



RECORD KEEPING FOR POTATO PRODUCTION AND MARKETING





Purchase date	Inputs	Brand/ Source	Organic status Approved (A) Restricted (R) Prohibited (P)	Date of application	Rate of application

What is record keeping?

Record-keeping involves the processes of recording, 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 in a production cycle, facilitating informed decisions for:

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



Types of Records

The records required by a potato entrepreneur consist of:

1. **Production records:** Data required consists of:
 - Size of land under potato
 - Number of bags of seed planted
 - Amount of each input used (fertilizer, pesticides)

2. **Equipment records:** This helps determine if one needs any additional equipment to successfully complete your upcoming tasks, as well as when they should plan to replace it. Data collected may include:
 - Name of the equipment and specified uses
 - Cost
 - Supplier
 - Condition
 - Date of service
 - Useful lifespan

3. **Input records:** Keeps track of agricultural inputs used on the farm, such as seeds, fertilizer/manure, irrigation water, and pesticides (fungicides and insecticides). Data on the quantity of each item purchased, the amount utilized daily, and the leftover amount. The paperwork should also include the expiration dates for agrochemicals and fertilizers



4. **Labour records:** The farm owner or manager should use a payroll and any other 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.

5. **Pests and Diseases records:** Documents pests and diseases observed in the farm after scouting and includes; name of pests and disease, symptoms observed, severity, and control measures implemented.

6. **Output records:** Record the yield harvested and document the amount sold, amount kept for farm use and that given away to neighbours or those assisting with the harvest. Keep detailed records of sales and total revenue generated.

Sample Record Sheets

Production Record card

Plot No Date of planting:

Date of harvesting

Size of land under potato crop	Amount of seed planted		Amount of bags harvested	
	No. of bags	Size of bag (kgs)	No. of bags	Size of bag (kgs)



Equipment inventory card

Equipment	Date of purchase	Quantity	Cost	Maintenance date	Maintenance cost	Remarks

Input records

Input	Input name	Quantity bought (Kgs/Its)	Quantity used (kgs/lt)	Cost per kg/lts/	Total cost	Cost per potato bag produced
Herbicide						
Fertilizer						
Manure						



Pesticides								

Pests and Disease incidence and control card

Pest	Name of pest/disease	% of crop infested	Chemical used	Dates of spraying/ application	Total quantity used	Remarks
Pests						
Disease						

Output records

	Number of bags harvested	Approximate size of each bag (kgs)	Selling price per (bag)	Revenue	Number of bags kept for seed/ food	Number of bags given away
Quantity (Kgs)						

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Mandate Centre for Potato Research: KALRO Tigononi

Reference Links – book, journal paper, magazine, brochure, bulletin, fact sheet, web etc.

(<http://www.kalro.org>)

KALRO E-mimi website

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