**SCHOOL MANAGER’S WEEKLY REPORT**

|  |  |  |
| --- | --- | --- |
| Week No: 9 | Starting: 25th June, 2018 | Ending: 29th June, 2018 |
| **FINANCIALS** | | |
| |  |  | | --- | --- | | Total Payments for the week | 9,000 | | Total Fees Outstanding (N) | **#153,000** | | Graduation Ceremony Fee | **#89,000** | | | |
| **EXPENDITURE BREAKDOWN FOR IMPREST** | | |
| |  |  |  |  | | --- | --- | --- | --- | | **S/No** | **Date** | **Purpose** | **Amount** | |  | 25/06/2018 | School Bus | 6000 | |  | 25/06/2018 | Generator | **2,5**00 | |  | 25/06/2018 | Water for the week | 1000 | |  | 25/06/2018 | Changing the school bus tires to the new ones | 1300 | |  | 25/06/2018 | Refund to Head Teacher for expenses incurred | 500 | |  | 25/06/2018 | Marker | 700 | |  | 25/06/2018 | Transport to bank | 200 | |  | 25/06/2018 | Recharge cards | 300 | |  | 26/06/2018 | Tissue | 300 | |  |  |  |  | |  | 26/06/2018 | Transport for Mr Sebastine the Corp member | 200 | |  | 26/06/2018 | Clock battery and electricity bulbs | 300 | |  | 27/06/2018 | Transport to Ogbunabali | 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 | Admission in Nursery 1 | Mrs Kim | Through the school website. Someone referred her to the school website and she got the phone number from there. | 29th June, 2018 | The admission details were provided but due to location (distance from the school) she lives at Woji in Port Harcourt | | 2 |  |  |  |  |  | | | |
| **PROPOSALS** | | |
| |  |  |  |  | | --- | --- | --- | --- | | S/No | Company Name | Proposal Summary | Date | | 1 |  |  |  | | 2 |  |  |  | | | |
| **HIGHLIGHTS OF THE WEEK** | | |
| Rehearsals for the Literacy Expression day  Literacy expression day was held on Friday 29th June, 2018. | | |
| **TASKS** | | |
| Completed | 1. Configuration of the ICT Labs. 2. Power packs have been bought to replace the bad once. 3. Install other packages on the Server 4. Create users for the server | |
| Planned for Next Week | 1. Preparation of 3rd term exam questions 2. Photocopy of 3rd term exam papers | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
|  | | |
|  | | |