

# Record Book Workshop

Tips and Tricks



ROUTT COUNTY  
COLORADO STATE UNIVERSITY  
EXTENSION

[Find Record Books Here!](#)



# Before We Begin

- **Keep columns consistent**
- **Add more pages as needed**
- **All dates should be in chronological order**
- **Read directions completely and carefully**
- **Never leave a page blank**
  - **write something explaining why you have nothing to record**

## ANIMAL PURCHASE RECORD

Record all horses you buy or lease during the year. If you lease a horse, put "lease" in the Total Cost column and include the fee in Other Expense Record (pg. 10). If you own a horse at the beginning of the 4-H year, it should be recorded in Animal Inventory (pg. 5) and NOT in Animal Purchase Record.

Write "no horses purchased" if you did not buy or lease a horse this 4-H year.

Date	Animal Name	Seller/Lessor	Horse: \$	Horse: \$	Horse: \$
4/15	Frank	Mr. Smith	(Jamie) 0.00	(Frank) \$2,000.00	(Misty) 0.00
5/15	Misty	Ms. Barth	N/A	N/A	Lease
TOTAL ANIMAL PURCHASE:					

## INCOME RECORD

Record all income you earned this year. Income may be from selling horses, equipment or tack, and from show winnings. If a horse is owned at the end of the 4-H year, that horse should be listed in END Animal Inventory (pg. 5) and NOT in Income Record. Add more lines/pages as needed.

Write "no income" if you did not make any money this 4-H year.

Date	Item/Animal ID	Income From	Horse: \$	Horse: \$	Horse: \$
4/2	Clean 20 Horse Stalls	Sunset Farm	\$50.00	\$50.00	\$0.00
8/15	Fair Premiums	County Fair Horse Show	\$20.00	\$20.00	\$0.00
TOTAL INCOME:					

## ANIMAL PURCHASE

- Record all animals you buy DURING the 4-H Year
  - How much did you buy that animal for?
- Animals owned at the start of the 4-H year should be recorded in "Animal Inventory" not "Animal Purchase"
- Animals Sold need to also be reported in "Income Record"
- If you did not purchase any animals, report "No animals purchased"

## INCOME

- Record all income received during the 4-H Year
- animal sales, equipment/tack sales, show premiums, barn work, etc.

# Animal Purchase

## Do not Duplicate Animals!

Animals should not be recorded under starting animal inventory and animal purchase. They should be recorded in only one spot

## HEALTH RECORD

ing in an animal project requires you to take responsibility for the health and treatment of your horse. If problems should arise, it is important to have the contact information of your local veterinarian.

Address & Phone Number of Veterinarian:

Record all health care for your horse(s). This includes medications, immunizations (shots), dewormers, as well as management care such as trimming, teeth floating, fly prevention, clipping, cleaning pens, etc. Also include supplements you feed your horse. Do not leave any blanks. Record N/A where applicable. Remember to record the cost of health care services and supplies in Health Record (pg. 8).

Date	Animal Name	Reason for Treatment	Treated With, How Much (dosage), Method of Administration	Lot Number, Expiration Date	
5/17	Frank	Parasite prevention	Safe Guard Wormer - amount for 1,200 lb. horse, Oral Paste	Lot:123456 Exp: 2015	
x. 7/1	Jamie	Scheduled six week hoof care	Trim and Shoe - shoe size 0 with pads, left more heel	N/A	

- Record all health care administered - fly prevention, hoof trimming, clipping, cleaning pens/feed bins/water tanks, vaccinations, parasite prevention, medication administration, wound care, etc.
- Fill out all columns for each treatment - no column should be left blank. If the column doesn't pertain to the treatment, record "N/A"

# Health Record

**This page should NEVER be left blank**

All animals need health care

## HEALTH EXPENSE RECORD

Record health expenses such as veterinary/medical costs. Remember to include veterinarian/service fees and any items you purchase on your Health Record (pg. 7). Record supplements in Feed Expense Record (pg. 9). Label and fill out the horse column even if you only have one horse. Add more lines/pages as needed.

Record "no expenses" if there were no health expenses this 4-H year.

