

Equipment inventory card
Input records

Input	Quantity (Kgs/lts/bags)	Cost per kg/lt/bag	Total cost
DAP			
CAN			
Manure			
Herbicides			
Pesticides			

Pests and disease incidence and control card

Variety	Pest	Disease	Degree of infestation%	Chemical used	Date of chemical control	Quantity used	Remarks

Output records

Variety	Quantity (gs)	Quantity (No. of bunches)	Price per g	Price per bunch	Total sales

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Record keeping for banana production and marketing





What is record keeping?

Record-keeping is a process involving keeping, filing, categorizing, and maintaining financial and production information of an enterprise. It can be done through various methods, ranging from a basic manual record-keeping system to an elaborate computerized one.

Why keep records?

Farm records assist in tracking activities between production cycles, facilitating informed decisions for:

- Measuring profit and assessing the financial feasibility of the business/operation
- Providing data for business/operation analysis
- Obtaining loans
- Measuring the profitability operations
- Analyzing new investments
- Preparing income tax returns

Types of records

The records a crop production entrepreneur needs to keep include:

- Production records: Information required:
 - Size of land under crop
 - Number of seedlings planted
 - Number of surviving seedlings

- Number of plants/tree in production
- Equipment records: This helps one to figure out if you need to order anything to complete your upcoming tasks. Data can include:
 - Name of equipment
 - Cost (especially important if this is a business operation)
 - Supplier
 - Condition
 - Date for service
 - Input records: Keeps track of agricultural inputs used on the farm, such as fertilizer/manure, water, seeds, and pesticides. Data on the quantity of each item purchased, the amount utilized daily, and the leftover amount. The record should also include the expiration dates for agrochemicals and fertilizers.
 - Labour records: The farm owner or manager uses the payroll and labour document to know the number of employees on the farm, their work schedules (days off, reporting time, sign-out time, etc.), phone numbers, productivity, salaries, staff turnover rate, and so on.
 - Pests and diseases records: This documents pests and diseases observed in the farm after scouting and include; pests and disease name, symptoms, severity and control measures
 - Output records: This is for documenting the yield for the different fruit trees. It also records the sales and total revenue

Sample Record Sheets

Production record card Farm ID	Total weight of bunches per unit area					
	Average weight per bunch					
	Age of plant at harvest					
	No. of stools in production					
	Date planted					
	Number of seedlings	surviving				
		Planted				
	Size of land under crop					
	Variety					