





LAGOS STATE GOVERNMENT

MINISTRY OF AGRICULTURE

AGRO-PROCESSING, PRODUCTIVITY ENHANCEMENT AND LIVELIHOOD IMPROVEMENT SUPPORT PROJECT

WORLD BANK ASSISTED

APPEALS PROJECT

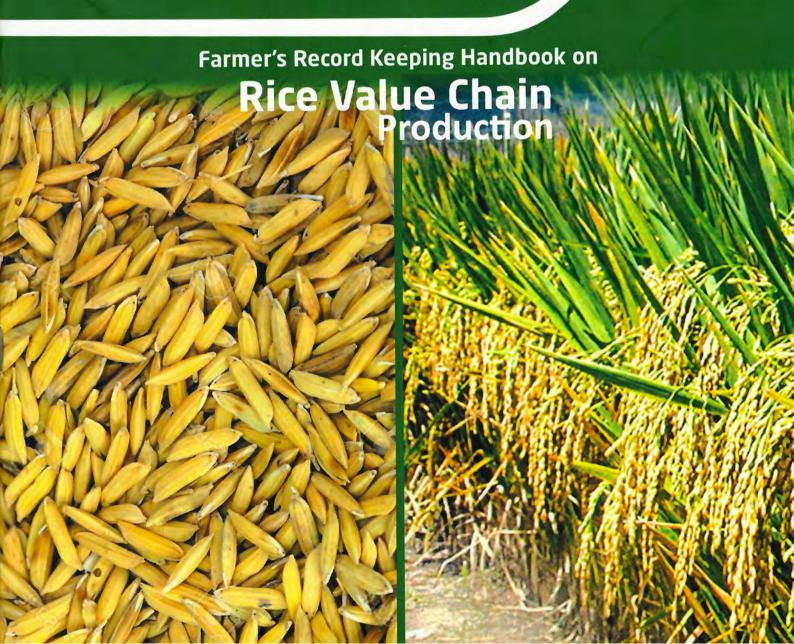


Table of Contents

Introduction	5
How to Use This Book	4
Business Details	5
Glossary	6
Asset Register	7
1st Year Stock	8 - 61
Daily Activities Expense Record Income & Expenditure Record	
Annual Income & Expenditure Record	
2nd Year Stock Daily Activities Expense Record	62 - 115
Income & Expenditure Record	

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 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 kg, ml, litre, bunch, grams or any other metric being used.

Business Details

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. Business name:	
. Name of owner:	A Company of the State of the S
s. Address of business:	mana and and and and and and
4. Contact number:	m Çili alferiye vin capraving navq il
5. LGA:	at he alarmo maiore il eymonoli
6. Value Chain:	
7. Enterprise:	photos spore of papalleds
8. Area of specialisation:	nervanz zatruj hadromurali
9. Describe your business:	DV DOBING AND DISCOURT OF BUILDING
	to the particular language of the particular street, and the particular str
	net Water Committee and American
10. Provide any other useful information:	petrologico el sirvi estrologico di mante la sirvi estrologico de dissono di sirvi estrologico de dissono di sirvi estrologico de dissono di sirvi estrologico de dissono de dis
the hamiltonia are exert. An habit own that without the	maker all the same that will be
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	are to healthing electing to an

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

Square: A = s2

Rectangle: A=1 × w

Triangle: $A = base/2 \times height$

Circle: $A = \pi r^2$

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

Volume

Cube: V = S3 x

Rectangular Box: $V = length \times width \times ht$

Cylinder: $V = \pi r3 \times length$

Circle

Circumference

Land Area

15 standard plots = 1 Hectare of land

6 plots = 1 acre of land

2.5 acres = 1 hectare

Asset Register

S/N	Purchase Date	Equipment	Brand	Quantity	Cost	Total Cost	Life Span
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			1				
						1000	
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1st Year

1st Cycle

Activit	У
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

Activit	y
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

Activit	y
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

Activit	У
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

(control)	Water (Itrs)												
Herbicide application (weed control)	Total Feed Used till Date (Kg)												
Herbicide	Total Feed/Fish till date (g)												
lication	of ide /plot)												
Pesticide/Insecticide application	No. of plots							IIV					
Pesticide/	Type of chemical												
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Fertilizer application	No. of plots												
Ferti	Type of fertilizer												
inting	Qty planted/ transplanted												
Plantina/Transplantina	No. of Plots												
Plan	Location												
	Date												
	s/N												

