## LAGOS STATE GOVERNMENT

 MINISTRY OF AGRICULTUREAGRO-PROCESSING, PRODUCTIVITY ENHANCEMENT AND LIVELIHOOD IMPROVEMENT SUPPORT PROJECT WORLD BANK ASSISTED

APPEALS PROJECT

Farmer's Record Keeping Handbook on


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## Introduction

The Lagos State Agro Processing, Productivity Enhancement and Livelihood Improvement Support - A. PPEALS Project aims to enhance agricultural productivity of small and medium scale farmers and improve value addition along priority value chains(Poultry, Aquaculture and Rice for Lagos State) in the participating states (Lagos, Cross River, Enugu, Kaduna, Kano, and Kogi state). It will provide support to beneficiaries addressing constraints facing them through the application of improved climate smart technologies, linkage to markets to mention a few.

The project is equally supporting Women, Youths, Persons with Disability and Special Needs with Agribusiness training and improved inputs.
The templates are being revised with the aim of ensuring a more inclusive record keeping templates that could be easily adopted for utilization by all categories of beneficiaries.

This revised handbook has been specifically designed to ensure that all beneficiaries of this project keep up to date records in a simple and efficient manner. This handbook will enable the beneficiaries have a clear understanding of their business both operationally and financially.

In addition to this the proper use of this document will enable the beneficiary gain access to grants, second level financing and more funding in the near future.

## How To Use This Handbook

This revised handbook provides a concise framework which you can use to compile and organize key business activities in selected value chains of Poultry, Aquaculture and Rice as well as the priority areas of production, value addition and marketing. This revised handbook has been divided into separate sections which will be described below:

1. Business details: This section should be completed by filing out all the lines. A section has also been provided for you to fill in any other information you believe is necessary.
2. Glossary: Provides details of Key information referenced in the computation of analysed data, formulas, and others.
3. Asset Register: In this section you are required to list out all the assets owned on your farm/business. This should include all heavy duty machineries to your chairs, tables, fans etc. This section should be continuously updated, that is anytime an asset is purchased it should be documented in this section.
4. Stock Records: In this section you are required to provide information on stocks, Old stock on ground, date of arrival of new stock, no of stock by types and Prices of stock where necessary. This is expected to be updated ONLY when there are changes.

## 5. Daily Activities (Production, Processing, and Marketing): In this section you are

 required to provide data for the key activities on each day of the week, week by week, month by month until the cycle is completed. Then you start another cycle. Where the cycle is less than a month as designed in the template, then you have multiple cycles within each page that will be aggregated either on weekly or monthly basis. The listed activities are designed on enterprise and value chain basis.6. Expense Record: In this section you are required to document all expenses incurred for the business/ farm on a particular day on a daily basis. These expenses include purchase of fuel, servicing of generator, purchase of medicine for staff etc.
7. Income \& Expenditure Record: In this section you are required to documents all Incomes from sales made to your staff or you collated monthly.

Please note that unit refers to $\mathrm{kg}, \mathrm{ml}$, litre, bunch, grams or any other metric being used.

## Business Details

1. Business name:

2. Name of owner: $\qquad$
3. Address of business: $\qquad$
4. Contact number: $\qquad$
5. LGA: $\qquad$
6. Value Chain: $\qquad$
7. Enterprise: $\qquad$
8. Area of specialisation: $\qquad$
9. Describe your business: $\qquad$
$\qquad$
$\qquad$
$\qquad$
10. Provide any other useful information:

## Concentration of Chemical

1 milligram per liter $(\mathrm{mg} / \mathrm{l})=1$ part per million ( ppm )
2.72 pounds. $\quad=1 \mathrm{ppm}$ per acre foot of water

1 gram per cubic meter $=1 \mathrm{mg} /$ Liter
All references to water are for fresh water.

