

GLOFA Trains 12 Facilitators in Record Keeping for Enterprise Development

Following the ESFROMA aspiration to improve the farmer enterprises through the aspects of quality management and better market access, GLOFA has conducted a two-day workshop in which facilitators practically filled in **templates** for record keeping that are necessary at cooperative, marketing association and individual farmers. The templates are user friendly and harmonizes the records across the farmer collective marketing initiatives.



Figure 1: Template filled by a participant during the training

The different types of records covered in the training are: Goods received note, payment voucher, goods returned note, pro forma invoice, store requisition form, general receipt, sales receipt, delivery note, expenses requisition form, material management/stores requisition, material requisition form, purchase requisition, purchase return form, gate pass, invoice, return/exchange form, purchase order, statement of account and stock card. The participants went through all these records as essential tools for harmonizing within the collective marketing group and with the buyer.



Figure 2: Participants at the training engaged in filling the templates using codes

Currently, KOFLEC is exploring several market opportunities for example the **Oranagate** collaboration on fruits (mango, pineapple and passion fruit) and **Victoria treasures** for soybean. For these marketing opportunities to smoothly run, records for proper planning will be very paramount.



Figure 3: The attentive participants discuss the challenges managing record keeping at farmer level

The participants decried the high illiteracy levels among the farmers and hence call for non-literate record keeping for the smallholder farmers. This information from the non-literate records can then be transferred to the group records whenever the facilitator visits the farmers. The alternative will be to engage the youth in each family to support in the family farm level records. This will require a consistent effort of record keeping which has not been a common practice.

While facilitating the training, Mr. Sibughenderwa Alex the lead trainer encouraged the facilitators to keep an active communication with the farmers. ***“Some times the farmer records higher amounts and during transportation, the weights reduce, therefore; as soon as the delivery is done and the product is asses as good quality, communicate the actual weight received at the marketing unit to the farmers immediately. Desist from receiving products when not able to receive and asses them immediately”*** explained Mr. Sibughenderwa.

KOFLEC will mainly work with the trained facilitators to have a data base of the different enterprises and thus the system should be rolled to all the ESFROMA partners (CK, URDT, TOAM and UWAMWIMA).

Mr. Sibughenderwa emphasised that the templates need to be harmonized with what works best for the FFLGs and that the current template used in the training is not cast in stone.