	Harvest (ajter threshing)	(fullisall	000	Sales Fillines (bandy)	
Location	No. of plots	Qty Harvested /(kg)	Qty sold/(kg)	Selling price /(kg)	Remarks

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Telephone expenses (naira)																		
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Transportation Bank charges (naira)													
Professional fee (naira)													
Stationery Staff welfare (naira)													
Maintenance/ Repairs (naira)													

Plan	Plan	= 3	Planting/Transplanting	lanting	Fert	Fertilizer application	ion	Pesticide	Pesticide/Insecticide application	plication	Herbicide	Herbicide application (weed control)	d control)	
Date Location No. of Plots		No. of PI	ots	Qty planted/ transplanted	Type of fertilizer	No. of plots	Qty of fertilizer/ manure(kg)	- 5	No. of plots	Qty of pesticide used(ml/plot)	2 ₽	Total Feed Used till Date	Water (ltrs)	
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Sales Entries (paddy)	Selling price /(kg)													
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reshing)	Qty Harvested /(kg)													
Harvest (after threshing)	No. of plots													
	Location													

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Tele n exp														
Internet subscription (naira)														
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Kerosine (naira)														
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Other Inputs (naira)														
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Pesticide (naira)														
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Manure/Organic fertilizer (Naira)														
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Date

S/N

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0	Remarks													
Sales Entries (paddy)	Selling price /(kg)													
Sal	Qty sold/(kg)													
reshing)	Qty Harvested /(kg)													
Harvest (after threshing)	No. of plots													
	Location													

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Date

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Total (naira)																
Tax (naira)																
Other Expenses (naira)																
Packaging materials (naira)																
Cost of Gifts /CSR (naira)																
Equipments/ tools (naira)																
Bank charges (naira)																
Transportation (naira)																
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Staff welfare (naira)																
Stationery (naira)											1119					
Maintenance/ Repairs (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)
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	

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



	Remarks													
Sales Entries (paddy)	Selling price /(kg)													
Sale	Qty sold/(kg)				,									
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Harvest (after threshing)	No. of plots													
1	Location													

Telephone expenses (naira)													
Internet subscription (naira)													
Water (naira)													
Kerosine (naira)													
Fuel (naira)													
Labour/ Salary (naira)													
Electricity (naira)													
Rent/ Lease													
Other Inputs (naira)													
Herbicide (naira)													
Pesticide (naira)													
Seed/seedlings (naira)													
Manure/Organic fertilizer (Naira)													
Fertilizer (Naira)													
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Equipments/ tools (naira)													
Bank charges (naira)													
Transportation (naira)													
Professional fee (naira)													
Staff welfare (naira)													
Stationery (naira)													
Maintenance/ Repairs (naira)													

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Herbicide application (weed control)	Total Feed Used till Date (Kg)						*									
Herbicide	Total Feed/Fish till date (g)															
lication	Qty of pesticide used(ml/plot)															
Pesticide/Insecticide application	No. of plots															
Pesticide,	Type of chemical															
	Qty of fertilizer/ manure(kg)															
Fertilizer application	No. of plots															
Fert	Type of fertilizer															
anting	Qty planted/ transplanted															
Planting/ Iransplanting	No. of Plots															
Pic	Location															
	Date															
	S/N															

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1)	Remarks												
Sales Entries (paddy)	Selling price /(kg)												
Sa	Qty sold/(kg)												
reshing)	Qty Harvested /(kg)												
Harvest (after threshing)	No. of plots												
	Location												

Telephone expenses (naira)																
Internet Te subscription e? (naira)																
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Kerosine (naira)																
Fuel (naira)																
Labour/ Salary (naira)																
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Professional fee (naira)																			
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(control)		Water (Itrs)														
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	псапон	Qty of pesticide used(ml/plot)														
	Pesticide/Insecticide application	No. of plots														
	Pesticide/	Type of chemical														
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	Ferti	Type of fertilizer														
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(4)	Remarks												
Sales Entries (paddy)	Selling price /(kg)												
Sa	Qty sold/(kg)												
reshing)	Qty Harvested /(kg)												
Harvest (after threshing)	No. of plots												
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Pesticide (naira)																				
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Manure/Organic fertilizer (Naira)																				
Fertilizer (Naira)																				
Date																				

Total (naira) Tax (naira) Other Expenses (naira) Packaging materials (naira) Cost of Gifts /CSR (naira) Equipments/ tools (naira) Staff welfare Professional Transportation Bank charges (naira) fee (naira) (naira) (naira) Maintenance/ Repairs (naira)

