**SCHOOL MANAGER’S WEEKLY REPORT**

|  |  |  |
| --- | --- | --- |
| Week No: 6 | Starting: 12th June, 2018 | Ending: 15th June, 2018 |
| **FINANCIALS** | | |
| |  |  | | --- | --- | | Total Payments for the week | 65500 | | Total Fees Outstanding (N) | **#506,000.00** | | Graduation Ceremony Fee | **#5,000** | | | |
| **EXPENDITURE BREAKDOWN FOR IMPREST** | | |
| |  |  |  |  | | --- | --- | --- | --- | | **S/No** | **Date** | **Purpose** | **Amount** | |  | 12/0 | School Bus | 4000 | |  | 12/0 | Generator | **2,**000 | |  | 14/05 | Evacuation of refuse | 800 | |  | 13/06 | Pumping of school bus tire | 200 | |  | 13/06 | Activate MiFi for system configuration | 1500 | |  | 12/0 | Photocopy Parents feedback form | 800 | |  | 12/0 | Transport to bank | 200 | |  | 12/0 | Recharge cards | 300 | |  | 13/06 | Refreshment for Corper Sebastine during Ncomputing activation (2 days) | 700 | |  | 13/06 | Water for school use ( 2 days) | 400 | |  | 13/06 | Staple Pin | 150 | | | |
| **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 | Nill |  |  | | 2 | Nill |  |  | | |
| 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 | Spoilt Borehole Machine | Raphael Digbani | 13th June | Called borehole repairer to Access it. | | 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** | | |
| Open day was held this week Tuesday, June 12th 2018.  The school resume from the Mid Term break on Tuesday 12th June, 2018 | | |
| **TASKS** | | |
| Completed | 1. Reconnected the Power back | |
| Planned for Next Week | 1. Reprint flex banners 2. Continue with the ICT lab connections | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
| 1. Nconputing: We are still having difficulty for the individual clients to work. The Vspace Console is not connecting with the server even though all configurations has been made. Mr Phillip suggests we activate the windows server first to see if that’s the problem. He also said we can contact Ncomputing company which we’ve done and waiting for feedback from them. | | |
|  | | |