



All livestock and horse record books are available on the Morgan County website: <https://morgan.extension.colostate.edu/>. **Do not use the State e-records or you will lose many points or be disqualified when your record book is judged.**

Doing record books is probably not on most members top ten list of “things I like most about 4-H”. However, record keeping is an integral part of the educational phases of 4-H and an important life skill that will benefit members in many ways during their lifetime. Among other things, good record keeping skills will help 4-Hers learn how to:

- Collect and organize information
- Accept and complete responsibility and
- Make decisions

This hand-out has tips for completing the 4-H Livestock & Horse record books to increase understanding of the record book and make it easier for members to fill out.

# Overview

- Market Livestock Record (All Large Species)
- Breeding Record (All Large Species)
- Dairy Record
- Horse Record
- Rabbit, Breeding and Market
- Poultry, Breeding and Market

**Getting started:** where to get your record book

The record books are available to you in two ways: paper or on online. Whatever method you use to obtain your record book, it is acceptable to do them by hand (write, pencil preferred) or on your computer (type). Pick up a printed record book at the Extension Office or print one yourself.

Updated record books are available to be downloaded from the Morgan County website at [www.morgancountyky.gov](#). Hover on the “4-H Area”, then click on “4-H Records” from the drop down menu and then scroll down and click on the appropriate record book for download (all of the record books are a fillable PDF):

- [Market Livestock \(Beef, Goat, Sheep & Swine\)](#)
- [Breeding records \(for those with breeding projects\)](#)
- [Horse](#)
- [Rabbit, Breeding and Market](#)
- [Poultry, Breeding and Market](#)

## Goal

- Take the confusion out of 4-H record books!!

Each market species must have its own record book. However you may include all beef in one book, all goats in one book, all sheep in one book and all swine in one book, with exception of Catch-It's.

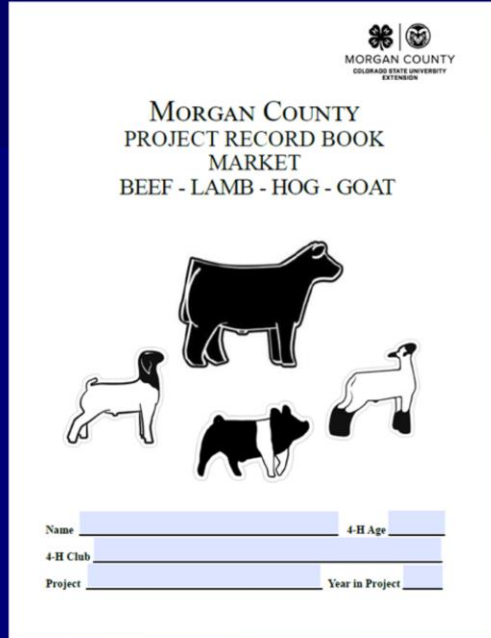
Since we have a separate horse record book it cannot be used with other livestock, so a separate livestock record book will need to be completed.

### **RECORD BOOKS START DATES**

- Catch-It Record Books start when you receive your animal (usually Beef-December; Dairy-March; Goats, Sheep & Swine-1<sup>st</sup> Saturday of May; Rabbits-June; Chickens-June).
- Market Beef Record Books start at least on the 1<sup>st</sup> Saturday of March.
- All Breeding (Beef, Goat, Lamb & Swine) Projects and Horse Record Books start at least by the ID or Primary Care date of May 1<sup>st</sup>.
- Market Goat, Lamb & Swine Record Books start at least on the 1<sup>st</sup> Saturday of May.
- Breeding Rabbits and Poultry start at least on June 1<sup>st</sup>.
- Market Rabbits and Poultry start at least on June 25<sup>th</sup>.

# COVER

- Market AND Breeding
- Dairy
- Horse



This page of the record book, can be completed at any time. Enter your First and Last Name. Enter your 4-H age (this is your age as of December 31<sup>st</sup> of previous year). Enter the 4-H club you belong to. Enter the species the book is for (ie. Market Beef, Market Goat, Market Sheep or Market Swine). Enter the number of years you have taken this project. You will have one record book for each species. Catch-its have their own book. All other market animals will use these books. Do Not combine goats and lambs in one book. Instead you will have one record book for your goat(s) and one record books for your lamb(s). (Same for Beef and Swine)

### Feed Record

Date	Kind of Feed	Amount	Value	Date	Kind of Feed	Amount	Value
5/7/23	Rolled Corn	500 lbs	\$25.00				
Subtotal				Totals			*

\*Total Value of Feed \$       \* Transfer this figure to Item Number 1 amount on page 3.  
 \* Total Amount of Feed Fed in Pounds

1

## Market, Breeding, Dairy

**FEED RECORD-** Market, Breeding and Dairy Record Books

The first line is an example of how you should record your feed. Feed Record is when you purchase feed not amount fed per day. Home grown feed has a value also. The date you purchase feed, the kind of feed purchased, the amount of feed in pounds, and the cost/value of that feed. Record feed each time you purchase feed. Make sure to subtotal and total each column and then at the bottom for both pounds and cost/value.

