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## Record Keeping and its Effects on the Development of Small-Scale Enterprises in the Sissala West District in the Upper West Region of Ghana

Jonah Amosah<sup>1\*</sup>, Tahiru Lukman<sup>2</sup>, Khalida Seidu<sup>3</sup>

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### ABSTRACT

Record keeping is important in development because it provides recorded information critical in business entities' strategic development. The study aimed to look into record keeping and its effects on the development of small-scale enterprises in the Sissala West District of Ghana's Upper West Region. The study collected data through questionnaires and observations. The study also drew 95 people from a list of small businesses in the Sissala West district as a sample size. The findings show that record-keeping practices are not widely encouraged among small-scale enterprises, and that businesses cannot appreciate the benefits of record-keeping because it is not widely used. Findings also show that capacity factors are important to most small business owners. Findings also show that most small-business owners lack the knowledge and experience needed to use modern technology to keep records. It is suggested that the Ghanaian government (GoG), the Ministry of Trade and Industry, the Business Resource Center (BRC), the Ghana Enterprise Agency (GEA), and the Micro Finance and Small Loans Scheme (MASLOC) collaborate to assist small businesses in improving their record keeping.

### INTRODUCTION

Small businesses dominate most economies around the world. Small scale enterprises (SSEs) employ approximately 80% of Japan's total industrial labor force, 50% in Germany, and 46% in the United States (Agbemava *et al.*, 2016). Small and medium-sized enterprises (SMEs) make significant contributions to the economies of all countries, regardless of their level of development. They create a large proportion of new jobs, stimulate growth, foster social cohesion, generate income, and are widely regarded as a primary driver of Gross Domestic Product (GDP) growth in most countries (Quartey & Kayanula, 2000). Ofori and Aryeetey (2011) assert that 75 percent of SMEs contribute to GDP. For example, agriculture employs approximately 56 percent of the labor force, followed by services (29%) and industry (15%).

In Ghana, it is further reported that, SMEs add-up to 15.5% of the workforce and additionally 6% of the Gross Domestic Product in 1998 (Quartey & Kayanula, 2000). Once more, the AGI (2006) looked at the dynamic position of SMEs in improving nations and defined it as the engines through which development goals can be accomplished.

According to Onaolapo and Adegbite (2014), the variation in the performance of small businesses is directly related to record-keeping. According to studies, record-keeping has been embraced as a driving component for firm performance in most African nations (Musah, Alhassan, and Muazu, 2010). Okoli (2011) contends that the absence of appropriate record-keeping makes it impossible for independent company proprietors to

perform a basic appraisal of their performance. He thus requires the assistance of appropriate record-keeping to improve their productivity and performance.

Agbemava *et al.* (2016), most Small scale enterprises (SSEs) do not keep adequate record keeping records, which are referred to as fragmented records. Owners of SSEs have overlooked the significance of well-organized bookkeeping, which would have enabled them to keep precise accounting records (Peacork, 2012). Many entrepreneurs and administrators benefit from the resources of SSEs. According to Aremu and Adeyemi (2011), studies have revealed that it is difficult for SSEs to obtain credit from financial establishments due to the absence of legitimate monetary records as a requirement (Amoako, 2013). Aside from legal requirements, SSEs and SMEs rarely consider a solid record keeping framework; however, poor people and ineffective record-keeping have failed a portion of the Small Businesses. Ibrahim (2015), Rathnasiri (2014), Germain (2010), and Udoh (2005) lamented the lack of proper record-keeping in small scale enterprises (SSEs). According to SSB research, approximately 60% of small businesses fail within the first three years due to management failures caused by poor record-keeping (Abayomi & Adegoke, 2016).