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

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eshing)	Qty Harvested /(kg)													
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Equipments/ tools (naira)														
Bank charges (naira)														
Transportation (naira)														
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	Harvest (after threshing)	reshing)	Salı	Sales Entries (paddy)	
Location	No. of plots	Qty Harvested /(kg)	Qty sold/(kg)	Selling price /(kg)	Remarks

Telephone expenses (naira)												
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Water (naira)												
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Fuel (naira)												
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Herbicide (naira)												
Pesticide (naira)												
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Cost of Gifts /CSR (naira)																	
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Maintenance/ Repairs (naira)																	
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Herbicide application (weed control)	Total Feed Used till Date	(6.1)															
Herbicide	Total Feed/Fish till date (g)																
olication	Qty of pesticide used(ml/plot)																
Pesticide/Insecticide application	No. of plots																
Pesticide,	Type of chemical																
uc	Qty of fertilizer/ manure(kg)																
Fertilizer application	No. of plots																
Fert	Type of fertilizer																
anting	Qty planted/ transplanted																
Planting/Transplanting	No. of Plots																
PIC	Location																
	Date																
	s/N																

	Harvest (after threshing)	reshing)	Sai	Sales Entries (paddy)	
Location	No. of plots	Qty Harvested /(kg)	Qty sold/(kg)	Selling price /(kg)	Remarks

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Quarterly Income & Expenditure Report

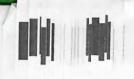
	Income Report	
S/n	Income Type	Amount (naira
1	Total income from paddy rice	
2	Total income from processed rice	
3	Other income	
	Total income	

	Expenditure Report	Amount (naira
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	

	Ple	Planting/Transplanting	lanting	Fert	Fertilizer application	u,	Pesticide	Pesticide/Insecticide application	olication	Herbicide	Herbicide application (weed control)	(control)
3	Location	No. of Plots	No. of Plots 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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Remarks																							
Selling price /(kg)																							
Qty sold/(kg)																							
Qty Harvested /(kg)																							
No. of plots																							Company of the Compan
Location																							A CONTRACTOR OF THE PARTY OF TH
	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price //(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Oty Harvested Oty sold/(kg) Selling price //(kg)	No. of plots Oty Harvested Oty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price //(kg)	No. of plots Oty Harvested Oty sold/(kg) Selling price //(kg)

Telephone expenses (naira)													
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Water (naira)													
Kerosine (naira)													
Fuel (naira)													
Labour/ Salary (naira)													
Electricity (naira)													
Rent/ Lease													
Other Inputs (naira)													
Herbicide (naira)													
Pesticide (naira)													
Seed/seedlings (naira)													
Manure/Organic fertilizer (Naira)													
Fertilizer (Naira)													
Date													*



Total (naira)													
Tax (naira)													
Other Expenses (naira)													
Packaging materials (naira)													
Cost of Gifts /CSR (naira)													
Equipments/ tools (naira)													
Bank charges (naira)													
Transportation (naira)													
Staff welfare Professional (naira)													
Repairs Stationery (naira)													
Repairs (naira)													

(control)	Water (Itrs)													
Herbicide application (weed control)	Total Feed Used till Date (Kg)													
Herbicide	Total Feed/Fish till date (g)													
lication	Qty of pesticide used(ml/plot)													
Pesticide/Insecticide application	No. of plots													
Pesticide/	Type of chemical													
,	Qty of fertilizer/ manure(kg)													
Fertilizer application	No. of plots													
Ferti	Type of fertilizer													
unting	Qty planted/ transplanted													
Planting/Transplanting	No. of Plots													
Plai	Location													
	Date													
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Internet subscription (naira)															
Water (naira)															
Kerosine (naira)															
Fuel (naira)															
Labour/ Salary (naira)															
Electricity (naira)															
Rent/ Lease		4													
Other Inputs (naira)															
Herbicide (naira)															
Pesticide (naira)															
Seed/seedlings (naira)															
Manure/Organic fertilizer (Naira)															
Fertilizer (Naira)															
Date															

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Tax (naira)	1											
Other Expenses (naira)												
Packaging materials (naira)												
Cost of Gifts /CSR (naira)												
Equipments/ tools (naira)												
Bank charges (naira)												
Transportation (naira)												
Professional fee (naira)												
Staff welfare (naira)												
Stationery (naira)												
Maintenance/ Repairs (naira)												

