



USAID
FROM THE AMERICAN PEOPLE



Volunteer Name: N'Bouke Eko

Country: Tanzania

Country project: Inventory Management
Training and Property Inventory

Host: Kilacha Production and training
Center

Venue: KPTC meeting office

Audience: Key members : 4

Date: 10/21-11/3



1. Assignment Objectives as in SOW

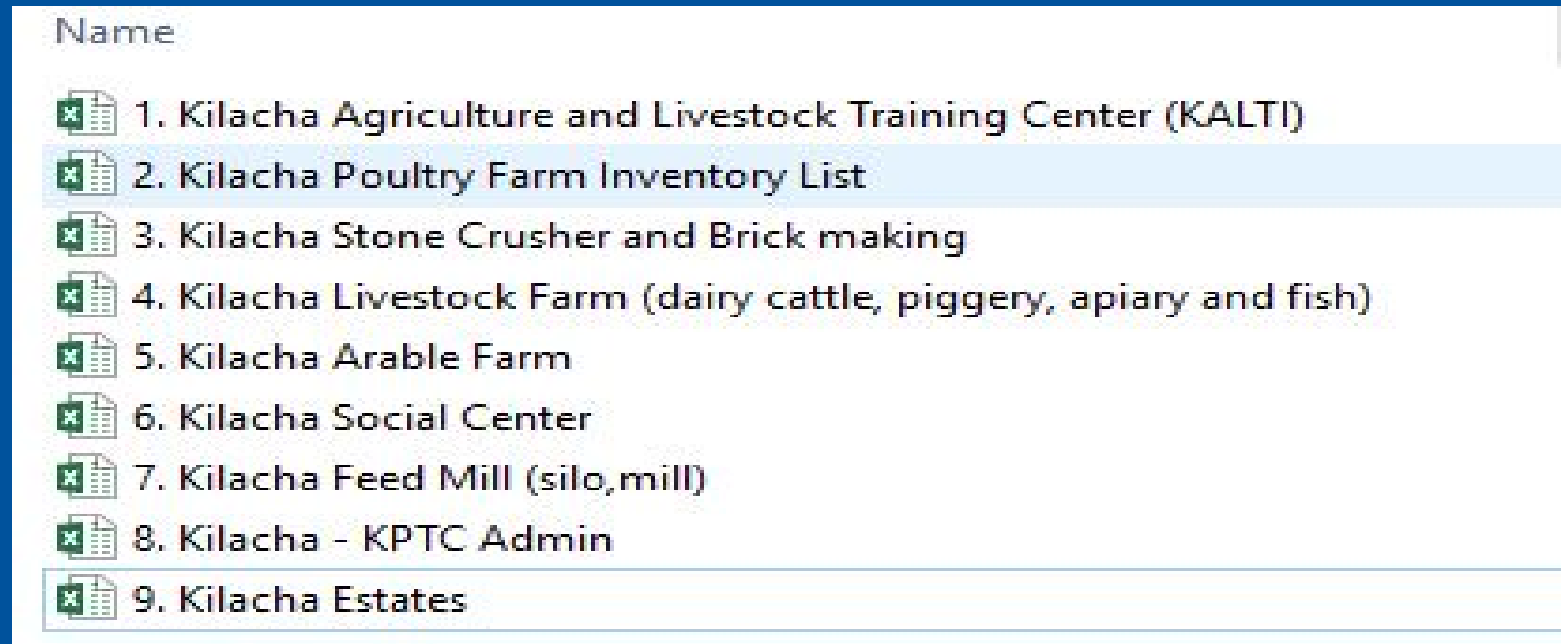
- 1- Review KPTC current inventory process/practices (if any)
- 2- Training KPTC staff on Property Inventory Management
- 3- Support KPTC to conduct full property inventory

2. KPTC Business Units

- 1- Kilacha Agriculture and Livestock Training Center
- 2- Stones and Bricks
- 3- Livestock Farm (dairy, piggery and fishery)
- 4- Arable Farm (200 acres)
- 5- Social Center (bar, restaurant, guest house, halls)
- 6- The feed mill (silo, mill)
- 7- Estates (Buildings, vehicles, machines, and equipment)

3. KPTC Property Inventory approaches

- Create an excel file for each business unit



- General platform for information purpose

A	B	C	D	E	F	G
QTY	KLC #	ITEM DESCRIPTION	SERIAL NO.	VENDOR	USE FOR	CONDITION

3.1 KPTC Property Inventory Approaches

- Data Collection & Categorization

Y ▼	KLC # ▼	ITEM DESCRIPTION ▼	SERIAL NO ▼	LOCATION ▼	CATEGORY ▼↑	CONDITION ▼	DATE REC/PUR ▼	UNIT PRICE ▼
1		Dell desktop computer	NA	Room 1	Electronic Equip/ App	Good	2016	\$4
1		Dell desktop computer	NA	Room 1	Electronic Equip/ App	Good	2016	\$4
1		Dell desktop computer	NA	Room 1	Electronic Equip/ App	Good	2016	\$4
1		Office table	NA	Room 1	Furniture (office)	Good	2015	\$2
1		Office table	NA	Room 1	Furniture (office)	Good	2015	\$2
1		Office table	NA	Room 1	Furniture (office)	Good	2014	\$2
1		Office chair	NA	Room 1	Furniture (office)	Good	2014	\$
1		Office chair	NA	Room 1	Furniture (office)	Good	2014	\$
1		Office chair	NA	Room 1	Furniture (office)	Good	2014	\$
1		Office chair	NA	Room 1	Furniture (office)	Good	2014	\$
1		Office telephone	NA	Room 1	Electronic Equip/ App	Good	2015	\$
1		Office cabinet	NA	Room 1	Furniture (office)	Good	2014	\$3
1		Dell desktop computer	NA	Room 2	Electronic Equip/ App	Good	2016	\$4
1		Panasonic desk telephone	NA	Room 2	Electronic Equip/ App	Good	2015	\$

4. Challengers and conclusion

Challengers

- No previous inventory system
- Lack of financial information
- Lack of expertise and disponibility

Conclusion

- Property Inventory Complete
- Valuation: next step
- Balance Sheet for reconciliation

5. Other Observations

- **Poultry Farm:** Transportation from Poultry farm to hatchery, trolleys, hygienics and water supply, wrong ratio, computer.
- **Warehouse Receipt System (WRS):** Guaranty for upcoming year, mitigate post harvest losses, sell crops at right time, and storage.

6. Recommended future volunteer Assistance

Volunteer in warehouse Receipt

System (WRS): This project will serve farmers in the Kilacha community and also boost KPTC revenues.

7. Action plan:

Recommendation	Specific Action	Responsible	Time
Database maintenance	Keep property inventory current	Abraham	Immediately
Label all KPTC assets – machineries and buildings	Traceability purpose	Abraham	1-6 months
Computer	Historical data Analysis	Juliana	1-6 months
Mini size pickup truck	Egg transportation from Poultry to Hatchery	General Manager	1-6 months
Trolleys	From cold room to setters	General Manager	1-6 months
Warehouse Receipt System	Storage for farmers for small fees etc.	General Manager	1-2 years

15. How can CRS improve future volunteer experience

Thank You!