According to additional research, inefficient or absent record-keeping plays a significant role in the failure of many businesses (Aremu & Adeyemi, 2011). An adequate financial record-keeping system will provide the necessary data to assist SSEs in making sound decisions about tentative arrangements (Williams, 2010; Williams *et al.*, 2008; and Peacock, 2008). In any case, many SSEs

<sup>1</sup> Department of Development Studies, Faculty of Integrated Development Studies, Simon Diedong Dombo University of Business and Integrated Development Studies, (SDD-UBIDS), Ghana

<sup>2</sup> Department of Environment and Resource Studies (ERS), University for Development Studies, Ghana

<sup>3</sup> Faculty of Business Studies, Department of Secretaryship and Management Studies, Dr. Hilla Limann Technical University (DHILTU), Ghana

\* Corresponding author's e-mail: [jamosah@ubids.edu.gh](mailto:jamosah@ubids.edu.gh)

do not keep up with records, despite the fact that they recognize the importance of record-keeping records in business execution (Dawuda & Azeko, 2015). Despite the fact that record-keeping records have been identified as one of the possible factors contributing to business success, no adequate research has been conducted to determine how record keeping affects the growth of small businesses (Zhou, 2010). There is inadequate data on record keeping and small scale enterprises (SSEs) and how it influences the growth of the businesses (Dawuda and Azeko, 2015). Hence, it's against this background that the study investigated record keeping and its effects on the development of small scale enterprises (SSEs) in the Sissala West District where there is a suspicion that Businesses may not be conscious of record keeping

## LITERATURE REVIEW

### Small Scale Enterprise

Small scale enterprises (SSEs) have been defined in various ways by various nations, organizations, and individuals. Small scale enterprises (SSEs) are typically defined by the number of employees, sales, volumes, financial strength, relative size, starting capital expense, and independent proprietorship (Ibrahim, 2015). According to Modugu & Eragbhe (2013), SSEs account for more than 90% of private sector creation, and 36 they are major sources of employment in agricultural countries and play an important role in pay age in non-industrial countries.

Small-scale enterprises (SSEs) have been referred to as the "driving force of development" Hill, emphasizing their importance in the growth and development of a given economy (Charmes, 2012). This is because practically all nations that have focused on small scale enterprises and ensured their survival have ended up prevailing in the critical decrease and orderly's improvement in the quality and way of life, decrease in crime percentage, expansion in per capital pay, and quick development in GDP, among others (Charmes, 2012). It has become increasingly clear that private ventures are the engines that power a fundamental component of a healthy public economy (Charmes, 2012). They are a critical flash in the economy, playing a significant role (Charmes, 2012).

### Records Keeping

Records keeping include sections from one day to the next exchange of business, such as receipts and use. Records may contain a list of authorized resources and liabilities (Reed, 2010). These aid the endeavor in evaluating their presentation in a specific timeframe, typically near the end of a fiscal period. Legitimate record-keeping demonstrates how the transaction was handled and the steps taken to adhere to business guidelines (Reed, 2010). Record keeping is the foundation upon which a consistent program should be based. Measures should be set up to catch the documentation and events that occur all through an exchange beginning with conveyance and ending with installment (Reed, 2010).

Record keeping is critical to business management,

according to Ademola *et al.* (2012). For the preparation of financial statements, record keeping entails the identification, classification, storage and protection, receipt and transmission, retention, and disposal of records.

According to Ikechukwu (1993), keeping records is critical for a business's success. A comprehensive record keeping system enables entrepreneurs to create accurate and timely financial reports that demonstrate the progress and current state of the business. Performance during one period of time can be compared to another period using the financial report generated by a good record keeping system. The financial performance of the business is a vehicle for monitoring performance in specific areas.

### Forms of Record-Keeping among Small Scale Enterprises

Accounting plays a significant role in the success or failure of modern business establishments (Uddin *et al.*, 2017). Records are not required to be kept with a specific goal in mind, as long as they reflect the business's pay, costs, resources, and liabilities (Ademola, 2012). According to Olatunji (2013), a record-keeping system is a systematic, effective plan for providing precise financial data and controls. The majority of writings classified SSE record-keeping strategies as a single-section accounting framework or double-passage accounting framework. Accounting framework (both single and double passage accounting) and record keeping programming are the terms used in this review to describe record-keeping. Weber (2011) supports this viewpoint by stating that record keeping can be divided into two categories: manual record keeping and computerized accounting systems. As per Abayomi & Adegoke, (2016), accounting is the recording of the deal precisely and deliberately, while record keeping is the arrangement, investigation and understanding of the business record for navigation. Accounting plays a significant role in the success or failure of modern business establishments (Uddin *et al.*, 2017). Records are not required to be kept with a specific goal in mind, as long as they reflect the business's pay, costs, resources, and liabilities (Ademola, 2012). According to Olatunji (2013), a record-keeping system is a systematic, effective plan for providing precise financial data and controls. The majority of writings classified SSE record-keeping strategies as single section accounting framework or a double passage accounting framework. Accounting framework (both single and double passage accounting) and record keeping programming are the terms used in this review to describe record-keeping.

