



<b>1</b>	<b>2</b>
Co-op/SHG	Mafisa

**AGRICULTURAL DEVELOPMENT FINANCE  
BUSINESS ANALYSIS SHEET**

SUMMARY BUSINESS DESCRIPTION					
PART 1					
Province					
District					
Municipality					
Ward					
Name of Business					
Postal Address					
Physical Address					
Contact Person					
Contact Number					
Latitude (coordinates)					
Longitude (coordinates)					
Name of Bank					
Type of Account					
Type of Business					
Main activity					
<ul style="list-style-type: none"> <li><b>Size of land – Hectorage ( Crops)</b></li> </ul>	Total Hectares	Grazing	Cropping	Under irrigation	Dry land
<b>Ownership of Land</b>	Title Deed	Lease	PTO	Other	
<ul style="list-style-type: none"> <li><b>Number of animals ( Livestock Business)</b></li> </ul>	Total animals	livestock	Small stock	piggery	
<ul style="list-style-type: none"> <li><b>Number of Birds (Poultry Business)</b></li> </ul>	Total number of birds		Poultry (layers & broilers)	Ostrich	
Secondary activity					
<b>Marketing Information</b>	<b>Formal Markets (List names)</b>			<b>Informal Markets (List names)</b>	
Year of Registration					
Registration Number					
Beginning of the Business					
Legal Status (Co-operative, Self Help Group, NPO, Individuals, etc.)					

## PART 2

<b>BASIC INFORMATION</b>					
Type of Enterprise (Tick the applicable one only)	Group Enterprise			Individual Enterprise	
Select the type of enterprise in terms of gender, people with disability or non-specified	Male Dominated				
	Female Dominated				
	Youth Dominated				
	People with Disability Dominated				
	Non-Specified				
Form of Co-operative (Please tick the applicable form)	Primary co-op	Secondary Co-op		Tertiary Co-op	
Is the business active or dormant?	ACTIVE			DORMANT	
<b>NB: Total number of members = sum total of Males and Females members</b>	Total Number of members (M + F)	(M)ales	(F)emales	(Y)outh	(D)People with disabilities
Total number of registered members					
Number of active members					
Number of members attending AGM					
Last AGM held ( Number of members attending)					
Number of management committee members					
Chairperson of committee					
Manager					
Manager's qualifications					
Employees (Full time)					
Employees (Part time)					

**PART 3**

<b>CURRENT STATUS OF THE BUSINESS (NB:PLEASE TICK ONE OPTION)</b>			
	Tick		Tick
Operational & Expanding		Dormant but has potential	
Operational & Stable		Dormant but has no potential	
Unstable but has potential		Liquidation	
Unstable but has no potential		Closed	
New & Stable			

**PART 4**

<b>INTERNAL EVALUATION</b>				<b>YES</b>	<b>NO</b>
Feasibility study conducted/ business plan study					
Recommendations on the study conducted (if yes)					
Is there any monitoring and evaluation system/plan				<b>YES</b>	<b>NO</b>
Outline plan (if yes)					
(If no) are there any plans to have one					
Mentorship/Strategic Partner					
Exit strategy ensuring that business activities can continue on a sustainable basis					
Type of subcommittees	Finance	Marketing	Training	Other (Specify)	

**PART 5**

<b>BUDGET (PLEASE INDICATE YEAR OF FIGURES)</b>			
		<b>PREVIOUS YEAR</b>	<b>CURRENT YEAR</b>
Expenditure per annum	Wages		
	Operations		
Turnover per annum			



**PART 8**

<b>INTERNAL CONTROLS</b>		
Accounting and Bookkeeping	Available	Not Available
Annual Financial Audit	Comply	Not Comply
VAT Compliance	Comply	Not Comply
Profit tax Compliance	Comply	Not Comply
Co-operative Principles	Comply	Not Comply

**PART 9**

<b>MAIN THREATS</b>	
Total owed to creditors	
Outstanding loans owed to banks	
Outstanding loans owed by members	
Outstanding payments to members	
Number of competitors	
Other types of threats e.g. Theft, Draught etc.	

**YEAR OF DATA**

**COLLECTION/UPDATE:**.....

Completed by \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Comments by Extension Officer: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Checked by \_\_\_\_\_ Date \_\_\_\_\_

**Contact Details of the Local Agricultural Office (Land Line):** -----

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**NB: M= Male, F= Female, Y= Youth and D= People with disability**