**SCHOOL MANAGER’S WEEKLY REPORT**

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| --- | --- | --- |
| Week No: 12 | Starting: 9th July, 2018 | Ending: 13th July, 2018 |
| **FINANCIALS** | | |
| |  |  | | --- | --- | | Total Payments for the week | 20,000 | | Total Fees Outstanding (N) | **#97,750.00** | | Graduation Ceremony Fee |  | | | |
| **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 | Evacuation of refuse | 1000 | |  | 02/07/2018 | Transport to Mr James to pick up parcel | 500 | |  | 02/07/2018 | Transport to pick up Monitor way billed from Calabar | 300 | |  | 02/07/2018 | Transport to bank | 200 | |  | 02/07/2018 | Recharge cards | 300 | |  | 02/07/2018 | Transport for Head teacher movements | 200 | |  | 03/07/2018 | Transport to Ogbunabali to confirm price of Encarter soft ware | 300 | |  | 26/06/2018 | Transport to photocopy examination papers | 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 | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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 | Ecobank | Ecobank Pay using Scan QR Code | 12/07/2018 | | 2 |  |  |  | | | |
| **HIGHLIGHTS OF THE WEEK** | | |
| Rehearsals for the Graduation ceremony day  Conclusion of 3rd term examinations | | |
| **TASKS** | | |
| Completed | 1. Photocopy of 3rd term exam papers 2. Fees Payment report | |
| Planned for Next Week | 1. Completion of update of the school pupils online 2. Printing of results online 3. Fixing flex banner on the school fence | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
| Ecobank brought a new fees payment platform known as Ecobank Pay. They parent will use their mobile phone and dial \*326\*6\*Amount\*20013182# to make payment. The 20013182 is our terminal ID and the parent’s bank account will be debited while ours will be credited.  The parent phone number has to be linked to their bank account i.e. what they used in receiving alert from their bank. | | |
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