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Double Entry Record keeping is the standard work used

by associations to record monetary exchanges (Senzu & Ndebugri, 2018). An astute accountant will record all exchanges sequentially, for example, Money receipts, Cash distributions, Sales, Purchases and journalize others, and afterward post them overall record accounts from the overall record the clerk would then be able to draw up a preliminary equilibrium. A preliminary equilibrium is the synopsis of record adjusts on a specific day.

This preliminary offset with extra data would then be able to be utilized to plan benefit and misfortune records and monetary records (presently called articulation of thorough pay and monetary situation under International Financial detailing standard. Zhou (2010) proposed the utilization of record keeping programming to further develop record keeping rehearses.

Manual Accounting Records; there are two types of manual accounting records: single entry accounting and double-entry accounting systems. Single Entry Accounting is a “Relaxed” record keeping system in which a customer makes only single sections of exchanges (Eric & Gabriel, 2012). Every day of money received is recently recorded, culminating in a month and year. Receipts and installments are kept track of. The single section accounting framework is a “casual” record keeping framework in which a client uses only one passage to enter a transaction (Eric & Gabriel, 2012). Record keeping, such as looking at books, cash receipts, and cash payments, is simply recorded once per transaction. Receipts are recorded as a store and a source of income, whereas cheques and withdrawals are recorded as expenses. It does not follow the two-section rule. Debit and credit are two types of money. Single section accounting does not provide an accurate picture of a company’s financial situation (Abdul-Rahamon, 2014). For valuable revealing, record-keeping records must be converted to a two-section framework (Onaolapo *et al.*, 2011). Debit and credit are two types of money. Single section accounting does not provide an accurate picture of a company’s financial situation (Abdul-Rahamon, 2014). For valuable revealing, record keeping records must be converted to a two-section framework (Onaolapo *et al.*, 2011).

Accounting System in Electronic Form According to Gupta (2008), is a programmable machine that responds to a specific set of guidelines in a predictable manner and can execute a pre-recorded rundown of instructions. The familiarity with the Cost accounting standard (CAS) has driven simplicity, speed, and accuracy in the manner in which record keeping data is captured for the running of business associations. The use of CAS has changed the accounting process and prompted the development of new types of business record keeping applications (Burdick, 2010). Many SSEs now prefer to track their financial transactions with automated software rather than relying on a manual arrangement of accounting recording passages in large books. One of the benefits of electronic record keeping software is that organizations can now use it to help with all business activities, including leasers and account holders to the firm. It also improves independent

direction. CAS is quick in routine exchanges, examination, precision, and detailing (Amanamah *et al.*, 2016).

### **Effects of Record Keeping on the Growth of Small Scale Enterprise**

According to Ekwere (2012), the success of a business is heavily reliant on the accuracy of records keeping. According to Maseko & Manyani (2011), the record keeping system provides a foundation of data to SSEs proprietors and working staff in any industry for use in estimating monetary performance. Excellent record keeping enables businesses to come up with strategies that appropriately monetary loses and reduces asset misappropriation (Mwebesa *et al.*, 2018).

Muchira (2012) discovered that keeping meticulous financial records can significantly influence the management decisions of business owners or managers. Accounting data contains the most important information for an entrepreneur. Record keeping indicates development potential, procurement capacity, liquidity, and stability (Ibrahim, 2015). According to Nkwor & Nkwor (2015), productive and successful record-keeping is critical to any organization because it manages the cost of an estimation and correspondence component, which can help work on the nature of choices and activities influence how an association’s scarce assets are utilized. According to Onaolapo & Adegbite (2014), the difference in monetary execution of SSEs can be explained to a large extent by the level of record keeping.