## Useful information

1 Gallon $=8.34 \mathrm{lbs}$ or 3.78 kgs

## Temperature

$\mathrm{F}=1.8 \times \mathrm{C}+32$
$\mathrm{C}=\mathrm{F}-32 / 1.8$
Formulas

## Area

Square: A = s2
Rectangle: $A=1 \times w$
Triangle: A = base $/ 2 \times$ height
Circle: $A=\pi r 2$
Trapezoid: $A=$ top + bottom $\times h / 2$

## Volume

Cube: $V=\$ 3 x$
Rectangular Box: $\mathrm{V}=$ length $\times$ width $\times \mathrm{ht}$
Cylinder: $V=\pi r 3 \times$ length

## Circle

Circumference

Land Area<br>15 standard plots $=1$ Hectare of land<br>6 plots = 1 acre of land<br>2.5 acres $=1$ hectare

## Asset Register

| S/N | Purchase <br> Date | Equipment | Brand | Quantity | Cost | Total Cost | Life Span |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
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## 1st Year

## 1st Cycle

| Activity |  |
| :--- | :--- |
| Seed/seedling variety | Ofada |
| Date of planting/transplanting |  |
| Kg of seeds planted |  |
| No. of seedlings transplanted | will be difficult to calculate |
|  |  |

50 kg of paddy rice will produce 30 kg of processed rice

## 2nd Cycle

| Activity |  |
| :--- | :--- |
| Seed/seedling variety | Ofada |
| Date of planting/transplanting |  |
| Kg of seeds planted |  |
| No. of seedlings transplanted | will be difficult to calculate |
|  |  |

> 50 kg of paddy rice will produce 30 kg of processed rice

## 3rd Cycle

| Activity |  |
| :--- | :--- |
| Seed/seedling variety | Ofada |
| Date of planting/transplanting |  |
| Kg of seeds planted |  |
| No. of seedlings transplanted | will be difficult to calculate |
|  |  |

50kg of paddy rice will produce 30 kg of processed rice

## 4th Cycle

| Activity |  |
| :--- | :--- |
| Seed/seedling variety | Ofada |
| Date of planting /transplanting |  |
| Kg of seeds planted |  |
| No. of seedlings transplanted | will be difficult to calculate |
|  |  |

## Records





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## Expenses




## Quarterly Income \& Expenditure Report

| Income Report |  |  |
| :---: | :---: | :---: |
| $\mathrm{s} / \mathrm{n}$ | Income Type | Amount (naira) |
| 1 | Total income from paddy rice |  |
| 2 | Total income from processed rice |  |
| 3 | Other income |  |
| Total income |  |  |
|  |  |  |
|  | Expenditure Report | Amount (naira) |
| $\mathrm{S} / \mathrm{n}$ | Expenditure Type |  |
| 1 | Fertilizer |  |
| 2 | Manure/Organic fertilizers |  |
| 3 | Seed/Seedlings |  |
| 4 | Pesticide |  |
| 5 | Herbicide |  |
| 6 | Other inputs |  |
| 7 | Electricity |  |
| 8 | Labour/ Salary |  |
| 9 | Fuel |  |
| 10 | Kerosine |  |
| 11 | Water |  |
| 12 | Internet subscription |  |
| 13 | Telephone expenses |  |
| 14 | Repair/ maintenance |  |
| 15 | Stationery |  |
| 16 | Staff welfare |  |
| 17 | Professional fee |  |
| 18 | Transportation |  |
| 19 | Bank charges |  |
| 20 | Equipments \& tools |  |
| 21 | Cost of gifts /CSR |  |
| 22 | Packaging Materials |  |
| 23 | Other expenses |  |
| 24 | Tax |  |
|  | Total Expenditure |  |






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| Kerosine | Water | Internet | Telephone |
| :---: | :---: | :---: | :---: |
| (naira) | (naira) | $\begin{array}{c}\text { subscription } \\ \text { (naira) }\end{array}$ | $\begin{array}{c}\text { expenses } \\ \text { (naira) }\end{array}$ |

©

Other Inputs

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| Fertilizer | Manure/Organic <br> (Naira) | Seed/seedlings <br> (naira) | Pesticider (Naira) <br> (naira) |
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## Expenses










