



Yoba yoghurt production and sales Administration

Name company: Example

Name manager: Example

Products

CODE	PACKAGING (TYPE)	CONTENT (ML)	WHOLESALE (UGX)	RETAIL (UGX)
PRODUCT A	Kavera	250 ml	600	800
PRODUCT B	Kavera	400 ml	1.000	1.200
PRODUCT C	Bottle	250 ml	1.200	1.500
PRODUCT D	Bottle	500 ml	2.000	2.500
PRODUCT E	Jerry can	5 liter	18.000	20.000

Production expenses

DATE	Mon 5 Dec		Tue 6 Dec		Wed 7 Dec		Thu 8 Dec		Fri 9 Dec		Sat 10 Dec		Sun 11 Dec	
	Qnt	Cost (UGX)	Qnt	Cost(UGX)	Qnt	Cost (UGX)	Qnt	Cost(UGX)	Qnt	Cost (UGX)	Qnt	Cost(UGX)	Qnt	Cost(UGX)
Milk (liter)	20	16.000			20	16.000			20	16.000	20	16.000		
Sugar (kg)	1	4.000			1	4.000			1	4.000	1	4.000		
Flavor		600				600				600		600		
Yoba pack		2.000				2.000				2.000		2.000		
Firewood		2.000				2.000				2.000		2.000		
Water (jerry can)	3	600			3	600			3	600	3	600		
Labor (person)	1	5.000			1	5.000			1	5.000	1	5.000		
Packaging A*	20	800			16	640			24	960	32	1.280		
Packaging B	10	400			5	200			10	400	5	200		
Packaging C	12	3.600			8	2.400			20	6.000	12	3.600		
Packaging D	6	2.400			4	1.600			10	4.000	4	1.600		
Packaging E	1	1.600			2	3.200			0	0	1	1.600		
Transport		5.000				5.000				5.000		5.000		
TOTAL		44.000				43.240				46.560		43.480		

*For packaging material, use 40 Shilling per kavera. Bottles have different prices. If you don't know the price, use 250 Shilling per bottle.

Other expenses (think of airtime, electricity, soap, a new milk can, etc)

DATE	ITEM	COST
5 th Dec	Airtime	5.000
7 th Dec	Liquid soap	10.000
8 th Dec	Electricity bill	25.000

DATE	ITEM	COST

Production

DATE	LITERS	PRODUCT A	PRODUCT B	PRODUCT C	PRODUCT D	PRODUCT E
Mon 5 Dec	20	20	10	12	6	1
Tue 6 Dec						
Wed 7 Dec	20	16	5	8	4	2
Thu 8 Dec						
Fri 9 Dec	20	24	10	20	10	
Sat 10 Dec	20	32	5	12	4	1
Sun 11 Dec						
Mon 12 Dec						
Tue 13 Dec						
Wed 14 Dec						
Thu 15 Dec						
Fri 16 Dec						
Sat 17 Dec						
Sun 18 Dec						
Mon 19 Dec						
Tue 20 Dec						
Wed 21 Dec						
Thu 22 Dec						
Fri 23 Dec						
Sat 24 Dec						
Sun 25 Dec						
Mon 26 Dec						
Tue 27 Dec						
Wed 28 Dec						
Thu 29 Dec						
Fri 30 Dec						
Sat 31 Dec						
Sun 1 jan						
TOTAL	80	92	30	52	24	4

Spoilages

DATE	PRODUCT A	PRODUCT B	PRODUCT C	PRODUCT D	PRODUCT E	TOTAL LOSS
Mon 5 Dec						
Tue 6 Dec	3	1				2.800
Wed 7 Dec						
Thu 8 Dec						
Fri 9 Dec				2		4.000
Sat 10 Dec						
Sun 11 Dec						
Mon 12 Dec						
Tue 13 Dec						
Wed 14 Dec						
Thu 15 Dec						
Fri 16 Dec						
Sat 17 Dec						
Sun 18 Dec						
Mon 19 Dec						
Tue 20 Dec						
Wed 21 Dec						
Thu 22 Dec						
Fri 23 Dec						
Sat 24 Dec						
Sun 25 Dec						
Mon 26 Dec						
Tue 27 Dec						
Wed 28 Dec						
Thu 29 Dec						
Fri 30 Dec						
Sat 31 Dec						
Sun 1 jan						
TOTAL	3	1		2		6.800

Sales 5 – 11 December

DATE	CUSTOMER	WHOLESALE / RETAIL	PRODUCT A	PRODUCT B	PRODUCT C	PRODUCT D	PRODUCT E	TOTAL INCOME
6-12-16	Market	Retail	12	6				16.800
6-12-16	Susan	Retail					1	18.000
7-12-16	Mama Hope	Wholesale			5	5		16.000
7-12-16	Susan	Retail					1	20.000
7-12-16	Mama Lilian	Wholesale	8	5	10	5		31.800
7-12-16	Market	Retail	13	4				15.200
7-12-16	Susan	Retail					1	20.000
7-12-16	Mama Hope	Wholesale			10	5		22.000
9-12-16	Market	Retail	14	7				19.600
9-12-16	Mama Lilian	Wholesale	5		5			9.000
11-12-16	Mama Hope	Wholesale	8	3	12	5		32.200
11-12-16	Susan	Retail					1	20.000
11-12-16	Market	Retail	16	2				15.200
11-12-16	Mama Lilian	Wholesale	5		5			9.000
11-12-16	Mama Hope	Wholesale	8	2	5	2		16.800
TOTAL			77	29	52	22	4	281.600