### **Challenges of Record-keeping among Small Scale Enterprise**

The lack of infrastructure and the high costs associated with its development for the administration and location of business activities is a significant impediment to business success; however, the available ones are also expensive in terms of rent because some are not easily accessible, particularly in the case of roads in more remote areas (Barney, 2013). Negligible endeavors are being embraced as improvements for the chance to energize business advancement in Kampala, for example, a public vehicle framework that would enable individuals to move all the more effectively inside the areas of activity for the organizations.

Little projects contribute significantly to monetary yield and work in developing economies. While gauges change extraordinarily relying upon definitions, the World Bank proposes that practically 30% of work in low-pay nations is created by the casual economy, while an extra 18% is given by (formal) little and medium ventures. Together, these two groups contribute 63% of GDP (World Bank, 2007). Money is the lifeblood of any endeavor, regardless of its size. Independent ventures face more difficulties in raising funds because the source of funds may not find the profit from speculation appealing when compared to the massive undertaking, and the business visionaries are distrustful concerning reimbursement.

Many ventures and organizations are harmed when they

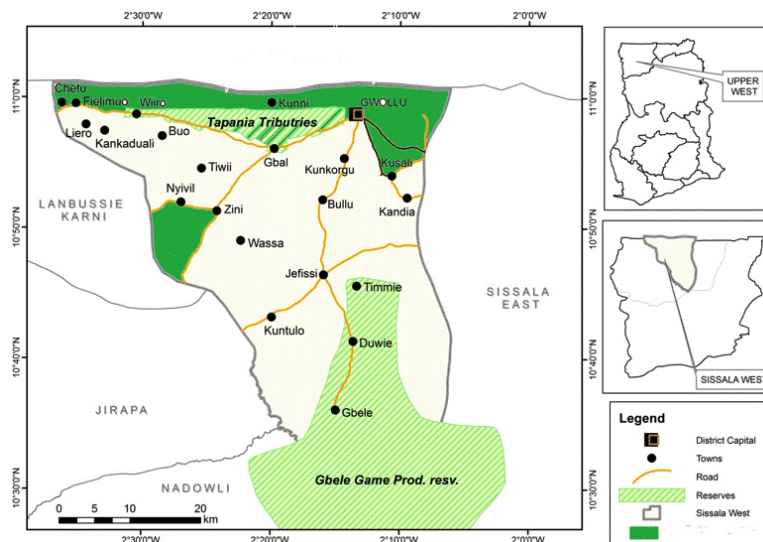
enter the world because of insufficient practicality reports regarding the interest of items in various business sectors, incorrect innovation decisions, incorrect gauging of monetary prerequisites, and delays in the supply of plant and hardware or their establishment or arrival of assets by agents. There is no unmistakable vision, objectives, or targets. The absence of ability in business planning and the board for business-people and advertisers could be the foundation of this slew of issues (Lockett & Thompson, 2001; Jacobides & Winter, 2007).

According to Barney (2013), in the development of limited-scope organizations the proprietors can easily keep the business however as it develops and ages, administrative requests 40 percent. These are functional administrative necessities, such as creation, sales, and funds, and particularly the ability to manage them, but this is a hunch for them. Barney (2013), the business extends beyond administration because adequate skills and abilities are necessary for administrative abilities. The majority

of businesspeople are uninformed about administrative information. As a result, they are performing non-administrative tasks rather than administrative tasks such as organizing, coordinating, driving and controlling (Barney, 2013).

### METHODOLOGY

The study was conducted in Ghana's Upper West Region's Sissala West District. According to a 2014 Ghana Statistical Service survey, the Sissala West district is roughly located between latitudes 10:00N and 11:00N and longitudes 2:36W to 2:36W. The district is bounded to the west by the Jirapa and Lambusia Kaani districts, to the east by the Sissala East district, to the south by the Wa East District, to the south-west by the Daffiama-Bussie-Issah district, and the north by Burkina Faso. The Sissala West District strategic location is greatly influencing the development of small scale enterprises (SSEs). Again, there are fewer studies on the small scale enterprises which



**Figure 1:** Map of Sissala West District  
 Source: Ghana Statistical Service, 2012

necessitate the need to investigate record keeping that has implications for their (SSEs) growth and sustenance. The study adopted the mixed method designed. The study method enabled a “broader and deeper comprehension” of the subject under consideration (Creswell, 2014). Again, the target population for the study was small scale enterprises. The sample size determined for the study was 95. Two broad category of data primary and secondary source was used to obtained information for the study. Furthermore, the purposive sampling was used to identify key informants for the study. In terms of presentation of result, the study used descriptive statistics and inferential statistics.