# HORSE

### Feeding Record

Month	Grain			Hay		
	Kind	Am't (lb)	Cost	Kind	Am't (lb)	Cost
Aug						
Sep						
Oct						
Nov						
Dec						
Jan						
Feb						
Mar						
Apr						
May						
Jun						
Jul						
<b>Total Cost</b>			\$			\$

Month	Pasture		Bedding		Boarding	
	Kind	Cost	Kind	Cost	Kind	Cost
Aug						
Sep						
Oct						
Nov						
Dec						
Jan						
Feb						
Mar						
Apr						
May						
Jun						
Jul						
<b>Total Cost</b>		\$		\$		\$

\* Total Grain, Hay, Pasture, Bedding, Boarding.

\* Total Cost of Feed \$

Transfer this figure to Form Number 2 of page 6.

1

Record all feed for your horse project. Home grown feed has a value also.

# Operating Expenses

- Market, Breeding AND Dairy

**Operating Expenses**  
*Purchase Price or Value*

**Animals** (All animals have a value, even if home raised.)

Date	Market Animal	Quantity	Total Cost
Transfer Total Cost to Number 2, Page 3			Total Cost \$

**Equipment** \*Divide purchase price by the number of years the item is expected to last to get your total cost

Date	Item	Purchase Price	Expected to last how many years?	Total Cost this year
Transfer Total Cost to Number 3, Page 3				Total Cost \$

**Health Care**

Date	Item	Quantity	Total Cost
Transfer Total Cost to Number 4, Page 3			Total Cost \$

**Miscellaneous**

Date	Item	Quantity	Total Cost
Transfer Total Cost to Number 5, Page 3			Total Cost \$

2

## ANIMAL INVENTORY

As your project begins, record the animals that you have at the START of your project. All animals have a value even if your parents give you an animal. Date: this is the day your animal was purchased or the animal ID date if home raised. Animal: this is where you identify which species was purchased. Quantity: the number of species purchased. Total Cost: this is the purchase price or current market value. Be certain to write the animal value down in the last column. Transfer total cost to number 2, page 3.

## EQUIPMENT INVENTORY

This is an inventory of items you have acquired for this project. This section is for items such as equipment, tools, trailers, and facilities used for your project. Equipment is the purchase price divided by years it will last to give you the cost for the year. Example a set of clippers cost \$100 will last 10 years the cost for the year is \$10. The same for buckets, feeders etc. This should be completed at the start of the project year. The inventory is a record of any items (related to your project) or animals that you have on hand or others purchased during the project year. For example, if you already have one brush, two halters, and one feed pan at the start of the year, you should list those items as follows:

Item Quantity Value

Brush, 1, \$ 8.00, how many years should this last (ie. 5 yrs), \$ 1.60 per year

Halters, 2, \$25.00, (5 yrs), \$ 5.00 per year

Feed Pan, 1, \$10.00, (5 yrs), \$ 2.00 per year

Be sure to list the date your project year started. Also, make sure you total the value of your Beginning Inventory. In the above example, the total value would be \$ 8.60, (which is the cost of your inventory for one year or “depreciation”.)

Transfer total cost to number 3, page 3.

