

# Client Details and Authority

## ENTRANT DETAILS

Farm Name:				
<b>Names</b>	<i>First Name</i>	<i>Last Name</i>	<i>Position e.g. Owner</i>	<i>Main Contact (✓)</i>
Person One				
Person Two				
Person Three				
<b>Contact Details</b>	<i>Contact</i>	<i>Person</i>	<i>Contact</i>	<i>Person</i>
Email:				
Landline Phone:				
Mobile Phone:				
<b>Address</b>	Farm Address		Postal Address	
Street				
Area /RD				
Town, PostCode				
<b>How did you hear about DBOY?</b>				
<input type="checkbox"/> Google	<input type="checkbox"/> Facebook	<input type="checkbox"/> Read an Article	<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Sponsor
Please detail:				

## ENTRY

<b>Entry Level</b>	
	<b>Yes</b> I am willing to participate in the competition and confirm my farm is compliant with all regional council compliance requirements
	<b>No</b> I do not want to be in the competition but would like a Dairy Business of the Year full farm analysis. I understand I will need to complete the three areas of the assesment and cannot choose to leave sections
<b>Entry Type</b>	
	<b>FULL ANALYSIS</b> - I have not had anlysis seasons financials analysed and I would like a full DBOY Report using Red Sky. I understand I will need to provide physical data about my farm
	<b>DAIRYBASE USER</b> - I have already had or am in the process of getting my analysis seasons financials analysed in DairyBase. I understand I need Level 2 Financial and Physical to get the best value out of my analysis and I agree to allowing viewing access of DairyBase to DBOY. I understand that if my DairyBase is not completed by the entry deadline my entry will be terminated.
	<b>RED SKY USER</b> - I have already had the analysis seasons financials analysed in Red Sky already and want to use this to enter

## DATA COLLECTION AUTHORITY

<b>Consultant (if applicable)</b>	
	I am in agreement for my consultant to be contacted in order to confirm any information that may be required
Company	Name
<b>Milk Company Details</b>	
	I am in agreement for Dairy Business of the Year to be provided with my milk production and payment
Milk Supply Company	Supply Number:
<b>Accountant Contacts</b>	
	I am in agreement for DBOY to be sent a copy of my accounts that relate to this Dairy Farm Business
Firm:	Accountants Name:
Email:	Phone:
<b>Nutrient Management</b>	
To enter the competition side the farm has to be compliant with regional council rules	
	I grant Dairy Business of the Year the authority to request and access any information from local/regional authorities regarding the compliance of my farm with local and regional regulations related to dairy effluent management and the taking of ground/surface water.
	I grant Dairy Business of the Year permission to request and access my Overseer File, Fertiliser data, soil tests results, and a nutrient management plan from my representative fertiliser/nutrient provider.
	I permit Dairy Business of the Year to request access to my Sustainable Milk Plan and/or Farm Environment Plan from the relvant holding authorities
Nutrient Advisor Company:	Advisors Name:
Advisors Email:	Advisors Phone:

## CONFIRMATION OF AUTHORITY TO COLLECT DATA

	I confirm I am in agreement for Dairy Business of the Year to contact my service providers listed above to collect the information required for my Analysis Report to be produced.
	I understand I must complete and return the written forms before my entry is complete
	I will ensure all parties have the information required from me as soon as possible
	I have read and understood the terms and condition found on <a href="http://www.dboy.co.nz">www.dboy.co.nz</a>

