



INFORMATION REQUIRED FOR DAIRY INDUSTRY DATABASE

CLIENT NAME _____

DAIRYBASE IDENTIFICATION NO. _____
(If known)

Information for Financial Year Ended : _____

Notes for Completion of Page One

1 Dairy Company Supply Numbers

Enter ALL the Dairy Company name/s and individual supply number/s from which revenue is included in this farm business e.g. Fonterra 99999, 88888

2 Farm Business Type

Select a number from the list below.

1. **Owner operator** - Owns (or leases from external party) both cows and land.
2. **50-50% Sharemilker** – Owns/leases herd, no land. Includes sharemilkers with more than one job i.e. may have a manager or contract milker on second job. Receives 40-60% of the milk cheque.
3. **Owner with land and no cows** - i.e. employs a 50/50 sharemilker (or equivalent)
4. **Owner with contract or variable order sharemilker** - i.e. owner receives less than 100% of milk revenue.
5. **Variable order Sharemilker/Contract Milker** – receives less than 40% of the milk cheque
6. **Diverse** – Any operation that does not fit any of the above categories e.g. Owner Operator on one farm and Sharemilker on another, both through the same set of accounts.

If you are not sure which category to use, leave blank and your Rural Professional will advise.

3 Percentage (%) of Milk Revenue Received

- E.g. 100% for Owner-Operator, 50% for owner with 50/50 sharemilker etc
- For Owner with Variable Order/Contract milker enter the net % milk revenue received by the Owner (between 65% and 90%)

4 Production System

System 1 - All grass self contained, all stock on the dairy platform.

No feed is imported. No supplement fed to the herd except supplement harvested off the effective milking area and no grazing off the effective milking area.

System 2 - Feed imported, either supplement or grazing off, fed to dry cows

Approx 4 - 14% of total feed is imported. Large variation in % as in high rainfall areas and cold climates such as Southland, most of the cows are wintered off.

System 3 - Feed imported to extend lactation (typically autumn feed) and for dry cows

Approx 10-20% of total feed is imported. Westland – feed to extend lactation may be imported in spring rather than autumn.

System 4 - Feed imported and used at both ends of lactation and for dry cows

Approx 20 - 30% of total feed is imported.

System 5 - Imported feed used all year, throughout lactation & for dry cows

Approx 25 – 40% (but can be up to 55%) of total feed is imported.

NOTE: Farms feeding 1 –2 kgs of meal or grain/day for most of the season might best fit in System 3.

5 Predominant Breed – Used to establish livestock values

Breed 1 - Where crossbred herd is predominantly Friesian based (70 %+)

Breed 2 - Where predominantly crossbred

Breed 3 - Where crossbred herd is predominantly Jersey based (70 %+)

Breed 4 - Other

FARM BUSINESS DETAILS	ENTER INFORMATION IN THIS COLUMN
District Council (e.g Rodney, Waipa)	
Dairy Company(s): <i>Note: 1</i>	
Supply Number(s):	
Farm Business Type: <i>Note: 2</i>	Circle one: 1 Owner Operator 2 50-50 Sharemilker (receives 40-60%) 3 Owner with 50-50 Sharemilker 4 Owner with Variable Order/Contract Milker 5 Variable Order Sharemilker/Contract Milker 6 Diverse
Percentage of milk revenue received: <i>Note: 3</i>	%
Production system (amount of imported feed): <i>Note: 4</i>	Circle one: 1 All cows on dairy platform for the year, no imported feed 2 Feed imported for dry cows, or cows grazed off 3 Feed imported to extend lactation (typically autumn) and for dry cows 4 Feed imported to extend both ends of lactation and for dry cows 5 Imported feed used all year
Calving season	Circle one: 1 Spring only 2 Autumn only 3 Spring and Autumn 4 Other – including year round and extended lactation
Predominant breed: <i>Note: 5</i> (For Livestock tax values)	Circle one: 1 Friesian 2 Crossbred 3 Jersey 4 Other
Milking interval	Circle one: 1 Twice a day milking 2 Once a day(full season) 3 Once a day(16-30 weeks) 4 Other, e.g 3 times in 48 hrs
Winter milk	Y N
Irrigation used (excluding effluent)	Circle one: 1 Not irrigated 2 Less than 30% irrigated 3 More than 30% irrigated
Certified organic	Y N

