**SCHOOL MANAGER’S WEEKLY REPORT**

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| Week No: 9 | Starting: 18th June, 2018 | Ending: 22nd June, 2018 |
| **FINANCIALS** | | |
| |  |  | | --- | --- | | Total Payments for the week | 196,000 | | Total Fees Outstanding (N) | **#171,500** | | Graduation Ceremony Fee |  | | | |
| **EXPENDITURE BREAKDOWN FOR IMPREST** | | |
| |  |  |  |  | | --- | --- | --- | --- | | **S/No** | **Date** | **Purpose** | **Amount** | |  | 19/06/2018 | School Bus | 6000 | |  | 19/06/2018 | Generator | **2,**000 | |  | 20/06/2018 | Evacuation of refuse | 500 | |  | 19/06/2018 | Pumping of school bus tire and patching | 600 | |  | 19/06/2018 | Refund to Head Teacher for expenses incurred | 1000 | |  | 19/06/2018 | Phone call for the Head Teacher | 200 | |  | 19/06/2018 | Transport to bank | 200 | |  | 19/06/2018 | Recharge cards | 300 | |  | 19/06/2018 | Phone calls for class teachers to call parents | 1000 | |  | 19/06/2018 | Water for school use ( 3 days) | 500 | |  | 19/06/2018 |  |  | | | |
| **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 | Ebiere Apeli | 22/06/2018 | Her niece wedding | | 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 | Spoilt Borehole Machine | Raphael Digbani | 13th June | Called borehole repairer to Access it. | | 2 | 4 power packs and 2 monitors are not working in the ICT Lab | Sebastine Obinna | 20th June, 2018 | To find out the cost of the power pack and send the monitor for repairs | | | |
| **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 Literacy Expression day  JSS 1 went for their excursion to National Museum | | |
| **TASKS** | | |
| Completed | 1. Configuration of the ICT Labs. The systems are working now but yet to create users for the classes. For now he can only create users for admin login 2. Sent notes to parents owing that the school has given till 6th July to complete their fees | |
| Planned for Next Week | 1. Install other packages on the Server 2. Create users for the server | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
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