Date

To:

Re: **Time to get ready for a FINPACK analysis**

 **(Please allow 6 + hours for the appointment to complete the analysis)**

Welcome to the K-State Farm Analyst Program! You have made a great decision in studying the financial aspects of your operation to benchmark where you are at and where you are potentially going. With the struggling farm economy, now is the time to take a hard look at your operation and plan for coming years.

Farm financial analysis is only as good as the information available to work with. Please spend some time gathering the information on the attached worksheets. We will go over it all during the visit, so if you are confused by a topic don’t worry; just do the best you can.

**Useful documents/items to review and have on hand are:**

1. Tax returns for last three years (particularly schedule F)
2. FSA farm and home plan, if applicable
3. Crop insurance information (previous years acreage report and billings)
4. Number of acres of each crop and what shares for each crop are planned for the next production year
5. Alternatives for discussion and review after producing the current year business plan

**Please call if you have any questions.**

Sincerely,

First Last Name, Farm Analyst

Address:

Phone:

Email:

The charge for the analysis is **$100, payable to Kansas State University** due at the initial meeting. Please review and sign the attached “Request for On-site visit by Farm Analyst” for your analyst to collect at the visit.

**Request for On-site visit by Farm Analyst for KAMS Case**

Name of Individual(s): \_\_\_\_\_\_

Name of Farm:

Business Entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number- Home: Cell:

Address:

By making this request we understand that there is a charge of $100.00 payable to Kansas State University, to be collected by the analyst the day of the visit.

We further understand that Finpack ™ financial analysis is the core of the analyst visit. We agree to prepare the necessary financial information prior to the analyst’s visit so as to utilize the analysts time most efficiently. We also agree to set aside a minimum of 6 hours for the day of the analyst visit to the operation.

The Farm Analyst program agrees to keep all information strictly confidential between the analyst and family members. It is understood that it will be most productive if all family members who are involved with the operation attend the day of the analyst appointment. Farm analysts are open to facilitating communication between all family members, including those not directly involved with the operation.

If additional appointments are needed after the initial visit, the analyst and the family will develop a strategy with associated fees for return visits.

The farm analysts may make appropriate referrals to other experts as agreed upon with the client family.

The family agrees to accept all information provided by the farm analyst as educational and not as direct advice to pursue a specific strategy. The family agrees to consult other experts before initiating new ventures. Other experts may include agricultural lenders, agronomists, accountants and animal scientists among others.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_