## **HEALTH CARE**

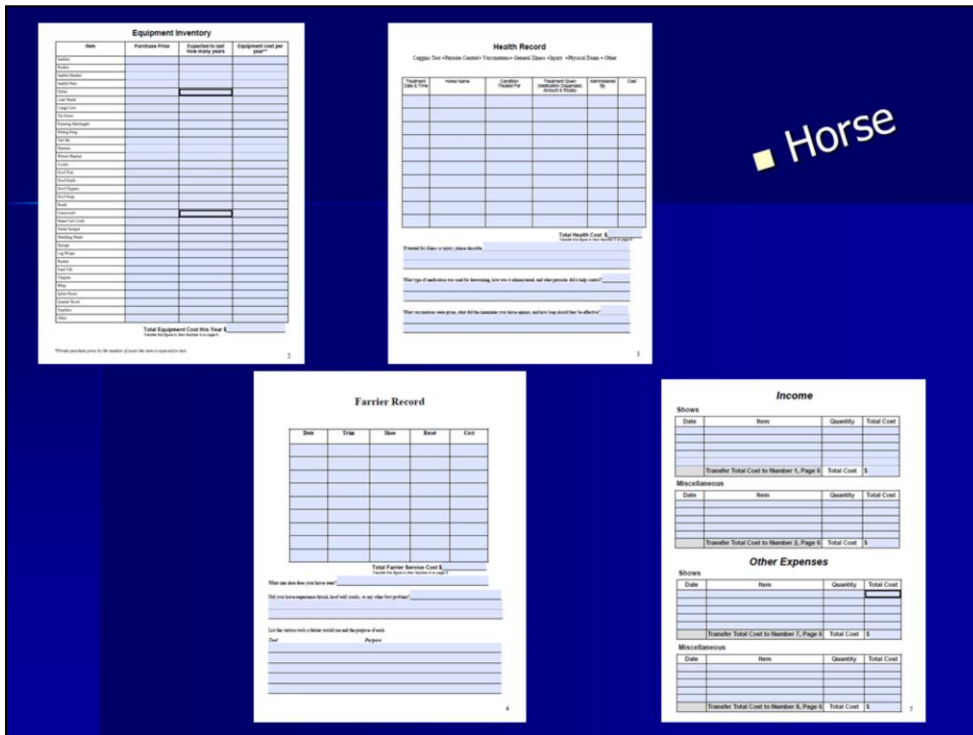
In the event you have health care related items, record them in this section.

Health care is when you purchase anything for the health of the animals. Date purchased, item/description, quantity and cost. Also record this information on the Animal Health Record section on page 5. Transfer total cost to number 4, page 3. If not, enter N/A.

## **MISCELLANEOUS**

Record the date, item/description, quantity, and cost. (ie. straw, wood shavings, insurance, entry fees) Transfer total cost to number 5, page 3. If none, enter N/A.





**EQUIPMENT INVENTORY – Horses only**

Record all equipment owned and borrowed. Use the actual purchase price or estimated value if borrowed. How many years it is expected to last. Take the value/purchase price and divide that by the number of years it is expected to last. Complete the table and total the cost.

**HEALTH RECORD – Horses only**

Record all health related events in this table. Treatment Date and Time, Horse Name, Condition Treated for, Administered By, and Cost. Total costs and complete all questions at the bottom of the page.

**FARRIER RECORD - Horses only**

Record each time you have your horse trimmed, shod or reset. Date, type of service and the cost. Total at the bottom of the chart.

Record the answers to the questions at the bottom of the page.

**INCOME - Horses only**

Record shows attended – Date, Item, Quantity, Total Earned.

Record miscellaneous horse work – (ie. Driving cattle for a neighbor, selling a saddle, etc.) Date, Item, Quantity and Total Earned.

**OTHER EXPENSES** – Horses only

Record show expenses/fees – Date, Item, Quantity, Total Cost.

Record miscellaneous expenses – (ie. Clinics, lessons, transportation, etc.)  
Date, Item, Quantity, Total Cost.

### Financial Summary

**Receipts/Income**  
(All market animals have a value. This value is provided in the July 4-H Newsletter.)

Date	Animals/Products Sold or Market Value	Amt Received/Value
<b>Box 1 Total</b>		

**Expenses**  
Obtain from Operating Expenses Pages 1-2

Item #	Expense	Amount
1	Feed	
2	Animals	
3	Equipment	
4	Health Care	
5	Miscellaneous	
<b>Box 2 Total</b>		

**Total Receipts/Income** (from box 1 above)   
**Minus: Total Expenses** (from box 2 above)   
**Net Profit/Loss** (box 1 minus box 2)

**Jr. Livestock Sale Price vs Actual Market Price**  
If you were to get an addition \$1000.00 for one market animal in this record book, would you:  
 make money,      break even or      lose money?

Circle One and show the dollar amount.

Net Profit/Loss (from above) plus \$1000 =  3

## Financial Summary

- Market,  
Breeding  
AND Dairy

## RECEPITS/INCOME

Do Not leave this section blank! When you close the book out, put down the value of the animal that day or if you sold it at market value. example a pig weighs 250 lbs @ \$50.00 cwt. value is \$125.00. In the July/August 4-H Newsletter, on the Livestock page there will be a current market value. Take the weight of each animal on July 10th and multiply the pounds by the current market value provided. This will give you the “Value” of your animal if you sold it on July 10th.

## EXPENSES

Carry over all the expense totals from the Operating Expenses page.

On the bottom of the page you will carry down the “Value” or Income. Minus the Total Expenses. This will give you the Net Profit/Loss for your project. Don’t be alarmed if it is a negative figure.

