

Facilitating and Learning Materials

NATIONAL CERTIFICATE LEVEL I

TRADE AREA:

CASHEW VALUE CHAIN

UNIT 7:

RECORD KEEPING IN AGRIBUSINESS

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Introduction and preliminary notes



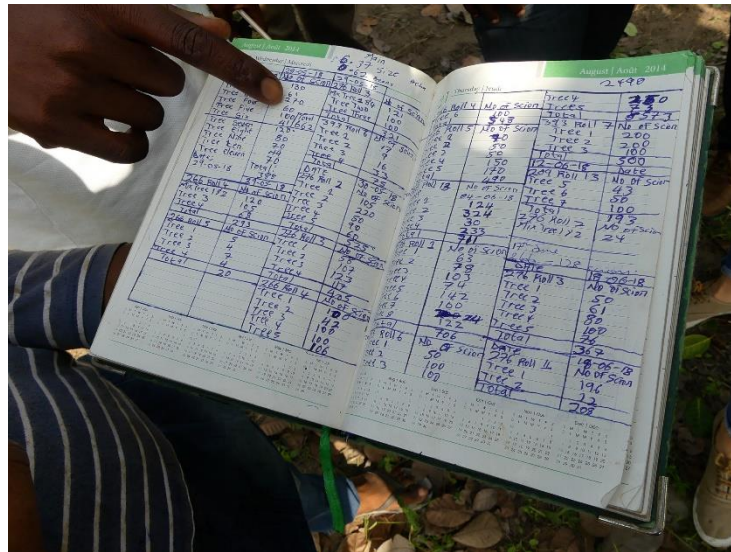
Record keeping in agribusiness is highly important and requires detailed attention to ensure the success of the agribusiness. Good record keeping requires the discipline to record each and every transaction that occurs for the farm regardless of how great or small.

Proper accounting can assist many farms and agricultural business in knowing the value of their business.

On completion of this unit, you will be able to demonstrate skills for collating records in agribusiness; maintaining digital record keeping; and preparing business reports

LO 1: Demonstrate skills for collating records in agribusiness

PC (a) Explain record keeping



Record keeping is the keeping, filing, maintaining, and categorizing financial and production information for a business.

Financial records maintained by most businesses include a statement of retained earnings and cash flow, income statements and the company's balance sheet and tax returns. Keeping financial records organized is a key element in a successful business.

In brief agricultural book keeping are the maintenance of a history of one's activities, as financial dealings, by entering data in ledgers or journals, putting documents in files, etc.

PC (b) State the importance of record keeping

The essence of good record keeping is good bookkeeping. Efficient bookkeeping will save you time and money in the long run.

Proper business record keeping provides the business a real advantage over the competition in different ways. It helps you to manage your accounts, interests, taxes and working costs effectively



PC (c) State the types of record keeping

- Manual and automated production records
- Sales records

PCs (d + f) Combined

PC (d) Keep and update records in accordance with business requirements

PC (e) Adhere to security and access requirements in accordance with business procedures



Situation:

You are a record clerk at Blue Sky's mango processing plant. Your daily duty is to maintain and keep all records up to date. It is also your responsibility to keep all records safe and classified.

Instructions:

1. Receive invoices and quotations from the financial division
2. Receive minutes of management meetings
3. Receive leave applications from staff
4. Use the company's normal SOP and manage the daily activities when it comes to record keeping

Performance criteria:

1. Receive and manage documents
2. Manage minutes of meetings
3. Manage HR issues
4. Store and retrieve files correctly according to company's SOP

Use the checklist to follow the stated steps in adhering to recordkeeping requirements in accordance with business procedures. Rate your own performance critically and honestly after you have completed each activity.



