**SCHOOL MANAGER’S WEEKLY REPORT**

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| --- | --- | --- |
| Week No: 6 | Starting: 4th June, 2018 | Ending: 7th June, 2018 |
| **FINANCIALS** | | |
| |  |  | | --- | --- | | Total Payments for the week | 635175 | | Total Fees Outstanding (N) | **#506,000.00** | | Staff parents |  | | | |
| **EXPENDITURE BREAKDOWN FOR IMPREST** | | |
| |  |  |  |  | | --- | --- | --- | --- | | **S/No** | **Date** | **Purpose** | **Amount** | |  |  | School Bus | 3000 | |  |  | Generator | **4,500** | |  |  | Evacuation of refuse | 500 | |  |  | Inspectors from ministry of environment | 2000 | |  |  | Transport for Mr Joseph to pickup cheque | 700 | |  |  |  |  | |  |  | Transport to bank, etc | 800 | |  |  | 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 ended this week and the school has gone on Mid-term Break | | |
| **TASKS** | | |
| Completed | 1. Configuration of the server 2. Fixing frames on the wall | |
| Planned for Next Week | 1. Configuration of the Ncomputing clients 2. Fixing the flex frames on the walls for the remaining portions | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
| 1. Book Supplier: Book Wise Kunsults payment for the books supplied the school | | |
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