



Managers Reports

- What to report on
- Using a manager's report
- A managers report template

4.2 Manager's Reporting

Using a reporting template to communicate

Why this is important

As farm sizes and the number of absentee owners increase in the industry, there are a growing numbers of farms that are run by farm managers who have intermittent or infrequent personal contact with farm owners and decision makers.

Effective communication is a critical part of an effective and efficient farm system. The development of a manger's reporting process can be advantageous for communication, particularly when owners and key stakeholders are not directly involved with the day-to-day management on farm.

This fact sheet will cover:

- Why this is important
- What do you report on?
- Using the manager's report
- Timing of reporting
- Manager's report template

What do you report on?

What you include in a manager's report is dependant on the role and responsibility level your manager has, the level of input you have in the business, who will be using the report and the farm system you run.

Ideas on what could be reported include:

- Production update
- Stock details (numbers, condition scores etc)
- Pasture growth rates, quality, pasture covers etc
- Fertilisers
- Supplements
- Livestock sale and purchases
- Environmental issues
- Business factors (budgets, goals and targets)
- Staff and training
- General (repairs and maintenance, development etc).

Refer to Manger's Report Template 4.3.1 at the end of this section for a draft layout and customise a report that will be meaningful in your situation.

Using the manager's report

Manager's reports can be used in various parts of the business. The first and most obvious is in reporting farming activities and issues to the farm owner, but they can also be useful in communicating with other business partners; farm teams and for record keeping. In addition, if a good quality monthly report is important to you, make sure that this is a performance measure in your manager's job description. This will help to reinforce the importance of getting the report completed accurately and on-time.



Timing of reporting

It is important to consider the time of season when requesting information in a manager's report to ensure you get/give the detail required.

Benefits of reporting

- Clear communication
- Set process for reporting – clearer and more defined supply of information
- Record keeping process set up.

What do I do next?

- Discuss the usefulness of a manager's reporting process with your manager and other key stakeholders
- Set up the key principles of the process – how often will they report, what will they report on, who will receive it
- Customise the template to suit your farm
- Set up a file that keeps each of the reports in one place.
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4.3.1 Template – Manager’s Reporting

Farm Name:

Date:

Report by:

Contact details:

Summary (Key points from report on target/variations and key happenings)

Production:

Season figures to date:

	Budget	Last year
Month		
Season		
Stock		
Per hectare		

Monthly stock reconciliation:

	Opening stock numbers	Add purchases	Add births	Less sales	Less deaths	Closing stock numbers
Lambs						
Hoggets						
2-tooth						
MA ewes						
Rams						
Calves						
R1yr						
Heifers						
R1yr						
Bulls						
R1yr						
Steers						
R2yr						
Heifers						
R2yr						
Bulls						
R2yr						
Steers						
MA cows						
Breeding						
Bulls						
Total						

Pasture report

- Growth rates, quality, covers, soil temperatures and or overall eye appraisal

Fertiliser and soils

- What, how much and what paddock

Supplements

- Paddocks for closing up, feeding amounts, supplement on hand

Management of farm sheep and beef:

- General progress, any issues

Business

- Goals – report on progress
- Goals for next period
- Foreseen costs
- Budget update (if applicable).

Staff and training

- Details on rosters, leave movements, training undertaken, attach roster if applicable

General

- Repairs and maintenance issues
- Farm development.

Signature

Date

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