



LAGOS STATE GOVERNMENT

MINISTRY OF AGRICULTURE

**AGRO-PROCESSING, PRODUCTIVITY ENHANCEMENT
AND LIVELIHOOD IMPROVEMENT SUPPORT PROJECT**

WORLD BANK ASSISTED

APPEALS PROJECT

Farmer's Record Keeping Handbook on

Rice Value Chain Production



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Introduction

The Lagos State Agro Processing, Productivity Enhancement and Livelihood Improvement Support – **APPEALS 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 filling 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 document all Incomes from sales made to your staff or you collated monthly.

Please note that unit refers to kg, ml, litre, bunch, grams or any other metric being used.

Business Details

1. Business name: _____

2. Name of owner: _____

3. Address of business: _____

4. Contact number: _____

5. LGA: _____

6. Value Chain: _____

7. Enterprise: _____

8. Area of specialisation: _____

9. Describe your business: _____

10. Provide any other useful information: _____

Concentration of Chemical

1 milligram per liter (mg/l) = 1 part per million (ppm)
 2.72 pounds. = 1 ppm per acre foot of water
 1 gram per cubic meter = 1 mg/Liter
 All references to water are for fresh water.

Useful information

1 Gallon = 8.34 lbs or 3.78 kgs

Temperature

$$F = 1.8 \times C + 32$$

$$C = F - 32/1.8$$

Formulas

Area

$$\text{Square: } A = s^2$$

$$\text{Rectangle: } A = l \times w$$

$$\text{Triangle: } A = \text{base}/2 \times \text{height}$$

$$\text{Circle: } A = \pi r^2$$

$$\text{Trapezoid: } A = \text{top} + \text{bottom} \times h/2$$

Volume

$$\text{Cube: } V = S^3 \times$$

$$\text{Rectangular Box: } V = \text{length} \times \text{width} \times \text{ht}$$

$$\text{Cylinder: } V = \pi r^2 \times \text{length}$$

Circle

Circumference

Land Area

15 standard plots = 1 Hectare of land

6 plots = 1 acre of land

2.5 acres = 1 hectare

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

50kg of paddy rice will
produce 30kg
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

50kg of paddy rice will
produce 30kg
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 30kg
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

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

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)
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		

Quarterly Income & Expenditure Report

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S/n	Income Type	Amount (naira)
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19	Bank charges	
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21	Cost of gifts /CSR	
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24	Tax	
Total Expenditure		

Annual Income & Expenditure Report

Annual 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		
Annual Expenditure Report		Amount (naira)
S/n	Expenditure Type	
1	Fertilizer	
2	Manure/Organic fertilizers	
3	Seed/Seedlings	
4	Pesticide	
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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

50kg of paddy rice will produce 30kg 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

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

4th Cycle

Activity	
Seed/seedling variety	Ofada
Date of planting /transplanting	
Kg of seeds planted	
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Quarterly Income & Expenditure Report

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23	Other expenses	
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Annual Income & Expenditure Report

Annual 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		
Annual Expenditure Report		Amount (naira)
S/n	Expenditure Type	
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