zones and wetlands;
* other conservation measures.
 |  |
| Review of current production practices in terms of sustainability (declining, stable or improving):* effect of cropping practices and rotations on soil fertility, soil structure, topsoil, erosion, water table and salinity;
* effect of chemical use on biodiversity and natural predators of pests;
* effect of grazing practices and stocking rates on ground cover, vegetation and pasture composition;
* effects of farm production on water quality and long term supply.
 |  |

Cash flow budget

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Income** | **Jul-Sep** | **Oct-Dec** | **Jan-Mar** | **Apr-June** | **Total $** |
| crops |  |  |  |  |  |
| livestock |  |  |  |  |  |
| other farm income |  |  |  |  |  |
| non-farm income |  |  |  |  |  |
| net GST refund |  |  |  |  |  |
| **Total cash income** |  |  |  |  |  |
|  |
| **Expenditure** | **Jul-Sep** | **Oct-Dec** | **Jan-Mar** | **Apr-June** | **Total $** |
| cropping |  |  |  |  |  |
| livestock |  |  |  |  |  |
| overheads |  |  |  |  |  |
| farm development |  |  |  |  |  |
| interest |  |  |  |  |  |
| loan repayments |  |  |  |  |  |
| personal |  |  |  |  |  |
| income tax |  |  |  |  |  |
| net GST liability |  |  |  |  |  |
| other costs |  |  |  |  |  |
| **Total cash expenditure** |  |  |  |  |  |
|  |
| **Cash surplus/deficit** |  |  |  |  |  |
| Starting cash position: **$** |
| **Cumulative cash flow** |  |  |  |  |  |

Balance sheet for the farm business

|  |  |  |
| --- | --- | --- |
| **Assets** | **actual, 30 June last yr** | **trial at 30 June 20XX** |
|  | $ | $ |
| Fixed assets (non current) |  |
| Land and improvements |  |  |
| Plant and machinery |  |  |
| Other fixed business assets |  |  |
| Saleable licences or quotas (eg water) |  |  |
| Current assets (liquid) |  |
| Livestock on hand |  |  |
| Grain, fodder and produce on hand |  |  |
| Bank accounts (credit balances) |  |  |
| Accounts receivable |  |  |
| Other current business assets |  |  |
| **Total value of farm assets** |  |  |
|  |
| **Liabilities** | **actual, 30 June last yr** | **trial at 30 June 20XX** |
| Long term liabilities |  |
| Term loans |  |  |
| Other loans |  |  |
| Current liabilities |  |
| Bank accounts (debit balances) |  |  |
| Accounts payable |  |  |
| **Total value of farm liabilities** |  |  |
|  |
| **Net worth (equity)** |  |  |

Risk management

|  |  |
| --- | --- |
| **Risks** | **Management strategies or actions** |
| Climate or weather |  |
| Natural resources |  |
| Production |  |
| Marketing |  |
| Finance |  |
| Personal and staff |  |
| Compliance |  |

1. Earnings before interest and tax [↑](#footnote-ref-1)