Excellent



Okay



Try Again

Daily PM Activities	Rate
1. Receive and manage documents	
2. Manage minutes of meetings	
3. Manage HR issues	
4. Store and retrieve files correctly according to company's SOP	

Self-assessment

PC (a)

Explain record keeping

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PC (b)

State the importance of record keeping

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PC (c)

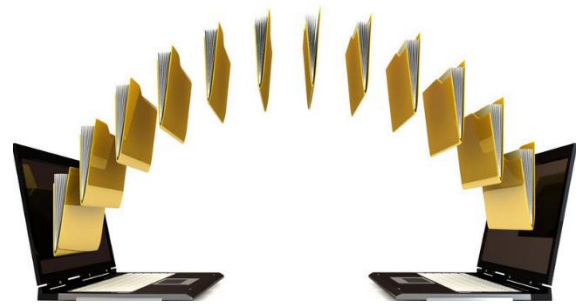
State the types of record keeping

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LO 2: Demonstrate skills for maintaining digital record keeping

PC (a) Explain digital record keeping

Electronic / Digital Records keeping is records created, communicated and/or maintained by means of electronic or computer technology, including both. born-digital records and records that have been digitized



In short it is all types of documents be it, scanned, e-mailed, created electronically that are saved on the computer and can be retrieved, print and send to another computer.

PC (b) Explain the importance of digital record keeping

Digital records give you the ability to easily control clearance levels, who has access to which documents. It also provides encryption services that protect your data where it's being stored, and while it's being transmitted.

Digital records are cheap and easy to maintain. Smaller store space for documents and records are required. Records can easily and quickly been retrieve and made available



PC (c) State types of digital record keeping

1. ADMINISTRATIVE RECORDS

Records, which pertain to the origin, development, activities, and accomplishments of the agency. These generally fall into two categories: policy records and operational records.

1. Policy Records:

Records that relate to the organization such as plans, methods, techniques, or rules, which the agency has adopted to carry out its responsibilities and functions. These include three basic categories.

- Organizational Documents: budgets and budget planning records, fiscal records, organizational and functional charts.



- Governing Documents: manuals, directives, orders, correspondence files, regulations, circulars, instructions, memoranda.
- Reporting Documents: annual reports, periodic progress or summary reports, special reports or accomplishment, transcripts of hearings, minutes of meetings and conferences, and agency histories.

2. Operational Records:

Records necessary to implement administrative policies, procedures, and operations. The operational value is the usefulness of a record in the conduct of an organization's business. Examples include mandates, procedural records, or records that give direction.



2. LEGAL RECORDS

Records of legal value include those with evidence of legally enforceable rights or obligations of the State. These may include:

- Records relating to property rights: land, probate, contracts, agreements, leases, licenses.
- Records relating to citizenship rights: vital statistics, such as staff birth, death, marriage, some legal proceedings, and criminal cases.
- Records relating to employment: Staff personal records, basic personnel leave records, and, in some cases, payroll records.



3. FISCAL RECORDS



Records that have fiscal value relate to the companies' financial transactions. These may be budgets, payrolls, vouchers, and accounting records. After records have served their primary administrative purpose, it may be necessary to preserve them to document the expenditure of public monies and to account for them for audit purposes and requirements.

4. HISTORICAL RECORDS

All historical records of the company for example; land purchase agreements, lease agreements, land agreements. Etc.



5. RESEARCH RECORDS



Records used in soil sampling, water test and results. This can also include information on studies done for example on mango or oil palm internationally or even locally.

6. ELECTRONIC RECORDS

Electronic record as "a record created, generated, sent, communicated, received or stored by electronic means, including, but not limited to, facsimiles, electronic mail, telexes and internet messaging" Electronic messages sent or received in the conduct of public business are public records



PC (d + e) Combined exercise

PC (d) Identify digital record keeping

PC (e) Prepare digital records using excel spread sheet



Situation: You are the companies record clerk. You are receiving and retrieving records daily. Demonstrate your skills and knowledge how to receive, create and save documents as part of your daily record keeping activity.