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control)	Water (Itrs)															
Herbicide application (weed control)	Total Feed Used till Date (Kg)															
Herbicide	正章															
lication	of ide /plot)															
Desticide /Insecticide application	No. of plots				3											
Dosticido	Type of chemical															
	Qty of fertilizer/ manure(kg)															
a Citate il non a continue a	No. of plots															
Parent 7	Type of fertilizer															
	Qty planted/ transplanted															
	Planting/ Iransplanting Qty pl No. of Plots transp															
	Plan															
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Remarks																								
Selling price /(kg)																								
Qty sold/(kg)																								
Qty Harvested /(kg)																								
No. of plots																								
Location																								
	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg) /(kg)	No. of plots Qty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Aty Harvested Aty sold/(kg) Selling price /(kg)	No. of plots Oty Harvested Qty sold/(kg) Selling price /(kg)	No. of plots Oty Harvested Oty sold/(kg) Selling price /(kg) /(kg)	No. of plots	No. of plots	No. of plots Oty Harvested Oty sold/(kg) Selling price /(kg)	No. of plots Oty Harvested Oty sold/(kg) Selling price /(kg)

Telephone expenses (naira)													
Internet subscription (naira)													
Water (naira)													
Kerosine (naira)													
Fuel (naira)													
Labour/ Salary (naira)													
Electricity (naira)													
Rent/ Lease													
Other Inputs (naira)													
Herbicide (naira)													
Pesticide (naira)													
Seed/seedlings (naira)													
Manure/Organic fertilizer (Naira)													
Fertilizer (Naira)													
Date													

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

THE STATE OF	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	

Equipments & tools

Packaging Materials

Total Expenditure

Cost of gifts /CSR

Other expenses

Tax

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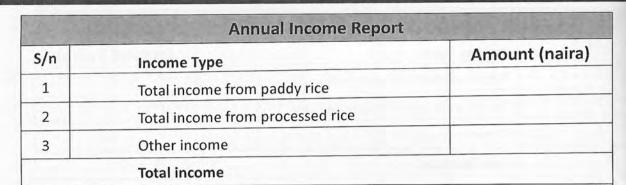
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Annual Income & Expenditure Report



	Annual 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	

2nd Year

1st Cycle

Activit	У
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

Activit	У
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

Activit	У
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

Activit	У
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

Octy of Type of No. of plots pesticide Feed/Fish I date (g) and till date (g) and ti	7	- Institute	Forth	Fertilizer application	-	Pesticide/	Pesticide/Insecticide application	olication	Herbicide	Herbicide application (weed control)	control)	
	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)	
												-
												-

			T		T										
-	Remarks														
Sales Entries (paddy)	Selling price /(kg)														
Sal	Qty sold/(kg)														
reshing)	Qty Harvested /(kg)														
Harvest (after threshing)	No. of plots														
_	Location														

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1 -	(naira)																
Internet subscription	(naira)																
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Kerosine (naira)																	
Fuel (naira)																	
Labour/ Salary (naira)	(mana)																
Electricity (naira)																	
Rent/ Lease																	
Other Inputs (naira)																	
Herbicide (naira)																	1
Pesticide (naira)																	1
Seed/seedlings (naira)																	ı
Manure/Organic fertilizer (Naira)																	
Fertilizer (Naira)																	1
Date																	1

Total (naira)														
Tax (naira)														
Other Expenses (naira)														
Packaging materials (naira)														
Cost of Gifts /CSR (naira)														
Equipments/ tools (naira)														
Bank charges (naira)														
Transportation (naira)														
Professional fee (naira)														
Staff welfare (naira)														
Stationery (naira)														
Maintenance/ Repairs (naira)														

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control)	Water (Itrs)												
Herbicide application (weed control)	Total Feed Used till Date (Kg)										1		
Herbicide	Total Feed/Fish till date (g)												
lication	Qty of pesticide used(ml/plot)												
Pesticide/Insecticide application	No. of plots												
Pesticide/	Type of chemical												
u	Qty of fertilizer/ manure(kg)												
Fertilizer application	No. of plots												
Ferti	Type of fertilizer												
unting	Qty planted/ transplanted												
Planting/Transplanting	No. of Plots												
Pla	Location												
	Date												
	s/N												

1)	Remarks													
Sales Entries (paddy)	Selling price /(kg)													
Sai	Qty sold/(kg)													
reshing)	Qty Harvested /(kg)													
Harvest (after threshing)	No. of plots													
	Location													

Internet Telephone subscription expenses (naira) (naira) Water (naira) Kerosine (naira) Fuel (naira) Labour/ Salary (naira) Electricity (naira) Rent/ Lease Other Inputs (naira) Herbicide (naira) Pesticide (naira) Manure/Organic Seed/seedlings fertilizer (Naira)