### RESULT

#### Forms of Record Keeping

Table 1 on respondents' views pertaining recording keeping revealed that the majority 92% do not prepare or keep financial statements, while 8% have financial

statements. From observations, most small scale enterprises open a personal savings account and do not have a business account. Also, data on whether or not they prepare financial income revealed that the majority 93% do not prepare or keep their financial income. However, 7% have financial income. The observations made further confirm that the culture to have financial income prepared is alien. The data also indicates that 88% of respondents' firms do not prepare a balance sheet, while only 12% of respondents indicated their firms have a balance sheet. From observations, most small scale enterprises do not attach any value to balance sheet preparations. Again, 55% of respondents who earlier indicated they prepare balance sheets focused mainly on cash expenditure, while 27% cited revenue and expenses, with 18% keen on taking inventory and 35% do not prepare cash expenditure. The result suggests that most small scale enterprises only prioritized cash expenditure in the preparation of their balance sheet.

**Table 1:** Forms of Record keeping

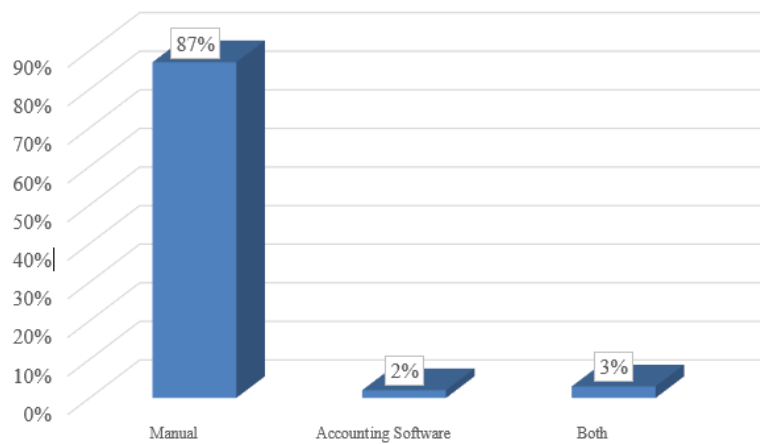
Variables	Response	Frequency	Percent (%)
Financial Statement	Yes	8	8
	No	87	92
<b>Total</b>		<b>95</b>	<b>100</b>
Statement of Income	Yes	7	7
	No	88	93
<b>Total</b>		<b>95</b>	<b>100</b>
Balance Sheet	Yes	11	12
	No	84	88
<b>Total</b>		<b>95</b>	<b>100</b>
Balance Sheet Components	Revenue and Expenses	3	27
	Cash Expenditure	6	55
	Inventory records	2	18
<b>Total</b>		<b>2</b>	<b>100</b>

Source: Field Survey (January, 2023)

**Types of Record keeping**

Fig.1 shows that 87% of respondents are of the view that they keep records manually, while only 2% are of the view that they used accounting software. The data also

revealed that 3% used both manual means and accounting software. The result implies that small scale enterprises are using manual methods of record keeping.



**Figure 2:** Types of Record keeping

Source: Field Survey (January, 2023)  
Field Survey (January, 2023)

**Effects of Record Keeping on the Growth of Small Scale Enterprises**

The study analysed the effects of record keeping on the growth of small scale businesses. The section focused on respondents' views on the effects on businesses focused on monitoring transactions; helping in paying creditors; help in the collection of debt.

Table 2 shows that 23% believed record keeping enhance monitoring of firm transaction is effective, whereas 12% were of the view that record keeping enhances monitoring of transactions as they rated very effective. More so, 9% indicated that record keeping is not effective in monitoring the transactions of firms. On the other hand, 56% indicated they have no idea as to whether or not record keeping contributes to the monitoring of

financial transactions. The resulting data implies that the majority of SSEs do not rely on record keeping as a measure of monitoring their transactions.