FARM DAIRY	ENTER INFORMATION IN THESE COLUMNS	
Dairy number	Dairy Shed Type: R= Rotary, H=Herringbone, O=Other	Number of sets of cups
Farm Dairy 1		
Farm Dairy 2		
Farm Dairy 3		

Notes for Completion of Page Two

6. Land Farmed

Include all land used for the business operation regardless of whether it is **owned, leased or borrowed**. It can be made up of:

Dairying Area – This is the milking area which is farmed. Include all land which is milked on. Young stock may be grazed on the dairying area and supplements and crops may be grown on the dairying area.

Dairy Run-Off – This is land NOT milked on, that is used to support the dairying area e.g. for grazing young stock, dry cows or providing supplementary feed.

Non Dairy Area – Land that is farmed by the business for non dairying activities e.g. beef, sheep, horticulture, deer, forestry.

Note: The important measure is the EFFECTIVE hectares. **Effective** area is the land available for grazing and cropping i.e. total less estimated area for buildings, races, conservation areas, drains, fences, waterways etc.

7. Predominant Soil type

If farm has more than one soil type then select the soil that best describes the milking area. This is for descriptive purposes only.

8. Young Stock Grazed on the Dairying Area

Note: Only complete this section if young stock is grazed **ON** the DAIRYING AREA.

- Rising one-year olds - animals from **3** months to **10** months of age
- Rising two-year olds - animals from **11** months to **22** months of age

An adjustment is made to the effective dairying area to account for any young stock grazed on.

Do **NOT** include calves from birth to 3 months of age.

9. Milk Production

This data can be sourced from your milk statement or directly from your milk processor. Fonterra suppliers can access their information online at Fencepost www.fencepost.com .

If your balance date does not match the production year then you will need to make an adjustment and give the milk production matching the financial statements as well as production year.

Note: It is preferable to enter the component break down for milk production (litres fat & protein). If this breakdown is not readily available, enter the milk solids (MS) production and it will be converted to litres fat and protein using standard conversion factors.

10. Non-replacement calves reared

Number of non-replacement calves reared (e.g beef calves) and the litres of milk taken from the vat to feed them. Colostrum is not included in the total.

LAND FARMED		ENTER INFORMATION IN THIS COLUMN
<i>Note: 6</i>		
Total: Dairying Area (used for milking)		ha
Run-off and Non-dairy		ha
Effective: Dairying Area		ha
Run-off (used to support Dairy area)		ha
Non-Dairy (e.g orchard, sheep, beef)		ha
SOIL TYPE		
Predominant Soil Type	<i>note: 7</i>	Circle one: 1 Pumice 2 Sedimentary 3 Volcanic 4 Podzols 5 Sands (High P loss) 6 Peats 7 Recents/YGE/BGE

YOUNG STOCK GRAZED ON THE DAIRYING AREA			
Are young stock (over 3 months of age) grazed on milking platform for all or part of year? If yes, please fill in following details: Y / N			
<i>Note: 8</i>	Number of animals	Age at start of grazing on farm (months)	Age at end of grazing on farm (months)
Rising one-year olds (3-10mths)			
Rising two-year olds (11-22mths)			

LIVESTOCK AND RAINFALL	ENTER INFORMATION IN THIS COLUMN
Peak cows milked (At any time during the season)	
Total calves sold (Up to 14 days old)	
Number of leased cows in milking herd	
Rainfall for season Enter if known (otherwise district average is used)	mm

MILK PRODUCTION	ENTER FOR PRODUCTION YEAR	ENTER FOR FINANCIAL YEAR (If different e.g March balance date)
<i>Note: 9</i>		
Milk volume produced	litres	litres
Milk fat produced	kg	kg
Protein produced	kg	kg