Signed \_\_\_\_\_

Date \_\_\_\_\_

Environmental Data Collection Form	
<b>Effluent Management</b>	
Is effluent on your farm a permitted activity or does it require a resource consent?	
Are you compliant with the rules or consent? Can you prove compliance?	
Is your effluent storage lined, if so what with? (please select one)	<input type="checkbox"/> No Storage <input type="checkbox"/> Unlined <input type="checkbox"/> Clay lined (untested) <input type="checkbox"/> Claylined (Tested) <input type="checkbox"/> Synthetic Lining <input type="checkbox"/> Other: _____
What volume of effluent storage do you currently have?	
Have you had a pond storage calculator done to validate your current storage capacity?	
Do you have silage bunkers, if so is the silage effluent/leachate from this captured?	
Percentage of the milking platform receiving effluent?	
Do you know the amount of nutrients being applied per year from effluent?	
Do you have soil moisture monitoring technology?	
Are you irrigating effluent to soil water deficit?	
What is the application depth of your irrigator?	
Have you recently tested the application depth of your irrigator?	
<b>Waterway Protection</b>	
What length of waterway (as defined in the clean streams accord) if any is through the farm?	
What percentage of the waterway is fenced?	
How many metres wide is the average buffer zone by the waterway?	
Is the waterway bufferzone planted?	
Are there any wetlands on the farm?	
Are these wetlands fenced with a buffer zone to exclude stock permanently?	
Are there any points where the stock have direct contact with waterways?	
<b>Sediment Loss Control</b>	
What percentage of the farm is used for Winter Cropping?	
What cultivation methods do you use?	
Are there any areas of erosion on the farm and how are they managed?	
Winter Management Strategies (please select one)	<input type="checkbox"/> Sacrifice paddocks <input type="checkbox"/> Cows moved frequently during wet <input type="checkbox"/> Cows moved to higher paddocks <input type="checkbox"/> Cows stood off on yard <input type="checkbox"/> Herd home, feed pad, winter stand off pad used
Is there any planting of waterways on farm? If so how much?	
Have any trees or forestry areas been planted on farm?	
Is there any native bush on farm?	
<b>Fertiliser Management</b>	
Total Nitrogen Applied (kgN/ha/yr)	
Total Nitrogen Applied in High Risk Months (kgN/ha/yr) (May, June, July, August, September)	
Average Application Rate of Nitrogen Fertiliser	
Total Phosphate Applied (kgP/ha/yr)	
<b>Efficiencies</b>	
Do you measure shed water use? (washdown, cooling etc)	
Do you have any systems or strategies to reduce water use, if so what are these?	
Do you reuse waste water, if so how?	
<b>Irrigation</b>	
If farm is irrigated go to the irrigation questionnaire.	

Farm Irrigation Inputs for Overseer			
Irrigator Type (tick):	Centre Pivot		
	Rotorainer		
	Border Dyke		
	Travelling irrigator		
Management	How are irrigation days scheduled?		
	How is the depth of irrigation determined?		
	Is soil moisture monitoring used?		
Amount of irrigation applied per month (mm/month)	January		Comments
	February		
	March		
	April		
	May		
	June		
	July		
	August		
	September		
	October		
	November		
	December		
Is fertigation used on farm?			
Is variable rate irrigation used?			

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# PEOPLE DATA COLLECTION

### Farm Information

Farm Name and Contact Name
Email Address
Phone Number/s

Season (Year)	2017/2018
Number of Cows Peak Milked	
Milksolids Produced	
Effective HA	
Costs for Milk Company Fines / Losses / Insurance Excess	
Costs for Employment Disputes including settlements, legal and advocate costs	

Equalising Information for tasks that may be contracted out. Do you?

	Circle one	If yes, how many hours per annum does this task take?
Raise young stock (calves 3 – 12 months)	Yes / No	
Winter stock on	Yes / No	
Manage your own feed production outside of standard winter crop	Yes / No	
Manage the application of capital fertiliser yourselves?	Yes / No	

## Employee Information

Please complete one form per employee, for all employees including yourself and any person that may have left during the 2017/2018 season (e.g. owner, on-farm, off-farm support. Seasonal /calf rearers)

Employee											
Role on Farm (circle one)	Owner	Ops Mgr	Admin	Farm Mgr	2IC	Herd Mgr	Asst Herd Mgr	Farm Asst	Relief Team	Calf Rearer	
<b>Total Hours worked</b> (enter only those hours associated with this farm e.g. if an Operations Mgr only enter proportion of hours allocated to this farm)											
Annual worked hours											
How did you collected this information (circle one)	Estimated				Time Sheet			Other			
<b>Rate of Pay</b> (excluding house or any housing allowance and any other allowances)											
Remuneration paid for the year based on end of year figures											
Method of payment (circle one)	Drawings		Salary + Drawings			Salary		Hourly Rate		Other	
<b>Kiwisaver</b>											
Enrolled in Kiwisaver	Yes/No										
Is Kiwisaver included in their remuneration package or is it over and above (circle one)	Included in Remuneration package					Paid above Remuneration package					

<b>Housing/Accommodation</b>						
Amount agreed between you and team member for rent on the house						
Value per week of the accomodation if rented on open market						
Tenancy agreement (circle one)	Separate tenancy agreement	Included in employment agreement	Not in farm accomodation	No tenancy agreement and is in farm accommodation	No tenancy agreement	
<b>Other Benefits received</b>						
Please complete list below with their annual value if more space required – put in comments section at end of employee details						
Type of Benefit (circle one)	Wet Weather Gear	Bike	Meat	Firewood	Milk	Company Vehicle
Annual Value						
<b>Non – working days</b>						
Number of rostered days off (these are days that are off work that are not annual leave, stat hol or sick/bereavement leave)						
Number of days off due to sickness						
Number of bereavement days						
Number of Annual Leave days						
Number of other days off for any reason (e.g. parental leave and why)						
Commute time to work (circle one)	Under 3 minutes	10 minutes or under	20 minutes or under	30 minutes or under	Over 30 minutes	