The data further indicates that 17% believed record keeping could be very effective in helping firms keep good expenditure, whereas 27% were of the view that record keeping is effective in helping firms' expenditure outlook. However, 53% indicated they have no idea whether or not record keeping helps firms track and pay creditors. Lastly, only 8% indicated that record keeping is not effective in firm expenditure outlook. The resulting data implies that the majority of SSEs do not keep expenditure data to appreciate its importance.

The data revealed also that 31% held the view that record keeping is very effective in helping firms to sell and

engage in transactions, while 6% were of the view that record keeping is also effective in helping firm in sales and transactions. On the other hand, 60% indicated they have no idea whether or not record keeping helps firms to sell and engage in other transactions. The data further shows that 3% indicated record keeping is not effective in helping firms to sell and transact business. The data also shows that 31% believed financial record keeping on firm performance is effective, while 6% were of the view

that financial record keeping on firm performance is very effective. Also, 3% indicated financial record keeping on firm performance is not very effective. However, 60% indicated they have no idea as to whether or not financial record keeping has a relationship with firm performance. The result shows small scale businesses do have not much appreciation for financial record keeping on firms' performance.

**Table 2:** Effects of Record keeping on the growth of small scale enterprises

Variables	Response	Frequency	Percent (%)
Monitoring of financial transactions	Very Effective	11	12
	Effective	22	23
	Not effective	9	9
	No Idea	53	56
<b>Total</b>		<b>95</b>	<b>100</b>
Expenditure Outlook	Very Effective	16	17
	Effective	21	22
	Not effective	8	8
	No Idea	50	53
<b>Total</b>		<b>95</b>	<b>100</b>
Tracking of sales and transactions	Very Effective	50	15
	Effective	26	27
	Not effective	6	6
	No Idea	13	53
<b>Total</b>		<b>95</b>	<b>100</b>
Firm performance	Very Effective	57	31
	Effective	29	6
	Not effective	3	3
	No Idea	6	60
<b>Total</b>		<b>95</b>	<b>100</b>

Source: Field Survey (January, 2023)

### Challenges of Record Keeping among Small Scale Enterprises

The study investigates the following responses on the challenges small scale enterprises faced regarding record keeping in the Wa Municipality: business owners' views on record keeping; business owners avoiding tax; record keeping was seen as time-wasting; businesses not willing to invest in accounting, costing, and management; businesses do not have regard to financial management and capacity concerns to record keeping.

Data from Table 3 revealed that 43% of respondents agreed that business owners do not see the need for record keeping, whereas 31% strongly agree that business owners do not see the need for record keeping as well. Also, 16% disagree with the view that business owners do not see the need for record keeping, with 7% strongly disagreeing with the view that business owners do not see the need for record keeping. However, 3% were

**Table 3:** Business Owners Not Seeing the Need to Keep Record

Variables	Response	Frequency	Percent (%)
Business Owners Perspectives on Record keeping	Agree	41	43
	Strongly Agree	29	31
	Undecided	3	3
	Disagree	15	16
	Strongly Disagree	7	7
<b>Total</b>		<b>95</b>	<b>100</b>

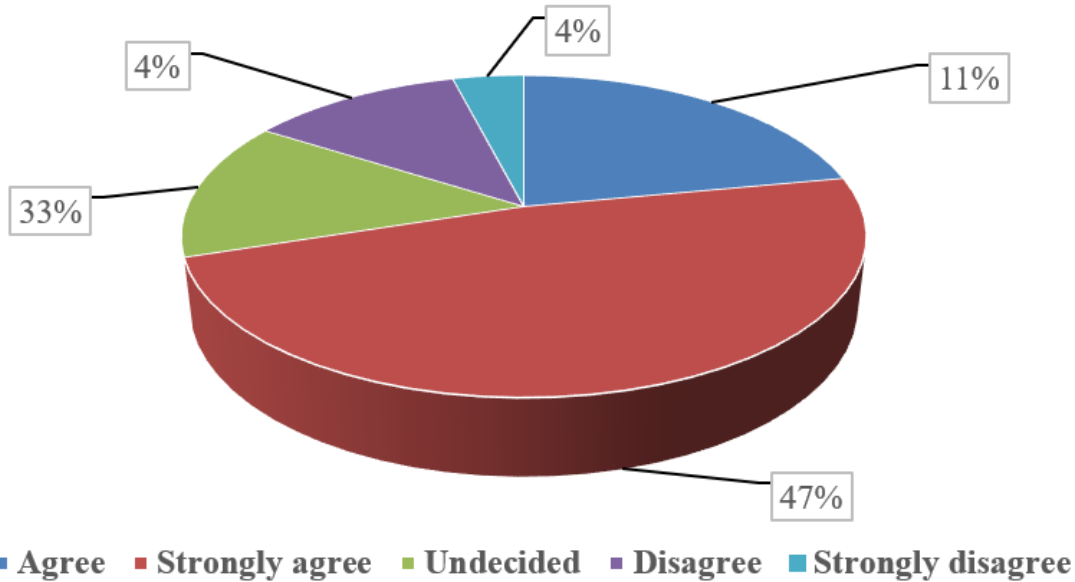
Source: Field Survey (January, 2023)