			Horse:	Horse:	Horse:	
Date	Health Item	Paid To	\$	\$	\$	Total Cost
Ex: 3/15	4-Way Vaccine	ABC Vet Clinic	(Jamie) \$60.00	(Frank) \$20.00	(Misty) \$20.00	\$100.00
TOTAL HEALTH EXPENSE:						

- Record all expenses related to health care cost
  - Veterinary/Service Fees
  - Items purchased for care listed under "Health Record"
- Do not include supplements and medicated feed, these should be recorded under "Feed Expense Record"

# Health Expense Record

**This page should NEVER be left blank**  
 All animals need health care and there are expenses to their care

## FEED EXPENSE RECORD

Record all feed, grain, hay, water and pasture rent you purchase during this 4-H year. Charge the appropriate amount to the specific horse column(s) you purchased the feed. Then record the total amount and cost. Remember to include units (Example: lbs of feed in amt. column). Label and fill in horse column even if you only have one horse. **If the animal is boarded, feed costs should be calculated separately from boarding/lease costs included on this page. Record board/lease costs in Other Expense Record (pg. 10). Keep in chronological order.** Add more lines/pages as needed. Total each page and then have a final total on last page.

Date	Item	Paid To	Horse:		Horse:		Horse:		Amount
			Amt.	\$	Amt.	\$	Amt.	\$	
2/15	Sweet Feed	XYZ Feed	25 lbs	(Jamie) \$20.00	25 lbs	(Frank) \$20.00	0	(Misty) \$0.00	\$
10	Pasture	EFG Farm	0	\$0.00	0	\$0.00	30 days	\$50.00	30
TOTAL FEED EXPENSE:									

- Record all expenses related to your animal's feeding
  - Grain, hay, supplements, medicated feed, water
- Record the amount purchased (including units) and the cost
- Pasture should be recorded if you pay to rent pasture
- Board cost should NOT be recorded in "Feed Expense Record" instead record all board cost in "Other Expense Record"

# Feed Expense Record

**This page should NEVER be left blank**  
Animals must have food and water to survive!

## OTHER EXPENSE RECORD

Record all other expenses such as show supplies, equipment, tack, stall or barn rent, riding lessons, entry fees, brand inspections, gas or truck, farm utilities (except water), etc. Record horse lease fees here. Label and fill out the horse column even if you only have one horse. Add more lines/pages as needed.

Write "no expenses" if there were none this 4-H year.

		Horse:	Horse:	Horse:		
Date	Item	Paid To	\$	\$	\$	Total Cost
5/15	One Water Tank	RST Ranch Supply	(Jamie) \$10.00	(Frank) \$10.00	(Misty) \$10.00	
TOTAL OTHER EXPENSE:						

- Record all expenses related to your project that are not feed or health related
  - horse lease fees, show supplies, equipment, tack, board, clinic lessons/fees, entry fees, brand inspections, fuel costs, farm utilities, weigh-in fees, etc.
- Record the item purchased, where you bought it from and the cost

# Other Expense Record

**This page should NEVER be left blank**  
 All members must record their enrollment fees, fuel fees, etc.



# Closing Thoughts

- Don't wait for the last minute to complete your record book
- Set-Up a time with your 4-H Leaders in ADVANCE to get their signatures when needed
- Keep track of all your expenses throughout the 4-H Year
- If you need help with your record book, reach out for some help!
  - Older members, club leaders, Extension Office
- Record books can contain multiple livestock species

Need some help with Record Books?

## ■ Record Keeping Tips!

- Calendar to enter all 4-H Records
- Old Check Book to enter all 4-H Expenses
- Notebook by animal's pen
- Pocket to keep all receipts in
- Enter in all records as they come up
- Set aside 2 hours/week to work on your record book

## ■ Important Notes!

- Record books must be completed in order to participate in the project the following year
  - in order to complete the project, you must have a score of 70% or higher
- All pages must be securely attached to the binder to avoid missing pages





# Contact Us



970-879-0825



rc4h@co.routt.co.us



<http://routt.extension.colostate.edu/4-h/>



136 6th Street, Suite 101, Steamboat  
Springs, CO 80487

*Colorado State University Extension, U.S. Department of Agriculture and Colorado counties cooperating.  
Extension programs are available to all without discrimination.*