## Expenses




## Quarterly Income \& Expenditure Report

| Income Report |  |  |
| :---: | :---: | :---: |
| $\mathrm{S} / \mathrm{n}$ | Income Type | Amount (naira) |
| 1 | Total income from paddy rice |  |
| 2 | Total income from processed rice |  |
| 3 | Other income |  |
|  | Total income |  |
|  |  |  |
|  | Expenditure Report | Amount (naira) |
| S/n | Expenditure Type |  |
| 1 | Fertilizer |  |
| 2 | Manure/Organic fertilizers |  |
| 3 | Seed/Seedlings |  |
| 4 | Pesticide |  |
| 5 | Herbicide |  |
| 6 | Other inputs |  |
| 7 | Electricity |  |
| 8 | Labour/ Salary |  |
| 9 | Fuel |  |
| 10 | Kerosine |  |
| 11 | Water |  |
| 12 | Internet subscription |  |
| 13 | Telephone expenses |  |
| 14 | Repair/maintenance |  |
| 15 | Stationery |  |
| 16 | Staff welfare |  |
| 17 | Professional fee |  |
| 18 | Transportation |  |
| 19 | Bank charges |  |
| 20 | Equipments \& tools |  |
| 21 | Cost of gifts /CSR |  |
| 22 | Packaging Materials |  |
| 23 | Other expenses |  |
| 24 | Tax |  |
|  | Total Expenditure |  |









| Maintenance/ <br> Repairs <br> (naira) | Stationery (naira) | Staff welfare (naira) | Professional fee (naira) | Transportation (naira) | Bank charges (naira) | Equipments/ tools (naira) | Cost of Gifts /CSR (naira) | Packaging materials (naira) | Other Expenses (naira) | Tax (naira) | Total (naira) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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## Quarterly Income \& Expenditure Report

| Income Report |  |  |
| :---: | :---: | :---: |
| $\mathrm{s} / \mathrm{n}$ | Income Type | Amount (naira) |
| 1 | Total income from paddy rice |  |
| 2 | Total income from processed rice |  |
| 3 | Other income i |  |
| Total income |  |  |
|  | Expenditure Report | Amount (naira) |
| $\mathrm{S} / \mathrm{n}$ | Expenditure Type |  |
| 1 | Fertilizer |  |
| 2 | Manure/Organic fertilizers |  |
| 3 | Seed/Seedlings |  |
| 4 | Pesticide |  |
| 5 | Herbicide |  |
| 6 | Other inputs |  |
| 7 | Electricity |  |
| 8 | Labour/ Salary |  |
| 9 | Fuel |  |
| 10 | Kerosine |  |
| 11 | Water |  |
| 12 | Internet subscription |  |
| 13 | Telephone expenses |  |
| 14 | Repair/maintenance |  |
| 15 | Stationery |  |
| 16 | Staff welfare |  |
| 17 | Professional fee |  |
| 18 | Transportation |  |
| 19 | Bank charges |  |
| 20 | Equipments \& tools |  |
| 21 | Cost of gifts /CSR |  |
| 22 | Packaging Materials |  |
| 23 | Other expenses |  |
| 24 | Tax |  |
|  | Total Expenditure |  |

## Annual Income \& Expenditure Report

| Annual Income Report |  |  |
| :---: | :---: | :---: |
| $\mathrm{S} / \mathrm{n}$ | Income Type | Amount (naira) |
| 1 | Total income from paddy rice |  |
| 2 | Total income from processed rice |  |
| 3 | Other income |  |
| Total income |  |  |
|  |  |  |
|  | Annual Expenditure Report | Amount (naira) |
| $\mathrm{S} / \mathrm{n}$ | Expenditure Type |  |
| 1 | Fertilizer |  |
| 2 | Manure/Organic fertilizers |  |
| 3 | Seed/Seedlings |  |
| 4 | Pesticide |  |
| 5 | Herbicide |  |
| 6 | Other inputs |  |
| 7 | Electricity |  |
| 8 | Labour/ Salary |  |
| 9 | Fuel |  |
| 10 | Kerosine |  |
| 11 | Water |  |
| 12 | Internet subscription |  |
| 13 | Telephone expenses |  |
| 14 | Repair/ maintenance |  |
| 15 | Stationery |  |
| 16 | Staff welfare |  |
| 17 | Professional fee |  |
| 18 | Transportation |  |
| 19 | Bank charges |  |
| 20 | Equipments \& tools |  |
| 21 | Cost of gifts /CSR |  |
| 22 | Packaging Materials |  |
| 23 | Other expenses |  |
| 24 | Tax |  |
|  | Total Expenditure |  |