<b>Training</b>								
Examples are attendance at discussion groups and fielddays, on farm training including teaching new tasks, observation of vet techniques etc								
Number of training days employee received (including both on-farm & off-farm training)								
Amount you have spent on training this year								
<b>Individual Employment Agreement</b>								
Do you have a signed IEA with this employee	Yes / No							
<b>Labour Stability &amp; turnover details</b>								
Was this employee still employed as at 31.05.18?	Yes / No							
What was their start date?								
If they have left during the 2017/2018 season what date did they leave?								
What was their reason for leaving? (Circle one)	Fixed Term contract ended	Family	Career Advancement	Health or Medical	Didn't fit with the culture	Didn't perform to the requirements	Dismissed	Other
Did you expect them to leave or was it a surprise?	Expected / Unexpected							
<b>Comments on any 'other answers you have entered</b>								



### Health and Safety Information

Please complete information on incidents which have occurred over the 2017/2018 season

Employee involved					
Treatment Required (circle one)	No Treatment required	First Aid given at workplace	Medical Treatment by Doctor/A&E	Hospitalisation overnight or more	Fatality
Result of the incident (circle one)	Lost Time & Light Duties	Lost Time	Light Duties	No impact	
<p><b>Lost Time &amp; Light Duties:</b> Employee was unable to return to work for 1 or more days and when they did return they had to do light duties for 1 or more days.</p> <p><b>Lost Time:</b> Employee was unable to return to work for 1 or more days.</p> <p><b>Light Duties:</b> Employee was able to return to work straight away but could only do light/some tasks for 1 or more days.</p> <p><b>No impact:</b> Employee was able to return to work on the day of the incident with no adverse impact on duties.</p>					
Enter number of days employee did not work due to injury					
Any other information that is relevant					

# Red Sky Data Collection - Farm Details

## LAND DETAILS

Land Area	Total Hectares	Effective	Contour	KgN/ha	Area for Non-Dairy
Milking Platform					
Support Area					

Leased Assets	Milking Platform	Support Area	Milking Cows	Bulls	Other
Asset Detail					
Cost (total or /unit)					

Infrastructure	Description (e.g.type/size/age/value)
Cow Shed:	
In Shed Feeding:	
HerdHome / Feedpad	
Forage Storage:	
Concentrate Storage:	
Other:	

Irrigation (excl Effluent)	Milking Area	Support Area	Other Details
Area Irrigated:			
Irrigation Type:			
Volume Applied:			
% Pasture Increase			

## STAFF HOURS

Staff Hours	PAID		UNPAID	
	Full Time	Part Time	Owner / Manager	Other (i.e. family)
Staff Type				
Number of Staff				
Average Weekly Hours July - Sept				
Average Weekly Hours Oct - Dec				
Average Weekly Hours Jan - March				
Average Weekly Hours April - June				
Average Weekly Hours Full Year	0	0	0	0

*Employees that are paid a wage non representative of true wage are moved to "Unpaid Other" above and wage to remove listed below. This will be replaced with a imputed wage inline for the position and herd size*

Non-related/non representative wage amount to remove: \$

### Staff allocation of time outside of general daily operations

This is work that you or your staff do that others may contract out

	Hours per week	Number of Weeks	Total
Calves (3-12mths):			0
Heifers (13+mths):			0
Feed Conservation:			0
Fert Applications:			0

# Red Sky Data Collection - Livestock Details

## LIVESTOCK DETAILS

Peak Milk Number			Calving Date	
# Daily Milkings			Dry off Date	
Main Cow Breed			Main Bull Breed	
Cow Live Weight			# Bulls Leased	
Calving Pattern			Cost of Lease	

## CALF MILK

Milk Take for Calves	Volume Est.		Amount	Cost
Colostrum			Milk Powder	
Salable Milk from Vat			Calf Meal	
Other			Hay/straw	

## Extra Calves Reared

Type/Purpose	
Number	

## STOCK GRAZING

In order to determine pasture harvest we need to calculate the weeks the cattle are consuming pasture from the milking platform. Please correctly indicate the weeks cattle are On or OFF the platform. For calves ON is only the time they are on the pasture, for time in the calf shed this is considered time OFF. Grazing Cost is direct cost paid to graziers or the estimated cost of grazing stock on owned/leased support

Livestock class	Weeks ON Farm	Weeks OFF Farm	Grazing Cost
R1 Heifer			
R2 Heifers			
Mixed Aged Cows			
Breeding Bulls			
Other Stock Classes			