Fertilizer (Naira)

Date

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Total (naira)																		
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Other Expenses (naira)																		
Packaging materials (naira)																		
Cost of Gifts /CSR (naira)																		
Equipments/ tools (naira)																		
Bank charges (naira)																		
Transportation (naira)																		
Professional fee (naira)																		
Staff welfare (naira)																		
Stationery (naira)																		
Maintenance/ Repairs (naira)																		
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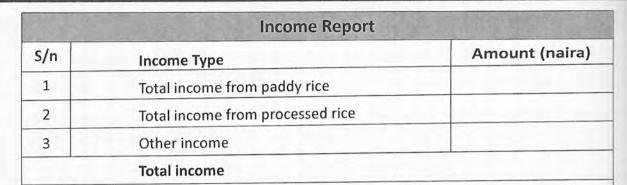
Water (Itrs) Herbicide application (weed control) Total Feed Used till Date (Kg) Qty of Total
pesticide Feed/Fish
used(ml/plot) till date (g) Pesticide/Insecticide application No. of plots Type of chemical Qty of fertilizer/ manure(kg) Fertilizer application No. of plots Type of fertilizer Location No. of Plots transplanted Planting/Transplanting Date

No of plots				
No. or plots	Qty Harvested /(kg)	Qty sold/(kg)	Selling price /(kg)	Remarks

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lelephone expenses (naira)													
Internet subscription (naira)													
Water (naira)													
Kerosine (naira)													
Fuel (naira)													
Labour/ Salary (naira)													
Electricity (naira)													
Rent/ Lease													
Other Inputs (naira)													
Herbicide (naira)													
Pesticide (naira)													
Seed/seedlings (naira)													
Manure/Organic fertilizer (Naira)													
Fertilizer (Naira)													
Date													

Total (naira)													
Tax (naira)													
Other Expenses (naira)													
Packaging materials (naira)													
Cost of Gifts /CSR (naira)													
Equipments/ tools (naira)													
Bank charges (naira)													
Transportation (naira)													
Professional fee (naira)													
Staff welfare (naira)													
Stationery (naira)													
Maintenance/ Repairs (naira)													



	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	1
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	

				_	-	_	-	_		_		_		_		-	_	_
f control)	Water (Itrs)																	
Herbicide application (weed control)	Total Feed Used till Date (Kg)																	
Herbicide	五音																	
lication	Qty of pesticide used(ml/plot)																	
Pesticide/Insecticide application	No. of plots																	
Pesticide,	Type of chemical																	
u	Qty of fertilizer/ manure(kg)																	
Fertilizer application	No. of plots	FI																
Ferti	Type of fertilizer																	
nting	Qty planted/ transplanted																	
Planting/Transplanting	No. of Plots																	
Pla	Location																	
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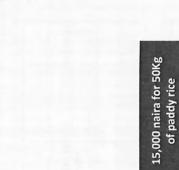
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,	Remarks													
Sales Entries (paddy)	Selling price /(kg)											P		
Sale	Qty sold/(kg)													
reshing)	Qty Harvested /(kg)													
Harvest (after threshing)	No. of plots													
	Location													

Telephone expenses (naira)			T											T		
Internet Te subscription e (naira)																
Water (naira)																
Kerosine (naira)																
Fuel (naira)																
Labour/ Salary (naira)																
Electricity (naira)																
Rent/ Lease																
Other Inputs (naira)																
Herbicide (naira)																
Pesticide (naira)																
Seed/seedlings (naira)																
Manure/Organic fertilizer (Naira)																
Fertilizer (Naira)																
Date																

Total (naira)														1
Tax (naira)														
Other Expenses (naira)														
Packaging materials (naira)														
Cost of Gifts /CSR (naira)														۱
Equipments/ tools (naira)														
Bank charges (naira)														
Transportation (naira)														
Professional fee (naira)														
Staff welfare (naira)														
Stationery (naira)														
Maintenance/ Repairs (naira)														
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(control)	Water (Itrs)														
Herbicide application (weed control)	Total Feed Used till Date (Kg)														
Herbicide	Total Feed/Fish till date (g)														
olication	of ide /plot)													10	
Pesticide/Insecticide application	No. of plots														
Pesticide,	Type of chemical														
	Qty of fertilizer/ manure(kg)														
Fertilizer application	No. of plots														
Ferti	Type of fertilizer														
anting	Qty planted/ transplanted														
Danting /Transming	No. of Plots														
Dia	Location														
	Date														
	N/S														



