**SCHOOL MANAGER’S WEEKLY REPORT**

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| Week No: 11 | Starting: 2nd July, 2018 | Ending: 6th July, 2018 |
| **FINANCIALS** | | |
| |  |  | | --- | --- | | Total Payments for the week | 40000 | | Total Fees Outstanding (N) | **#117,750.00** | | Graduation Ceremony Fee | **#96,500** | | | |
| **EXPENDITURE BREAKDOWN FOR IMPREST** | | |
| |  |  |  |  | | --- | --- | --- | --- | | **S/No** | **Date** | **Purpose** | **Amount** | |  | 02/07/2018 | School Bus | 6000 | |  | 02/07/2018 | Generator | **2,5**00 | |  | 02/07/2018 | Water for the week | 600 | |  | 02/07/2018 | Electrician to work on the school light system | 1500 | |  | 02/07/2018 | Refund to Head Teacher for expenses incurred | 500 | |  | 02/07/2018 | Photocopy of letter to parents on routine Immunization | 300 | |  | 02/07/2018 | Transport to bank | 200 | |  | 02/07/2018 | Recharge cards | 300 | |  | 02/07/2018 | Detergents and Hypo | 600 | |  | 03/07/2018 | Transport to Ogbunabali to refill cartridge | 300 | |  | 26/06/2018 | Transport to photocopy examination papers | 300 | |  | 27/06/2018 | Transport to Ogbunabali | 300 | |  | 06/07/2018 | Photocopy of newsletter | 700 | | | |
| **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 | Over deduction in salary | Monica Fyananabor | SMS | 2nd July, 2018 | Her bill for this term is #1,000 as against the #4,000 I sent to you | | 2 | Over deduction in salary | Angela Adi-James | sms | 2nd July, 2018 | Her bill for this term is #7,500 as against the #10,000 I sent to you |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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** | | |
| Rehearsals for the Graduation ceremony day  Commencement of 3rd term examinations | | |
| **TASKS** | | |
| Completed | 1. Preparation of 3rd term exam questions 2. Photocopy of 3rd term exam papers | |
| Planned for Next Week | 1. Send letter to NYSC requesting for corp member in the coming batch | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
| For the issuance of result to pupils, if we are to print in the school, I suggest we refill the other 3 colours so as to print all the results in colours. | | |
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