## 2nd Year

## 1st Cycle

| Activity |  |
| :--- | :--- |
| Seed/seedling variety | Ofada |
| Date of planting/transplanting |  |
| Kg of seeds planted |  |
| No. of seedlings transplanted | will be difficult to calculate |
|  |  |

50 kg of paddy rice will produce 30 kg of processed rice

2nd Cycle

| Activity |  |
| :--- | :--- |
| Seed/seedling variety | Ofada |
| Date of planting /transplanting |  |
| Kg of seeds planted |  |
| No. of seedlings transplanted | will be difficult to calculate |
|  |  |

50 kg of paddy rice will produce 30 kg of processed rice

## 3rd Cycle

| Activity |  |
| :--- | :--- |
| Seed/seedling variety | Ofada |
| Date of planting/transplanting |  |
| Kg of seeds planted |  |
| No. of seedlings transplanted | will be difficult to calculate |
|  |  |

50 kg of paddy rice will produce 30 kg
of processed rice

## 4th Cycle

| Activity |  |
| :--- | :--- |
| Seed/seedling variety | Ofada |
| Date of planting /transplanting |  |
| Kg of seeds planted |  |
| No. of seedlings transplanted | will be difficult to calculate |
|  |  |

50 kg of paddy rice will produce 30 kg of processed rice








## Expenses




Records





Quarterly Income \& Expenditure Report

| Income Report |  |  |
| :---: | :---: | :---: |
| $\mathrm{S} / \mathrm{n}$ | Income Type | Amount (naira) |
| 1 | Total income from paddy rice |  |
| 2 | Total income from processed rice |  |
| 3 | Other income |  |
| Total income |  |  |
|  |  |  |
|  | Expenditure Report | Amount (naira) |
| $\mathrm{S} / \mathrm{n}$ | Expenditure Type |  |
| 1 | Fertilizer |  |
| 2 | Manure/Organic fertilizers |  |
| 3 | Seed/Seedlings |  |
| 4 | Pesticide |  |
| 5 | Herbicide |  |
| 6 | Other inputs |  |
| 7 | Electricity |  |
| 8 | Labour/ Salary |  |
| 9 | Fuel |  |
| 10 | Kerosine |  |
| 11 | Water |  |
| 12 | Internet subscription |  |
| 13 | Telephone expenses |  |
| 14 | Repair/ maintenance |  |
| 15 | Stationery |  |
| 16 | Staff welfare |  |
| 17 | Professional fee |  |
| 18 | Transportation |  |
| 19 | Bank charges |  |
| 20 | Equipments \& tools |  |
| 21 | Cost of gifts /CSR |  |
| 22 | Packaging Materials |  |
| 23 | Other expenses |  |
| 24 | Tax |  |
|  | Total Expenditure |  |

Month．．．．．．．．．．．．．．．．．．．．．．． 202.
Pesticide／Insecticide application $\quad$ Herbicide application（weed control）
3 离荡
．
Total Feed
Used till Date
言淢
（m）／plot）
－



|  |  | Planting／Transplanting |  |  | Fertilizer application |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| S／N | Date | Location | No．of Plots | Qty planted／ <br> transplanted | Type of <br> fertilizer | No．of plots | Qty of <br> fertilizer／ <br> manure（kg） |


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| $\begin{array}{c}\text { Other Expenses } \\ \text { (naira) }\end{array}$ | Tax (naira) |
| :---: | :---: |