Remarks Sales Entries (paddy) Selling price /(kg) Qty sold/(kg) Qty Harvested /(kg) Harvest (after threshing) No. of plots Location

Telephone expenses (naira)			1											
Internet Te subscription ex (naira)														
Water SI (naira)							1							
Kerosine (naira)														
Fuel (naira)														
Labour/ Salary (naira)														
Electricity (naira)														
Rent/ Lease														
Other Inputs (naira)														
Herbicide (naira)														
Pesticide (naira)														
Seed/seedlings (naira)														
Manure/Organic fertilizer (Naira)														
Fertilizer (Naira)														
Date														

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control)	Water (Itrs)												
Herbicide application (weed control)	Total Feed Used till Date (Kg)												1
Herbicide o	Total Feed/Fish till date (g)												
lication	Qty of pesticide used(ml/plot)												
Pesticide/Insecticide application	No. of plots												
Pesticide/	Type of chemical												
u	Qty of fertilizer/ manure(kg)												
Fertilizer application	No. of plots												
Fertil	Type of fertilizer												
unting	Qty planted/ transplanted												
Planting/Transplanting	No. of Plots												
Pla	Location												
	Date												
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1)	Remarks												
Sales Entries (paddy)	Selling price /(kg)												
Sal	Qty sold/(kg)												
reshing)	Qty Harvested /(kg)												
Harvest (after threshing)	No. of plots												
	Location												

expenses (naira)														-
subscription (naira)														
Water (naira)														
Kerosine (naira)														
Fuel (naira)														
Labour/ Salary (naira)														
Electricity (naira)														
Rent/ Lease														
Other Inputs (naira)														
Herbicide (naira)														
Pesticide (naira)														
Seed/seedlings (naira)														
Manure/Organic fertilizer (Naira)														
Fertilizer (Naira)														-
Date														

Qty Harvested /(kg)	Sales Entries (paddy)	y sold/(kg) Selling price Remarks /(kg)													
vest (after threshi	na)	Harvested Qty sold/(kg)													
	idear throchi	No. of plots Qty													

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Telephone expenses (naira)																	
Internet subscription (naira)																	
Water (naira)																	
Kerosine (naira)																	
Fuel (naira)																	
Labour/ Salary (naira)																	
Electricity (naira)																	
Rent/ Lease																	
Other Inputs (naira)																	
Herbicide (naira)																	
Pesticide (naira)																	
Seed/seedlings (naira)																	
Manure/Organic fertilizer (Naira)																	
Fertilizer (Naira)																	
Date																	

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Total (naira)																	
Tax (naira)																	
Other Expenses (naira)																	
Packaging materials (naira)																	
Cost of Gifts /CSR (naira)																	
Equipments/ tools (naira)																	
Bank charges (naira)																	
Transportation (naira)																	
Staff welfare Professional (naira)																	
Stationery (naira)																	
Maintenance/ Repairs (naira)																	

i king all	Income Report	The state of the s
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	
.6	Staff welfare	
.7	Professional fee	
.8	Transportation	
9	Bank charges	
0	Equipments & tools	
1	Cost of gifts /CSR	
2	Packaging Materials	
3	Other expenses	
4	Tax	
	Total Expenditure	

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Total (naira)													
Tax (naira)													
Other Expenses (naira)													
Packaging materials (naira)													
Cost of Gifts /CSR (naira)													
Equipments/ tools (naira)													
Bank charges (naira)													
Transportation (naira)													
Professional fee (naira)													
Staff welfare (naira)													
Stationery (naira)													
Maintenance/ Repairs (naira)													

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pplication (weed control)	Water (Itrs)															
Herbicide application (weed control)	Total Feed Used till Date (Kg)															
Herbicide	五世															
plication	Qty of pesticide used(ml/plot)															
Pesticide/Insecticide application	No. of plots															
Pesticide,	Type of chemical															
nı.	Qty of fertilizer/ manure(kg)															
Fertilizer application	No. of plots															
Fert	Type of fertilizer															
anting	Qty planted/ transplanted															
Planting/Transplanting	No. of Plots															
Pla	Location															
	Date															
	N/s															

	S													
	Remarks													
Sales Filtries (panal)	Selling price /(kg)													
	Qty sold/(kg)													
(Sums)	Qty Harvested /(kg)													
(Guines in the land and	No. of plots													
	Location													



