Mrs. Vivian Deladem Agumeh, NSS Director,Ashiaman.

Mohammed K. Basha, Financial secretary.

18th July, 2019.

Budget funding memo.

I write this memo requesting for an amount of Ghc700.00 to enable us fund our upcoming sanitation program which scheduled to take place on the 20th of July 2019.

I hope our request would be granted. Thank you. Below is the detailed estimate of the the budget.

**ESTIMATED BUDET STATEMENT FOR THE PROGRAM.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ITEM No. | ITEM | PRICE | QUANTITY | SUBTOTAL |
| 01 | Tools and equipment for the clean up such as nose mask, hand gloves etc. |  |  | GHC140.00 |
| 02 | printing |  |  | GH70.00 |
| 03 | refreshment | GHC 8.00 | 50 | GH400 |
|  | Other exp. |  |  | GHC 90.00 |
| 04 | **TOTALS** |  |  | **GHC 700.00** |

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Mohammed K Basha

(NASPA Financial sec, Ashaiman)

**PROPOSED BUDET STATEMENT FOR THE AWARD/DINNER NIGHT.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM NO.** | **ITEM** | **UNIT PRICE** | **QUANTITY** | **SUBTOTAL** |
| 01 | RENT FACILITY |  |  | GHC500.00 |
| 02 | PRINTING (INCLUDE LETTERS AND PUBLICITY |  |  | GHC200.00 |
| 03 | AWARD/PREMIUM | GHC150.00 | 34 | GHC5100.00 |
| 04 | CITATIONS | GHC45.00 | 38 | GHC1786.00 |
| 05 | VIDEO COVRAGE |  |  | GHC500.00 |
| 06 | BRANDED T-SHIRTS | GHC15.00 | 200 | GHC3000.00 |
| 07 | BAVERAGES | GHC2.00 | 300 | GHC600.00 |
| 08 | FOOD | GHC10.00 | 300 | GHC3000.00 |
| 09 | OTHER EXPENSES |  |  | GHC200.00 |
| 10 | **GRAND TOTAL** |  |  | **GHC14886.00** |