undecided as to whether or not business owners do not see the need for record keeping. The result suggests that owners of SSEs do not prioritize record keeping.

### Small Scale Enterprises Not Seeing the Future Need for Record

Fig. 3 shows that 48% of respondents strongly agree that businesses do not see the future need for records with 22% also agreeing that businesses do not see the future need for records. However, 12% disagree with the view that businesses do not see the future need for records.

Again, 4% also strongly disagree that businesses do not see the need for future need of records. On the other hand, 14% of the respondents were undecided as to whether or not businesses do not see the need for record keeping. The result implies that SSEs do not attract future value to records; hence there is no need to keep records.

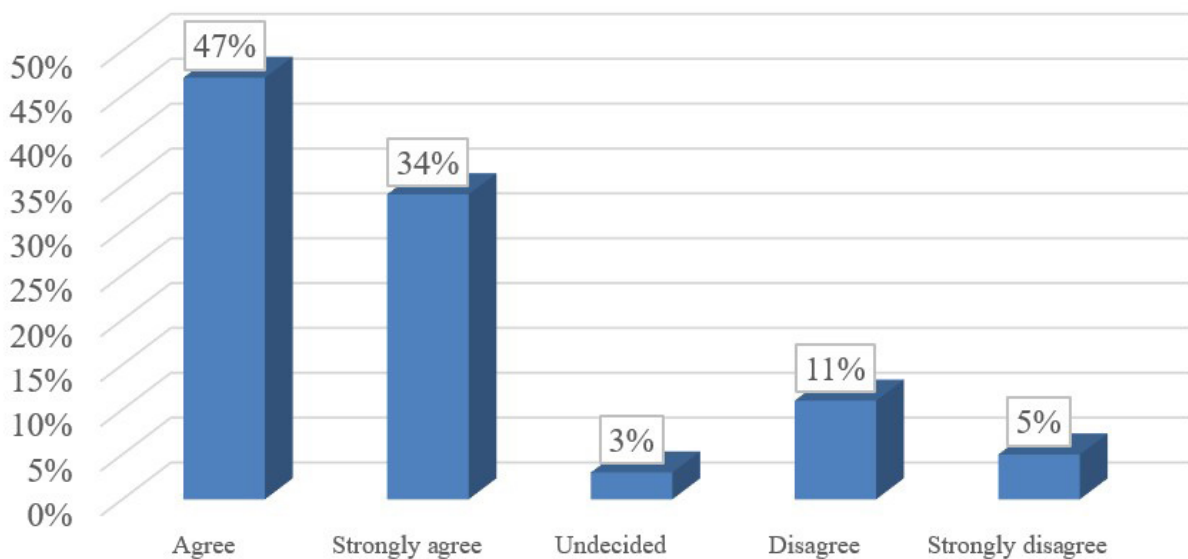


**Figure 3:** Small Scale Enterprises Not Seeing the Future Need of Record  
*Source: Field Survey (January, 2023)*

### Small Scale Enterprises Capacity Concerns on Effective Record Keeping

Fig. 4 shows that 47% of respondents agree that businesses have capacity concerns to effectively keep records. More so, 34% strongly agree that businesses have capacity concerns to effectively keep records. However, 11% disagree with the view that businesses have capacity concerns to effectively keep records, with 5%

also strongly disagreeing that businesses have capacity concerns to effectively keep records. On the other hand, 3% of the respondents were undecided as to whether or not businesses have capacity concerns to effectively keep records. From observations, SBBs have no formal training to understand the significance of record keeping; some do rely on their sales executive to record major transactions.