NON-REPLACEMENT CALVES REARED				
		Optional	Optional	
<i>Note: 10</i>	Number of non-replacement calves reared	Estimated litres of milk/calf/day Taken From the vat	Number of days fed milk	Total Litres taken from the vat NOT including Colostrum
Spring				litres
Spring				litres
Autumn				litres
Autumn				litres

Notes for Completion of Page Three

11. Supplementary Feed on Hand

This is used to calculate the feed inventory adjustment on the financial report and is used in the calculation of pasture eaten in the physical detail report.

The closing values will automatically move over to opening next year. If you did not give us this information last year then enter the feed on hand at closing and estimate opening to give the change for the year.

Bale Size – Please specify the bale sizes for hay and silage e.g. equivalent to 1, 10 or 15 conventional bales. 1 conventional bale = 18 kg total or 15 kg DM.

Any Feeds – If you know the tonnes of dry matter, then you can enter these directly here. This can include any of the feed categories specified plus any other types of feed e.g. Palm Kernel extract, ensiled cereal crops, or baleage.

Note: Do not include pasture cover or standing crops.

12. Labour:

Note: One Full Time Equivalent (1 FTE) equals 2400 hours per annum. Weeks worked excludes holidays as this is covered by any relief workers. If you are an owner with a sharemilker or contract milker then enter the sharemilkers hours in 'Employed labour units' as well as any staff they employ.

Paid labour examples:

Fulltime farm manager or worker: 49 weeks – 55 hours per week (1.1 FTE)

Relief milker (occasional weekends): 20 weeks – 12 hours per week (0.1 FTE)

Farm worker during calving only: 10 weeks – 55 hours per week (0.2 FTE)

Also include children from the farming family to whom wages are paid.

Unpaid family labour: This affects the labour adjustment.

Management - regardless of labour employed, some management time needs to be entered for the farm business owner. Remember to consider time spent working 'on the business' as well as 'on the farm'.

Note: The management adjustment is calculated up to one FTE only; any hours over this are added to unpaid labour.

Examples:

1. Sharemilker (50/50) - with partner assisting during calving and employing one fulltime labour unit.

Paid Labour unit – Staff member 1: 49 weeks – 55 hours per week (1.1 FTE)

Unpaid family management: 50 weeks – 60 hours per week (1.3 FTE)

Unpaid family labour: 12 weeks – 40 hours per week (0.2 FTE)

This example would show as 1.1 paid labour, 1.0 unpaid management and 0.5 (0.2 + 0.3) unpaid labour and = Total 2.6 FTE for the farm

2. Owner with fulltime manager and relief staff:

Paid labour unit – Staff member 1: 49 weeks – 55 hours per week (1.1 FTE)

Staff member 2: 30 weeks – 10 hours per week (0.13 FTE)

Unpaid family management: 52 weeks – 4 hours per week (0.09 FTE)

This example would show as 0.09 unpaid management and 1.23 paid labour = Total 1.32 FTE for the farm

Please provide closing values if possible as DairyBase will carry these over to opening next year.

SUPPLEMENTARY FEED ON HAND: Note 11	
Is the amount of supplementary feed on hand at financial balance date more, less or the same as last year?	More / less / same

Either Enter *change* in feed inventory _____ tonnes dm

Or Complete table below and we will calculate the *change* for you.

