**SCHOOL MANAGER’S WEEKLY REPORT**

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| Week No: 6 | Starting: 28th May, 2018 | Ending: 1st June, 2018 |
| **FINANCIALS** | | |
| |  |  | | --- | --- | | Total Payments for the week | 171,000 | | Total Fees Outstanding (N) | **#1,244,925.00** | | Staff parents |  | | | |
| **EXPENDITURE BREAKDOWN FOR IMPREST** | | |
| |  |  |  |  | | --- | --- | --- | --- | | **S/No** | **Date** | **Purpose** | **Amount** | |  |  | School Bus | 8000 | |  |  | Generator | **2,500** | |  |  | Evacuation of refuse | 800 | |  |  | Pumping of school bus tire | 500 | |  |  | Transport / Server software | 1500 | |  |  | Photocopy Newsletter | 900 | |  |  | Transport to bank | 200 | |  |  | Recharge cards | 300 | |  |  |  |  | | | |
| **ENROLLMENTS** | | |
| New Enrollments: | Nill | |
| **PURCHASES** | | |
| Forms Purchased | Nill | |
| Uniforms Purchased | Nill | |
| Sportswear Purchased | Nill | |
|  |  | |
| **ATTENDANCE** | | |
| Authorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Date(s) | Reason | | 1 |  |  |  | | 2 |  |  |  | | |
| Unauthorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Reason | Date(s) | | 1 |  |  |  | | 2 |  |  |  | | |
| **ISSUES/COMPLAINTS** | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | S/No | Complaint | By? | Mode | Date | Action taken | | 1 |  |  |  |  |  | | 2 |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Issue | Reported by? | Date | Action taken | | 1 |  |  |  |  | | 2 |  |  |  |  | | | |
| **ENQURIES** | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | S/No | Enquiry | By? | Mode | Date | Information provided | | 1 |  |  |  |  |  | | 2 |  |  |  |  |  | | | |
| **PROPOSALS** | | |
| |  |  |  |  | | --- | --- | --- | --- | | S/No | Company Name | Proposal Summary | Date | | 1 |  |  |  | | 2 |  |  |  | | | |
| **HIGHLIGHTS OF THE WEEK** | | |
| Mid term Exams commenced this week | | |
| **TASKS** | | |
| Completed | 1. Renovation of the BQ 2. Installing windows in the server | |
| Planned for Next Week | 1. Configuration of the server 2. Painting of the fence 3. Fixing the flex frames on the walls | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
| 1. Bank Account Details of the New Staff   1. Sandra Yiibari Uebari 5263067206 2. Uzodinma Ngozi Victoria 5263067213 3. Joseph Merrilyn 5263067048 4. Otogwung Eunice Ezekiel 5263067024   2. **School Bus Tires:** We need to replace the school bus tires. At the beginning of the term, money was approved and released (#27,000). But with your approval, we urgently used it to buy blocks and cement for the flower bed on the car park by Captain Amangala street. Since then, I’ve not raised a request.  3. **School Bus Particulars**  4. **Stationery:** I seek your approval for the supply of the stationery needed for this term. The items needed are attached to the mail sent to your email. | | |
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