**Figure 4:** Small Scale Enterprises Capacity Concerns on Effective Record Keeping  
*Source: Field Survey (January, 2023)*

## DISCUSSIONS

On the types of record keeping, the result of the study revealed that the majority of the small scale enterprises do not keep adequate records. It was further revealed that the majority (87%) are using manual methods of record keeping. Further findings revealed that fewer small scale enterprises keep business-related records such financial income, financial statements and balance sheets. Although the findings indicate record keeping among small scale enterprises in the Sissala West District, it however confirms the work of Uddin *et al.*, (2017) study which emphasized that there is no requirement that records be kept with a specific goal in mind, as long as they reflect the business's pay, costs, resources, and liabilities. The study further brings to light the view of Olatunji (2013) who noted that a record-keeping system is a systematic, effective plan for providing precise financial data and controls.

The result revealed that the majority of firms do not have much knowledge regarding the effects of record keeping on the small scale enterprise development and growth. Nonetheless, other respondents cited there is some degree of impact which was either stated as very effective or effective regarding the record keeping effects on small scale enterprises in the area of monitoring of firm's activities, expenditure outlook, sales and transactions and general firms performance. The findings are synonymous with the view of Ekwere (2012) who explained that the success of a business is heavily reliant on the accuracy of records keeping. It also agrees with the views held by Maseko & Manyani (2011), which has been that the record keeping system provides a foundation of data to SSEs proprietors and working staff in any industry for use in estimating monetary performance. The findings further confirm the work of Mwebesa *et al.*, (2018) which revealed that excellent record keeping enables businesses to design appropriately and reduce asset misappropriation. The result of the study also revealed that small scale enterprises in the Sissala West District faced a lot of challenges. The findings identified the following as challenges small scale enterprises faced in record keeping. These were: small scale enterprises not seeing the importance of record keeping, and not seeing the future needs for records which are a worrying development. Another major challenge identified was the capacity concerns as most small scale business owners cannot read and write, so even with the intent they cannot keep electronic records or book keeping. The findings are similar to the position of Barney (2013), which underscored the importance of record keeping as an extension beyond administration because adequate skills and abilities are necessary for enterprises to strive.

## CONCLUSION

The conclusion arrived at from the findings/result of the study is that small scale enterprises in the Sissala West District which are mainly sole proprietorships without adequate record keeping. Findings further revealed that

fewer small scale enterprises have an overwhelming majority using manual methods of record keeping. Findings on the effects of record keeping relating to the growth of small scale enterprises revealed that respondents have no adequate idea as to the growing significance since there is a poor experience of record keeping; however, fewer business owners cited very effective outcomes in terms of monitoring of business activities and general performance of firms. Further findings revealed that capacity concerns in terms of the inability to read and write and manage electronic devices, and business owners not seeing the need for records including the future needs for records identified as challenges of small scales businesses regarding record keeping.

## RECOMMENDATIONS

The findings of the study have brought to light issues relating to record keeping among small scale enterprises in the Sissala West District. It implies that there is the need to design and implement relevant programmes by concerned agencies to ensure the growth of small scale enterprises in the Wa Municipality. The following recommendations based on the findings as outlined may be of relevant in the design of programmes and policies to increase the growth of small scale businesses. Also, the Government of Ghana (GoG), the Ministry of Trade and Industry, the Business Resource Center (BRC), the Ghana Enterprise Agency (GEA), and the Micro Finance and Small Loans Scheme (MASLOC) should work together to help small businesses improve their record keeping. More so, small businesses that are steadily expanding should hire accounts clerks or sales clerks with a basic understanding of record keeping. Again, accounting consulting firms must also expand to cover the Wa Municipality to provide record keeping advisory services. This is done to help very small businesses keep better records. In addition, the Sissala West District Assembly could organize training workshops for small business owners. This will assist them in gaining more knowledge, which may aid in the improvement of business skills and record keeping practices in small businesses. More importantly, the media should participate in the campaign to improve the culture of record keeping in small businesses. Last but not least, is Non-Governmental Organizations and other Civil Society Organizations should also participate in the record-keeping empowerment of small businesses.

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