Instructions:

1. Record and save all documents received
2. Retrieve and process requested documents from management or staff
3. Create new record files for new documents and records
4. Ensure safety and backup of all records

Performance criteria:

1. Received documents recorded and saved
2. Requested documents retrieved, process and managed
3. New record files electronically created
4. All records safely stored and saved.

Use the checklist to follow the stated steps in preparing digital record keeping. Rate your own performance critically and honestly after you have completed each activity.



Excellent



Okay



Try Again

Daily PM Activities	Rate
a) Received documents recorded and saved	
2. Requested documents retrieved, process and managed	
3. New record files electronically created	
4. All records safely stored and saved.	

Self-assessment

PC (a)

Explain digital record keeping

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PC (b)

Explain the importance of digital record keeping

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PC (c)

State types of digital record keeping

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LO 3: Demonstrate skills for preparing business reports



PC (a) Explain the importance of preparing business reports

Figure 1: Differences in Requirements for FAA-Certified Repair Stations and Noncertified Facilities

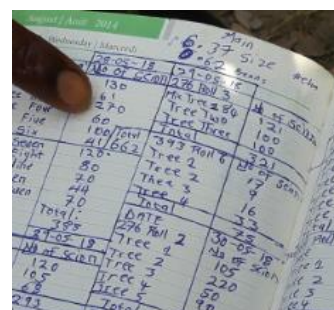
Requirement	Certified repair station	Noncertified facility
FAA inspections	Annual inspection required	No requirement
Quality control system	Must establish and maintain a quality control system ensuring that repairs performed by the facility or a subcontractor comply with regulations	No requirement
Reporting failures, malfunctions and defects	Must report failures, malfunctions and defects to FAA within 96 hours of discovery	No requirement
Personnel	Must have designated supervisors and inspectors, and return to service personnel	No requirement
Training program	Required starting April 2006	No requirement
Facilities and housing	If authorized to perform airframe repairs, must have facilities large enough to house the aircraft it is authorized to repair	No requirement

Reporting helps the owners of business, company, organizations, or government to make prompt decision; making and planning. It is also a means of internal communication within the organization i.e. Employees daily or weekly reports on farm activities at the plantation or a nursery. Can be the maintenance officer at an Oil Palm processing plant, reporting on the status of the machinery which can

influence the processing capacity or influence management decisions on expansion or increasing capacity.

PC (b) Explain types of business reports

- Production report
- Financial report



PC (c) Identify the content and frequency of agribusiness reports

If you are accountable for writing and submitting reports you need to find out the following about the report:

- a) Audience (To whom this report will be send)
- b) Types of reports
- c) Frequency of each report (when and to whom)
- d) Layout and info required
- e) Format and style
- f) Copies CC. Additional copies send to whom
- g) Follow up process on reports submitted

PC (d) Prepare a business report



Situation: You are a floor supervisor at Wanta palm processing plant. You are required to submit regular maintenance and inspection reports to the Operational Manager

Instructions:

1. Determine the types of reports needed
2. Determine the frequency, due dates and requirements of each report
3. Determine the content, style, format and required field of each report
4. Determine the audience of the various reports
5. Draft maintenance report
6. Draft equipment inspection reports
7. Submit reports

Performance criteria:

1. Reports layout correctly as per company SOP
2. Reports content relevant to requirements
3. Maintenance Report drafted
4. Equipment report drafted
5. Reports submitted
6. Management satisfied

Use the checklist to follow the stated steps in preparing a business report. Rate your own performance critically and honestly after you have completed each activity.



Excellent



Okay



Try Again

Weekly reporting	Rate
1. Reports layout correctly as per company SOP	
2. Reports content relevant to requirements	
3. Maintenance Report drafted	
4. Equipment report drafted	
5. Reports submitted	
6. Management satisfied	

Self-assessment

PC (a)

Explain the importance of preparing business reports

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PC (b)

Explain types of business reports

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References:

https://www.canr.msu.edu/news/keeping_accurate_financial_records_helps_keep_your_farm_profitable