

Farm Enterprise Record Book



A practical season-by-season system for stronger farm decisions

TEMPLATE · FARMERS

Track production, labour, inputs, expenses, sales, customers, cash flow, assets, and lessons in one consistent farm record.

How to use this resource

Start a new copy for each production season. Enter transactions when they occur, retain receipts, review totals weekly, and compare planned versus actual performance after harvest.

IMPORTANT PRACTICE NOTE

This educational resource supports planning and discussion. Adapt recommendations to local conditions and consult qualified agronomists, mechanics, financial advisers, extension personnel, regulators, and market actors before making material decisions.

Record keeping that improves decisions

Good records reveal what worked, where money moved, which customers paid, and what should change next season.

Five records every enterprise needs

Production, input, labour, financial, and market records should connect. A sale is more meaningful when it can be traced to the plot, crop cycle, inputs, labour, and delivery cost that produced it.

- Record dates and units consistently.
- Separate household spending from farm spending.
- Keep evidence such as receipts, invoices, delivery notes, and buyer confirmations.
- Review records weekly rather than waiting until season end.
- Back up digital records and store paper copies away from moisture.

Enterprise profile

Complete this worksheet in pen or digitally. Use one copy per enterprise, service, season, group, or learning session.

ENTERPRISE NAME AND OWNER

LOCATION, SEASON AND PRODUCTION OBJECTIVE

MAIN CROPS OR SERVICES

LAND AREA AND TENURE ARRANGEMENT

KEY BUYERS AND CONTACT DETAILS

Production and field activity log

Complete this worksheet in pen or digitally. Use one copy per enterprise, service, season, group, or learning session.

DATE, PLOT AND ACTIVITY

CROP, VARIETY AND GROWTH STAGE

INPUT, RATE AND APPLICATION METHOD

LABOUR USED AND MACHINE HOURS

WEATHER, OBSERVATION AND NEXT ACTION

Input purchase register

Complete this worksheet in pen or digitally. Use one copy per enterprise, service, season, group, or learning session.

DATE, SUPPLIER AND INVOICE NUMBER

INPUT DESCRIPTION, QUANTITY AND UNIT

UNIT PRICE AND TOTAL COST

BATCH OR CERTIFICATION DETAILS

STORAGE LOCATION AND BALANCE

Labour and mechanization register

Complete this worksheet in pen or digitally. Use one copy per enterprise, service, season, group, or learning session.

WORKER OR SERVICE PROVIDER

TASK, DATE AND HOURS OR AREA COVERED

RATE AND AMOUNT DUE

FUEL OR SUPPORTING INPUT USED

PAYMENT STATUS AND APPROVAL

Harvest and post-harvest record

Complete this worksheet in pen or digitally. Use one copy per enterprise, service, season, group, or learning session.

HARVEST DATE AND PLOT

GROSS QUANTITY AND USABLE QUANTITY

LOSSES, MOISTURE AND QUALITY GRADE

STORAGE OR PROCESSING LOCATION

EXPECTED SELLING PERIOD

Sales and customer register

Complete this worksheet in pen or digitally. Use one copy per enterprise, service, season, group, or learning session.

CUSTOMER AND CONTACT

PRODUCT, GRADE, QUANTITY AND UNIT PRICE

INVOICE AND DELIVERY DATE

AMOUNT RECEIVED AND BALANCE

FEEDBACK OR COMPLAINT

Monthly cash summary

Complete this worksheet in pen or digitally. Use one copy per enterprise, service, season, group, or learning session.

OPENING CASH BALANCE

TOTAL CASH RECEIVED

TOTAL OPERATING EXPENSES

LOAN OR OWNER CONTRIBUTION

CLOSING CASH AND BANK BALANCE

Season review and profitability

Use verified records to calculate performance. Do not confuse revenue with profit.

Core calculations

Gross margin = total enterprise revenue minus variable costs. Net result also considers fixed costs, finance costs, depreciation, and other enterprise expenses. Yield should use the same area and weight units across seasons.

End-of-season reflection

Complete this worksheet in pen or digitally. Use one copy per enterprise, service, season, group, or learning session.

TOTAL PRODUCTION AND YIELD

TOTAL REVENUE AND VARIABLE COST

ESTIMATED GROSS MARGIN

THREE SUCCESSES TO REPEAT

THREE CHANGES FOR NEXT SEASON

Put knowledge into practice.

Use this resource alongside local knowledge, qualified technical advice, safe operating procedures, and verified market information.

ADECAT-MECHFARM

Agriculture · Mechanization · Training · Enterprise · Food Security

Website: adecat-mechfarm.org

Resource reference: AM-KH-001

For programme and partnership enquiries, use the official website contact channel.