				T	T		_		_	T		_	_	T		
d control)	Water (Itrs)															
Herbicide application (weed control)	Total Feed Used till Date (Kg)															
Herbicide	Total Feed/Fish till date (g)															
olication	Qty of pesticide used(ml/plot)															
Pesticide/Insecticide application	No. of plots															
Pesticide/	Type of chemical															
	Qty of fertilizer/ manure(kg)															
Fertilizer application	No. of plots															
Fert	Type of fertilizer															
anting	Qty planted/ transplanted															
Planting/Transplanting	No. of Plots															
Pla	Location															
	Date															
	s/N															

0	Remarks													
Sales Entries (paddy)	Selling price /(kg)													
Sal	Qty sold/(kg)													
eshing)	Qty Harvested /(kg)													
Harvest (after threshing)	No. of plots													
	Location													



(1)	7	-	-	_	_	 		_	_	 						
Telephone expenses (naira)	(manra)															
Internet subscription (naira)	(mail a)															
Water (naira)																
Kerosine (naira)																
Fuel (naira)																
Labour/ Salary (naira)																
Electricity (naira)																
Rent/ Lease																
Other Inputs (naira)																
Herbicide (naira)																
Pesticide (naira)																
Seed/seedlings (naira)																
Manure/Organic fertilizer (Naira)																
Fertilizer (Naira)																
Date																

													I
d control)	Water (Itrs)												
Herbicide application (weed control)	Total Feed Used till Date (Kg)												
Herbicide	Total Feed/Fish till date (g)												
olication	Qty of pesticide used(ml/plot)												
Pesticide/Insecticide application	No. of plots												
Pesticide,	Type of chemical												
u	Qty of fertilizer/ manure(kg)												
Fertilizer application	No. of plots												
Fert	Type of fertilizer												
anting	Qty planted/ transplanted												
Planting/Transplanting	No. of Plots												
Pla	Location												
	Date												
	s/N												

No. o	No. of plots Qty Har	Qty Harvested	Qty sold/(kg	Sales Entries (paddy) Selling price	dy) Remarks
		(kg)		/(kg)	



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Total (naira)																		
Tax (naira)																4		
Other Expenses (naira)																		
Packaging materials (naira)																		
Cost of Gifts /CSR (naira)																		
Equipments/ tools (naira)																		
Bank charges (naira)																		
Professional Transportation fee (naira) (naira)																		
Professional fee (naira)																		
Staff welfare (naira)																		
Stationery (naira)																		
Repairs (naira)																		

Total (naira)													
Tax (naira)													
Other Expenses (naira)													
Packaging materials (naira)													
Cost of Gifts /CSR (naira)													
Equipments/ tools (naira)													
Bank charges (naira)													
Transportation (naira)													
Professional fee (naira)													
Staff welfare (naira)													
Stationery (naira)													
Mepairs (naira)													

Month, 202	ion (weed control) Feed Water											
Month.	Total Total Feed Water Water	till date (g)										
Pesticide/Insecticide application	No. of plots pesticide	nsea(m/bic										
	Qty of fertilizer/ Type of manure(kg) chemical											1
Fertilizer application	No. of plots fert											
	Type of fertilizer						1					
6	s transplanted/											
	No. of Plots											
	Госацои											
S/N Date	-											-

											-							
1	Remarks									-	-	+	+					
Sales Lineau	Selling price /(kg)															-		
3	Qty sold/(kg)																	+
reshing)	Qty Harvested											-						
Harvest (after threshing)	No. of plots									+		+	-		-			A STATE OF THE PARTY OF THE PAR
I	Location												-	-	-		+	

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Telephone expenses (naira)														
Internet subscription (naira)														
Water (naira)														
Kerosine (naira)														
Fuel (naira)														
Labour/ Salary (naira)														
Electricity (naira)														
Rent/ Lease														
Other Inputs (naira)														
Herbicide (naira)														
Pesticide (naira)														
Seed/seedlings (naira)														
Manure/Organic fertilizer (Naira)														
Fertilizer (Naira)														
Date														

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Total (naira)																	
Tax (naira)			3														
Other Expenses (naira)																	
Packaging materials (naira)																	
Cost of Gifts /CSR (naira)																	
Equipments/ tools (naira)																	
Bank charges (naira)																	
Transportation (naira)																	
Professional fee (naira)																	
Staff welfare (naira)																	
Stationery (naira)																	
Maintenance/ Repairs (naira)																	



Maria.	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	(nana)
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	
1	Cost of gifts /CSR	
2	Packaging Materials	
3	Other expenses	
4	Tax	
	Total Expenditure	