        Total (naira)
    (naira)
    materials
    (naira)
Cost of Gifts
/CSR (naira)

|  | $\begin{array}{c}\text { Maintenance/ } \\ \text { Repairs } \\ \text { (naira) }\end{array}$ | $\begin{array}{c}\text { Stationery } \\ \text { (naira) }\end{array}$ | $\begin{array}{c}\text { Staff welfare } \\ \text { (naira) }\end{array}$ | $\begin{array}{c}\text { Professional } \\ \text { fee (naira) }\end{array}$ | $\begin{array}{c}\text { Transportation } \\ \text { (naira) }\end{array}$ | $\begin{array}{c}\text { Bank charges } \\ \text { (naira) }\end{array}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  | $\begin{array}{c}\text { Equipments/ } \\ \text { tools (naira) }\end{array}$ |  |  |
|  |  |  |  |  |  |  |


|  | $\begin{array}{c}\text { Maintenance/ } \\ \text { Repairs } \\ \text { (naira) }\end{array}$ | $\begin{array}{c}\text { Stationery } \\ \text { (naira) }\end{array}$ | $\begin{array}{c}\text { Staff welfare } \\ \text { (naira) }\end{array}$ | $\begin{array}{c}\text { Professional } \\ \text { fee (naira) }\end{array}$ | $\begin{array}{c}\text { Transportation } \\ \text { (naira) }\end{array}$ | $\begin{array}{c}\text { Bank charges } \\ \text { (naira) }\end{array}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  | $\begin{array}{c}\text { Equipments } \\ \text { tools (naira) }\end{array}$ |  |
|  |  |  |  |  |  |  |


|  | $\begin{array}{c}\text { Maintenance/ } \\ \text { Repairs } \\ \text { (naira) }\end{array}$ | $\begin{array}{c}\text { Stationery } \\ \text { (naira) }\end{array}$ | $\begin{array}{c}\text { Staff welfare } \\ \text { (naira) }\end{array}$ | $\begin{array}{c}\text { Professional } \\ \text { fee (naira) }\end{array}$ | $\begin{array}{c}\text { Transportation } \\ \text { (naira) }\end{array}$ | $\begin{array}{c}\text { Bank charges } \\ \text { (naira) }\end{array}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  | $\begin{array}{c}\text { Equipments } \\ \text { tools (naira) }\end{array}$ |  |
|  |  |  |  |  |  |  |







| Month....................., 202.... |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  | Planting/Transplanting |  |  | Fertilizer application |  |  | Pesticide/Insecticide application |  |  | Herbicide application (weed control) |  |  |
| S/N | Date | Location | No. of Plots | Qty planted/ transplanted | Type of fertilizer | No. of plots | Qty of fertilizer/ manure(kg) | Type of chemical | No. of plots | Qty of pesticide used(ml/plot) | Total Feed/Fish till date (g) | Total Feed Used till Date ( Kg ) | Water (Itrs) |


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| Rent/ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Lease | | Electricity |
| :---: |
| (naira) | | Labour/ |
| :---: |
| Salary |
| (naira) |$\quad$| Fuel |
| :---: |
| (naira) | | Kerosine |
| :---: |
| (naira) |$\quad$| Water |
| :---: |
| (naira) | | Internet |
| :---: |
| subscription |
| (naira) |$\quad$| Telephone |
| :---: |
| expenses |
| (naira) |

(naira)