## STOCK RECONCILIATION (IF NOT IN ACCOUNTS)

*This may also be recorded in your Cash Manager or other program, a print out of these will suffice.*

	Opening Stock	Purchases / Born	Sales	Deaths / Killed	End of Year Tally	Age Out	Age In	Next Season Opening Stock
Calves	x		-	-	= 0	→ 0	x	x
R1 Heifer		+	-	-	= 0	→ 0	+ 0	= 0
R2 Heifers		+	-	-	= 0	→ 0	+ 0	= 0
Mixed Aged		+	-	-	= 0	x	+ 0	= 0
Bulls		+	-	-	= 0	x	x	= 0
Other		+	-	-	= 0	x	x	= 0

### Definition

Opening Numbers from each age group

Numbers Purchased plus Calves Born

Numbers Sold

Numbers Died or Killed

Opening plus Purchases less Sales less Deaths & Killed

Numbers that will be moved into the next age group

Numbers that have come from the previous age group

End of year tally less aged out plus aged in

# Red Sky Data Collection - Feed Inputs

tDM = Tonnes Dry Matter / tAF = Tonnes of Wet Weight (As Fed) / BE = Bale Equivalent (1BE = 18kgDM)

## CONCENTRATES / BY PRODUCTS

Feed Type	Feed Source	Location Fed	Volume	Units	\$ / Unit	Total Cost
		e.g. milking platform				
	Opening					
	Opening					
	Opening					
	Opening					
	Purchased					-
	Purchased					-
	Purchased					-
	Purchased					-
	Purchased					-
	Purchased					-
	Purchased					-
	Purchased					-
	Purchased					-
	Purchased					-
	Purchased					-
	Closing					
	Closing					
	Closing					
	Closing					
<b>Total</b>			-			-

Notes:

# Red Sky Data Collection - Feed Inputs

*tDM = Tonnes Dry Matter / tAF = Tonnes of Wet Weight (As Fed) / BE = Bale Equivalent (1BE = 18kgDM)*

## HARVESTED FORAGES

Feed Type	Source <small>e.g. run off</small>	Location Fed <small>e.g. platform</small>	Area <small>Hectares</small>	Volume	Units	Seed Costs	Fertiliser Costs	Sowing & Harvesting Costs	Purchase Cost	Total Cost
Grass Silage	Opening									
	Platform									-
	Run off									-
	Purchased									-
	Closing									
Maize Silage	Opening									
	Platform									-
	Run off									-
	Purchased									-
	Closing									
	Opening									
	Platform									-
	Run off									-
	Purchased									-
	Closing									
	Opening									
	Platform									-
	Run off									-
	Purchased									-
	Closing									
<b>Total</b>										-

Notes:

## Red Sky Data Collection - Feed Inputs

*tDM = Tonnes Dry Matter / tAF = Tonnes of Wet Weight (As Fed) / BE = Bale Equivalent (1BE = 18kgDM)*

### GRAZED CROPS

Crop Type	Location <small>e.g. run off</small>	Month Grazed	Area <small>Hectares</small>	Volume	Units	Seed Costs	Fertiliser Costs	Sowing & Harvesting Costs	Other Costs	Total Cost
										-
										-
										-
										-
										-
										-
<b>Total</b>										-

Notes:

### PASTURE RENOVATION

Level <small>e.g. Undersow</small>	Location <small>e.g. run off</small>	Annual / Perennial	Area <small>Hectares</small>	Volume	Units	Seed Costs	Fertiliser Costs	Sowing & Harvesting Costs	Other Costs	Total Cost
New Pasture										-
										-
Undersown										-
										-
										-
										-
<b>Total</b>										-

Notes:

## Red Sky Data Collection - Accounts Adjustments

### Capital Expenditure / Non Annual Expenses

(e.g. Re-stoned races, done every 5 years, R&M \$6125)

### Family Loans Not Repayable on Demand

### Non Farm Related Assets / Liabilities

### Expenses Occuring in the Wrong Year (*Previous Year or bill paid after balance date*)

(this will not be noticable in the accounts, so if you know for example some grass silage harvesting was not paid for till the following financial year then it should be entered in here.)

### Sharemilker/Contract Milker paid expenses (*e.g. \$5,500 Shed Expenses*)

(where sharemilker or contact milker accounts are not able to be obtained please specify what they pay for and either the % paid or the know or estimated amount, if amounts unknown please state and we can use industry standards)

### Splitting Other Entity Expenses

(where there is other expenses that are not related to the dairy business please state here the expense and the amount or percentage.)