# Financial Summary

■ Horse

## Financial Summary

### Income

Obtain from Income Page 5

Item #	Income	Amount
1	Shows	
2	Miscellaneous	
	Total \$	

### Expenses

Obtain from Expenses Pages 1-5

Item #	Expense	Amount
3	Feed	
4	Equipment	
5	Health Care	
6	Farmer Services	
7	Shows	
8	Miscellaneous	
	Total \$	

Total Income \$ \_\_\_\_\_

Total Expenses \$ \_\_\_\_\_

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## RECEPITS/INCOME

Follow directions. Obtain from Income Page 5.


## EXPENSES

Obtain from Expenses Pages 1-5.

### Dairy Health Record

**Suggestions for Proper Injection of Animal Drugs**

- Properly restrain the animal before giving an injection.
- When the animal is restrained, hold the needle at a 45 degree angle to the skin.
- When the Medication is given, give injections under the skin so that the needle does not pierce the skin.
- When the Medication is given, give injections under the skin so that the needle does not pierce the skin.
- Use a selected needle and syringe. Keep the bottle cap clean.
- Do not handle needles back and forth from animal to animal because you may carry bacteria to the animal's skin back into the bottle.



Treatment Time	Animal ID Number	Species	Age	Sex	Color	Condition Treated For	Estimated Weight	Treatment Medication	Results	Dialysis or Other Treatment

4

# Animal Health Record

- Breeding AND Dairy
- Horse health record is in cost section

Follow the directions. This was covered at the Meat Quality Insurance Program. It is very important to fill this page out correctly.

**PHOTOS**

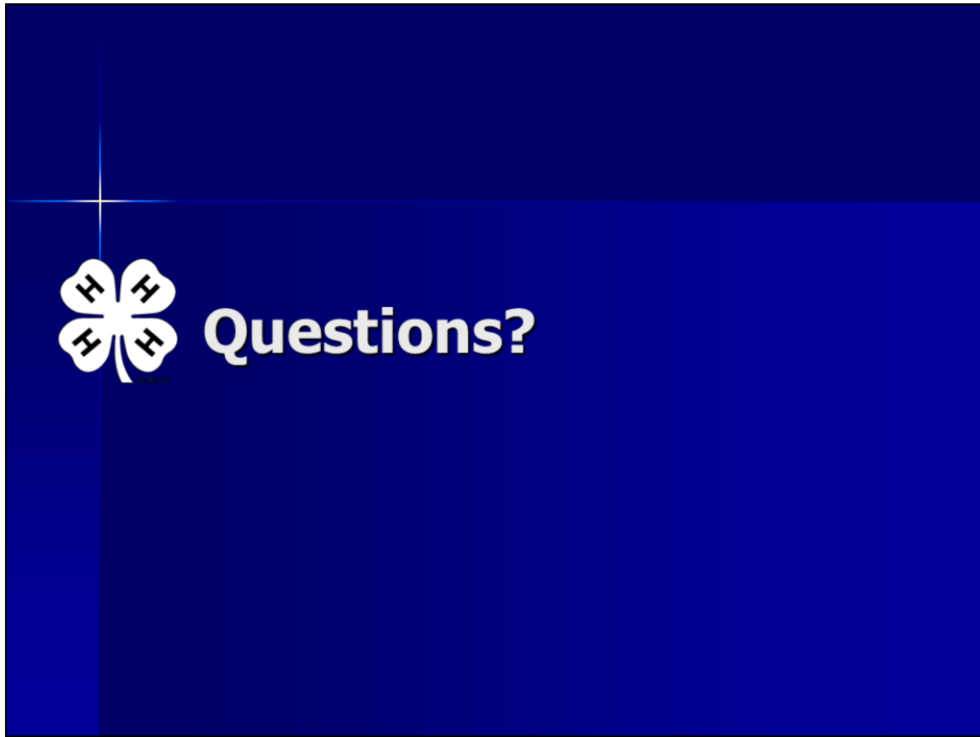
- Label
- Date
- Caption
- NO MORE THAN 2 PHOTOS!!!

**Photos**  
(On this page, label, date and caption no more than 2 photographs)

4

The slide features a dark blue background with a white crosshair. On the left, the word 'PHOTOS' is written in large, bold, white capital letters. Below it is a bulleted list of four items: 'Label', 'Date', 'Caption', and 'NO MORE THAN 2 PHOTOS!!!'. To the right, a white rectangular area represents a page layout. At the top of this area, the word 'Photos' is centered in bold, with a smaller line of text below it: '(On this page, label, date and caption no more than 2 photographs)'. In the bottom right corner of the white area, the number '4' is printed.

A complete record book has pictures. Follow directions.



Call the Extension Office 970-542-3540.