**MEMO**

**SUBJECT: WEEKLY REPORT**

**DATE: 20TH APRIL, 2022**

**PERIOD: 11TH -17TH APRIL, 2022**

**TO: CHIEF EXECUTIVE OFFICER**

**UPDATES ON GROUNDS**

**PARTY TREE**

Total sales for Party tree for the period 11th-17th April 2022 amounted to **Ghc10520**, below are the happenings;

**Sales for the second week in April has seen a percentage increase of 238.37% as compared to last week sales figure of ghc3109.**

Kool-aid jammer fruit juice is running out of stock on 11th April.

Customers are requesting for water gun whiles some are also requesting for play toys for 1-6 year olds. Wednesday recorded the highest sales for week at ghc3476.

Slime and party poppers and Happy birthday candle are running out of stock.

**BAKES**

Total sales for Bakes for the period 11th -17th March 2022 amounted to **Ghc5367** below are the happenings;

The shop recorded much damages on Monday 11th April because the light in shop went out which has lead to the damages. This issue has been resolved and corrected.

On Tuesdays, slice cakes were given a new packaging which turnout to be amazing. Some customers also requested for fresh juices and I suggest we order fresh juice in small quantities for the start to prevent huge damages and cost. The highest sales for the week was recorded on Thursday of ghc1305.

**Repairs and Maintenance**

1. Pallet for Bakes Kitchen

We suggest the kitchen get a wooden pallet to house the flour which normally sits on the bare floor to prevent its damage. The cost was estimated at ghc120.

1. The kitchens need two blenders and a kettle
2. Toners

The school community has resumed and academic activities has commenced, we need toners to enable teachers print the work sheets and also for administrative duties.

**WORK DONE**

Management will like to commend the Chief Executive Officer of TBM Group for all the renovation works done during this short period which ranges from painting, art work, septic tank, electricals, playground items etc. we say thank you for the good works. We also pledge our total support.

Prepared By: Raphael Mensah

Sign: …………RM………………………

**Tax**

our total tax liability as at April ending 2022 stood at ghc14942.68 comprising of VAT, PAYE and WITHHOLDING taxes.

Tax liability for April 2022 alone amounted to ghc3247.37.