(control)	Water (Itrs)													
Herbicide application (weed control)	Total Feed Used till Date (Kg)													
Herbicide	Total Feed/Fish till date (g)													
lication	Qty of pesticide used(ml/plot)													
Pesticide/Insecticide application	No. of plots													
Pesticide/	Type of chemical													
	Qty of fertilizer/ manure(kg)													
Fertilizer application	No. of plots													
Fertil	Type of fertilizer													
inting	Qty planted/ transplanted													
Dlanting /Transplanting	No. of Plots													
pla	Location													
	Date													-
	s/N													10

1	Remarks												
Sales Entries (paddy)	Selling price /(kg)												
Sa	Qty sold/(kg)												
(Summa)	Qty Harvested /(kg)												
16	No. of plots												
	Location												

Telephone expenses (naira)	T	T	1											
Internet Tel subscription ex (naira) (
Water (naira)														
Kerosine (naira)														
Fuel (naira)														
Labour/ Salary (naira)														
Electricity (naira)														
Rent/ Lease														
Other Inputs (naira)														
Herbicide (naira)														
Pesticide (naira)														
Seed/seedlings (naira)														
Manure/Organic fertilizer (Naira)														
Fertilizer (Naira)														
Date														

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Repairs (naira)	sirs Stationery ra) (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)

		P	Planting/Transplanting	lanting	Fert	Fertilizer application	uc	Pesticide	Pesticide/Insecticide application	plication	Herbicide	Herbicide application (weed control)	l control)	
	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)	
- 1														
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1														
1														
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(4)	Remarks													
Sales Entries (paddy)	Selling price /(kg)													
Š	Qty sold/(kg)													
reshing)	Qty Harvested /(kg)													
Harvest (after threshing)	No. of plots													
	Location													

Telephone expenses (naira)														
Telep expe (na		-								-				
Internet subscription (naira)														
Water (naira)														
Kerosine (naira)														
Fuel (naira)														
Labour/ Salary (naira)														
Electricity (naira)														
Rent/ Lease														
Other Inputs (naira)														
Herbicide (naira)														
Pesticide (naira)														
Seed/seedlings (naira)														
Manure/Organic fertilizer (Naira)														
Fertilizer (Naira)														
Date														

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Total (naira)													
Tax (naira)				•									
Other Expenses (naira)													
Packaging materials (naira)													
Cost of Gifts /CSR (naira)													
Equipments/ tools (naira)													
Bank charges (naira)													
Transportation (naira)													
Professional fee (naira)													
Staff welfare (naira)													
Stationery (naira)													
Maintenance/ Repairs (naira)													

d control)	Water (Itrs)													
Herbicide application (weed control)	Total Feed Used till Date (Kg)													
Herbicide	Total Feed/Fish till date (g)													
lication	Qty of pesticide used(ml/plot)													
Insecticide app	No. of plots													
	Qty of fertilizer/ manure(kg)													
lizer applicatio														
Ferti	Type of fertilizer													
anting	Qty planted/ transplanted													
nting/Transpl.	No. of Plots													
Pla	Location													
	Date													
	N/S													

	Harvest (after threshing)	hreshing)	Sc	Sales Entries (paddy)	dy)
Location	No. of plots	Qty Harvested /(kg)	Qty sold/(kg)	Selling price /(kg)	Remarks

Telephone expenses (naira)													
Internet Te subscription e (naira)													
Water (naira)					1								
Kerosine (naira)													
Fuel (naira)													
Labour/ Salary (naira)													
Electricity (naira)													
Rent/ Lease													
Other Inputs (naira)													
Herbicide (naira)													
Pesticide (naira)													
Seed/seedlings (naira)													
Manure/Organic fertilizer (Naira)													
Fertilizer (Naira)													
Date													

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Total (naira)																					
Tax (naira)																					
Other Expenses (naira)																					
Packaging materials (naira)																					
Cost of Gifts /CSR (naira)																					
Equipments/ tools (naira)																					
Bank charges (naira)																					
Transportation (naira)																					
Professional fee (naira)																					
Staff welfare Professional (naira)																					
Stationery (naira)																					
Repairs (naira)																					

	Income Report	PROPERTY OF THE PROPERTY OF TH
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	a de la companya de
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	eathers.
21	Cost of gifts /CSR	
22	Packaging Materials	
23	Other expenses	
24	Tax	
	Total Expenditure	

Annual Income & Expenditure 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	
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	