

Devon Training – Farm Administration Course

Week 1

Intro
Office organisation / systems
Records to keep
Financial records
Quotes

Week 2

Invoices & VAT invoice
VAT calculations
Petty cash

Week 3

Cash analysis book / nominal coding
Contra
Bank reconciling

Week 4

Cross compliance & inspections
Farm map
Manure plan
No spread zones & NVZ
Overhead power lines
Bait plan

Week 5

Vet & med
Animal ID pigs/ sheep/ cattle

Week 6

Employment / self employment
Risk assessments
Farm assurance additional requirements
Basic payment scheme
Summary question & answer session