



USAID
FROM THE AMERICAN PEOPLE



Volunteer Name: Joseph Mc Fadden

Country: Uganda

Country project: Maize

**Assignment title: Farm Business Record
Keeping**

Host: Kiyuni United Farmers Limited Co

Venue: Kiboga

Audience: Farmers, USAID and CRS staff

Number of people : 128

Date: October 12 - November 11, 2018



CATHOLIC RELIEF SERVICES

Trainings



1. Assignment Objectives as in SOW

1. Help streamline Co's Record Keeping
2. Provide technical support for Farmers:
 - Production and Labor records
3. Cash Inflow/Outflow & Sales records
4. Profit and Loss Records
5. Supporting Documentation
6. Cost Benefit Analysis

2. Achievement of the assignment objectives

1. Help streamline Company's Records

Partially achieved but need follow up, early 2017, for completeness and accuracy of implementation because of complexity of Company activities

2 Farmers Production & Labor Records

Achieved – Discussed Need &
Demonstrated

Achievement of Objectives

3. Cash Inflow/Outflow & Sales Records
Achieved – Discussed Need and Showed
Records for Each Product' Sales and
Costs/Expenses
4. Profit & Loss Records – Achieved
Demonstrated Cash Receipts and Cash
Payments Records for All Farm Activities
Data used for preparing Income Stat.

Achievement of Objectives

- 5. Supporting Documentation
- Farmers now know the need for supporting documents for all transactions

Achievement of Objectives

- 6. Cost Benefit Analysis – Achieved
- Product Gross Profit Analysis –
Presented for 2 products showing level
of profitability for each
- Cost Benefi Analysis- Proposed Change
in Business – Discussed need before
making change

Recommendation to Host

(1) Streamlining Company Records

- Replace single cash record with two, for receipts and payments. Provides more data which can use for Income Stat.
- Set up General Ledger for each Asset and Liability for activity & balance – Balance Sheet
- Put procedures in writing - Complex

3. Recommendations to the host with regards to the assignment

(2) Production Records for Major Crops
Shows area planted and units
produced which provides Yield

Labor Records

Shows name, time worked, amount
paid and product worked

Recommendation to the Host

(3) Cash Inflows/Outflows & Sales

Records –Major Products

- Record Sales in units and UGS along with production, per recommendation #2
- Record Expenses – For inputs, need units used to determine cost
- Provides data for Profit or Loss

Recommendation to the Host

(4) Profit and Loss Records – Total Farm Business

- Cash Receipts & Cash Payments records for all transactions
- Double Entry – Type of receipt & purpose of payment
- Totals used for Income Statement
- Year – covers farm cycle 2/1 to 1/31

Recommendation to the Host

(5) Supporting Documentation

- Every transaction must have a document with details of transaction
- Need – to support transaction
 - for posting to a record
- Purchase Invoice, Sales Invoice, Receipt

Recommendation to the Host

- (6) Cost Benefit Analysis
- Products Produced – Gross Profit Analysis – Sales less Variable Costs
Shows degree of product profitability
For decisions re products to produce
- Proposed Changes in Business, diversify , expand, acquire assets – Need cost benefit analysis before change

Anticipated Impact - Company

- Provide more data re activities, mainly Revenues and Expenses, which can use for preparing Income Statement
- General Ledger for each Asset and Liability provides more useful data for control and eventually, a Balance Sheet
- Written procedures – Enable Managing Dir. to delegate more record keeping

4. Anticipated Impact Farmers

Data available to better manage business

- Productivity & profitability of individual products
- Total business profit or loss – Income Statement
- Decisions from Cost Benefit Analysis
 - Product Gross Profits
 - Possible changes in the business

Training Village Agents



5. Recommended future volunteer Assistance

- Host President suggested training in:
- Marketing
- Resource Management

6. Recommendations to other non-host stakeholders

- None

Action plan for host recommendations

Recommendation	Specific Action	Responsible person	By when
Help Streamline Company Records	<p>Replace single cash record wit two, Receipts and Payments. Use data for Income Statement</p> <p>Set up General Ledger accounts for each asset and liability.</p> <p>Put record keeping and other procedures in writing</p>	Managing Director	<p>7wo cash Records-Beginning of 2017</p> <p>Income Stat-ist quarter of 2017</p> <p>General Ledger, assets and liabilities-Beginning of 2017</p> <p>Written Procedures-Begin Now</p>

7. How can CRS improve future volunteer experience

Host President - Interpreter

Knowledgeable and excellent trainer

Whenever Host has capable and knowledgeable person – Use as Interpreter

Adds significantly to quality of training

Thank You!