



The Salvation Army

Sri Lanka Territory

WILLIAM BOOTH
FOUNDER
LYNDON BUCKINGHAM
GENERAL
NIHAL HETTIARACHCHI
TERRITORIAL COMMAANDER

53, Sir James Peris Mawatha, P.O.Box 193, Colombo 02, Sri Lanka

Report Name: Monthly Employee Payroll Report (01.08.2024 – 31.08.2024)

Description: This report shows the payroll details of employees, including salary, deductions, and total amount.

Employee ID	Employee Name	Basic Salary (Rs)	EPF (Rs)	ETF (Rs)	Leave Deductions (Rs)	Total Salary (Rs)
EMP001	John Doe	100,000	8,000	4,000	10,000	86,000
EMP002	Jane Smith	120,000	9,600	4,800	5,000	110,400
EMP003	Sam Peterson	95,000	7,600	3,800	15,000	78,600

Total Payroll: 275,000/=

Yours Sincerely,

-----,

Admin,

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Report Name: Monthly Employee Attendance Report (01.08.2024 – 31.08.2024)

Description: This report shows the daily attendance records for employees, including their check-in and check-out times.

Employee ID	Employee Name	Check-In Date	Check-In Time	Check-Out Time
EMP001	John Doe	01.08.2024	9:00 AM	6:00 PM
EMP001	John Doe	02.08.2024	9:10 AM	6:05 PM
EMP002	Jane Smith	01.08.2024	9:15 AM	6:10 PM
EMP002	Jane Smith	02.08.2024	9:20 AM	6:15 PM
EMP003	Sam Peterson	01.08.2024	9:05 AM	6:00 PM
EMP003	Sam Peterson	02.08.2024	9:00 AM	6:00 PM

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Report Name: Monthly Employee Leave Report (01.08.2024 – 31.08.2024)

Description: This report summarizes the leave requests made by employees, including leave type, status, and balance.

Employee ID	Employee Name	Leave Type	Leave Status	Leave Balance (Days)
EMP001	John Doe	Sick Leave	Approved	8
EMP001	John Doe	Annual Leave	Pending	10
EMP002	Jane Smith	Annual Leave	Approved	5
EMP003	Sam Peterson	Sick Leave	Approved	12
EMP003	Sam Peterson	Annual Leave	Declined	7

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Report Name: Monthly Inventory Report (01.08.2024 – 31.08.2024)

Description: This report details the inventory items available in the hostel, including item types and quantities.

Item ID	Item Name	Item Description	Quantity	Last Updated
INV001	Bed	Furniture	2	2024-10-14 01:39:28
INV002	Cleaning Items	Utilities	10	2024-10-29 11:58:13
INV003	Chairs	Furniture	5	2024-10-29 11:58:13
INV004	Cooking Utensils	Kitchen	5	2024-10-14 01:39:28

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Report Name: Annual Event Report (01.09.2024 – 31.09.2024)

Description: This report provides details of the events organized or managed by the matron, including event status and dates.

Month	Total Events	Event List
09	2	2024-09-24: party 2024-09-31: Birthday Celebration
10	1	2024-10-25: Birthday Celebration
11	2	2024-11-24: Health Awareness Week 2024-11-31: Annual Hostel Meeting
12	1	2024-12-25: Birthday Celebration

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Report Name: Monthly Order Report (01.08.2024 – 31.08.2024)

Description: This report details the orders placed by the matron, including item quantities, suppliers, and order status.

Order ID	Item Name	Quantity	Order Date	status
ORD001	Bedsheets	5	2024-09-12	Requested
ORD002	Cleaning Supplies	3	2024-10-12	Pending
ORD003	Kitchen Utensils	5	2024-10-29	Accepted
ORD004	Chairs	8	2024-11-12	Requested

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Report Name: Monthly Resident Meal Plan Report (01.08.2024 – 31.08.2024)

Description: This report summarizes the meal plans provided to residents and their feedback.

Meal Plan ID	Meal Description	Resident Feedback
MP001	Vegetarian Meal Plan	Positive
MP002	Non-Vegetarian Plan	Excellent
MP003	Vegan Plan	Good
MP004	Gluten-Free Plan	Needs Improvement

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Report Name: Monthly Resident Checking/Checkouts Report (01.08.2024 – 31.08.2024)

Description: This report provides details on the check-in and check-out dates of residents throughout the month.

Resident ID	Resident Name	Check-Out Date	Check-In dates
RES001	Tharushi	01.08.2024	05.08.2024
RES002	Rashmi	02.08.2024	06.08.2024
RES003	Madhumini	02.08.2024	04.08.2024
RES004	Nisansala	03.08.2024	10.08.2024

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Report Name: Monthly Job Vacancy Report (01.08.2024 – 31.08.2024)

Description: This report outlines the job vacancies available for guests and the status of their applications.

Job ID	Job Description	Vacancy Quantity	Application Status
JOB001	Matron	1	Open
JOB002	Cook	2	Temporarily Closed
JOB003	Maintenance Staff	5	Closed
JOB004	Front Desk Associate	1	Open

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