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| Date | Fertilizer (Naira) | Manure/Organic fertilizer (Naira) | Seed/seedlings (naira) | Pesticide (naira) | Herbicide (naira) | Other Inputs (naira) | Rent/ <br> Lease | Electricity (naira) | Labour/ Salary (naira) | Fuel (naira) | Kerosine (naira) | Water (naira) | Internet subscription (naira) | Telephone expenses (naira) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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## Quarterly Income \& Expenditure Report

| Income Report |  |  |
| :---: | :---: | :---: |
| $\mathrm{S} / \mathrm{n}$ | Income Type | Amount (naira) |
| 1 | Total income from paddy rice |  |
| 2 | Total income from processed rice |  |
| 3 | Other income |  |
| Total income |  |  |
|  | Expenditure Report | Amount (naira) |
| S/n | Expenditure Type |  |
| 1 | Fertilizer |  |
| 2 | Manure/Organic fertilizers |  |
| 3 | Seed/Seedlings |  |
| 4 | Pesticide |  |
| 5 | Herbicide |  |
| 6 | Other inputs |  |
| 7 | Electricity |  |
| 8 | Labour/ Salary |  |
| 9 | Fuel |  |
| 10 | Kerosine |  |
| 11 | Water |  |
| 12 | Internet subscription |  |
| 13 | Telephone expenses |  |
| 14 | Repair/ maintenance |  |
| 15 | Stationery |  |
| 16 | Staff welfare |  |
| 17 | Professional fee |  |
| 18 | Transportation |  |
| 19 | Bank charges |  |
| 20 | Equipments \& tools |  |
| 21 | Cost of gifts /CSR |  |
| 22 | Packaging Materials |  |
| 23 | Other expenses |  |
| 24 | Tax |  |
|  | Total Expenditure |  |


| Maintenance/ <br> Repairs <br> (naira) | Stationery (naira) | Staff welfare (naira) | Professional fee (naira) | Transportation (naira) | Bank charges (naira) | Equipments/ tools (naira) | Cost of Gifts /CSR (naira) | Packaging materials (naira) | Other Expenses (naira) | Tax (naira) | Total (naira) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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15,000 naira for 50 Kg
of paddy rice




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| Maintenance/ Repairs (naira) | Stationery (naira) | Staff welfare (naira) | Professional fee (naira) | Transportation (naira) | Bank charges (naira) | Equipments/ tools (naira) | Cost of Gifts /CSR (naira) | Packaging materials (naira) | Other Expenses (naira) | Tax (naira) | Total (naira) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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## Quarterly Income \& Expenditure Report


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 | Hetal | Total Feed |
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| Fertilizer application |  |  |
| :---: | :---: | :---: |
| Type of <br> fertilizer | No. of plots | Qty of <br> fertilizer/ <br> manure(kg) |


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Tax (naira)

Other Expenses
(naira)

|  | Maintenance/ <br> Repairs <br> (naira) | Stationery <br> (naira) | Staff welfare <br> (naira) | Professional <br> fee (naira) | Transportation <br> (naira) | Bank charges <br> (naira) | Equipments/ <br> tools (naira) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | | Cost of Gifts |
| :---: |
| /CSR (naira) |



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Quarterly Income \& Expenditure Report

| Income Report |  |  |
| :---: | :---: | :---: |
| S/n | Income Type | Amount (naira) |
| 1 | Total income from paddy rice |  |
| 2 | Total income from processed rice |  |
| 3 | Other income |  |
| Total income |  |  |
|  | Expenditure Report | Amount (naira) |
| $\mathrm{S} / \mathrm{n}$ | Expenditure Type |  |
| 1 | Fertilizer |  |
| 2 | Manure/Organic fertilizers |  |
| 3 | Seed/Seedlings |  |
| 4 | Pesticide |  |
| 5 | Herbicide |  |
| 6 | Other inputs |  |
| 7 | Electricity |  |
| 8 | Labour/ Salary |  |
| 9 | Fuel |  |
| 10 | Kerosine |  |
| 11 | Water |  |
| 12 | Internet subscription |  |
| 13 | Telephone expenses |  |
| 14 | Repair/ maintenance |  |
| 15 | Stationery |  |
| 16 | Staff welfare |  |
| 17 | Professional fee |  |
| 18 | Transportation |  |
| 19 | Bank charges |  |
| 20 | Equipments \& tools |  |
| 21 | Cost of gifts /CSR |  |
| 22 | Packaging Materials |  |
| 23 | Other expenses |  |
| 24 | Tax |  |
|  | Total Expenditure |  |

Annual Income \& Expenditure Report