Feed Type	Bale Size	Amount on hand at START of financial year	Amount on hand at END of financial year
Hay (bales)			
Wrapped grass silage (bales)			
Wrapped grass silage (bales)			
Grass silage –pit (cubic metres)			
Maize silage –pit (cubic metres)			
Meal (wet tonnes)			
Any Feeds – specify type			
(tonnes DM)			
(tonnes DM)			
(tonnes DM)			
(tonnes DM)			
(tonnes DM)			
(tonnes DM)			

LABOUR	ENTER INFORMATION IN THESE COLUMNS	
Employed labour units – include all external employees / contractors / sharemilkers. (Do not include your hours – see Family labour) <i>Note: 12</i>	Number of weeks worked during year <small>i.e. excluding holidays etc</small>	Number of hours per week. (Average for the year)
Staff member 1		
Staff member 2		
Staff member 3		
Staff member 4		
Family (or Business Owner) labour - includes full and part time <i>Note: 11</i>	Number of weeks worked during year <small>i.e. excluding holidays etc</small>	Number of hours per week. (Average for the year)
Family Management unit 1		
Family labour unit 2		
Family labour unit 3		
Family labour unit 4		

13.Land

Land Owned at Opening

Only fill this section in if you are the land OWNER and only include land that was owned at the beginning of the financial year that you are completing this for.

Required Information:

Total area is the surveyed area as shown on the rates notice for all titles OWNED that are FARMED (You do not need to include the capital values or area of any land leased). Where dairy land, dairy run-off and non-dairy area are on the same title please split these between the appropriate categories. The run-off adjustment is calculated from the run-off information and so this needs to be entered separately.

Rateable Capital Value is the value of land and improvements and can be found in the latest valuation as per Quotable Valuation notices. Alternately the capital value can be found on the rates notice from your District Council.

DairyBase will use this value/date/district as a base to revalue land and buildings to current market values. Note that the **revaluation date** may not be on the rates notice. The revaluation date given must relate to the capital value given. Revaluation dates for each district council are available on the DairyBase website, www.dairybase.co.nz.

Optional Information:

Estimated Market Value (EXCLUDING value of Shares)

Your own estimate of land and buildings market value may be given as well as the Rateable Capital Values. These estimated values will be used for all asset and equity calculations on the report. If estimated market values are specified, then they must be given for both opening and closing for the financial year. They must also be given for all owned areas of land – milking, run-off and non-dairy.

When using estimated market values, take into account the closing estimate of any land and buildings purchased and/or sold during the year and any cost of development to the purchased block.

Estimated Market Rental

For the EFS report a run-off adjustment is calculated (see report manual E16). If an estimated market rental is not entered here then regional averages will be used. Where the run-off is less productive than the regional average, it is beneficial if you estimate your own market rental.

Land Leased

It is important to be able to split the lease of land between dairying area and dairy run-off as the lease costs are treated differently in the financial analysis.

ONLY COMPLETE THIS SECTION IF YOU OWN OR LEASE SOME OF THE LAND FARMED. Return this section to be entered with your accounts

Note: 13

LAND A: LAND OWNED AT THE START OF THE SEASON (Opening assets)

Dairying Area

Optional Section

Total Area (ha)	Rateable Capital Value (\$)	Date of Revaluation	Revaluation District	Ha's Sold during year	Sale Date	Estimated Market Value (excluding shares)	
						Opening	Closing

Run-off Area

Optional Section

Total Area (ha)	Rateable Capital Value (\$)	Date of Revaluation	Revaluation District	Ha's Sold during year	Sale Date	Estimated Market Value		Estimated Market Rental (\$/ha)
						Opening	Closing	

Non-Dairy Area

Optional Section

Total Area (ha)	Rateable Capital Value (\$)	Date of Revaluation	Revaluation District	Ha's Sold during year	Sale Date	Estimated Market Value	
						Opening	Closing

LAND B: LAND & BUILDINGS PURCHASED OR DEVELOPED DURING FINANCIAL YEAR

Land Type	Purchase Cost/Price	Purchase Date	Total Area (ha)	Estimated Market Rental (\$/ha):	
				Dairy Run-off	Optional Section
Dairy					
Dairy Run-off					
Non Dairy					

LAND C: LAND LEASED. Include leases paid by you to EXTERNAL parties only

Land Type	Total Area (ha)	Lease Paid \$ (excl GST)
Dairying Area		
Dairy Run-off		

General Comment

Anything you would like recorded that has made this season unusual e.g. floods, extraordinary expenditure etc