**MEMO**

**SUBJECT: WEEKLY REPORT**

**DATE: 21st February, 2022**

**PERIOD: 14th -20th FEB, 2022**

**TO: CHIEF EXECUTIVE OFFICER**

**UPDATES ON GROUNDS**

**PARTY TREE**

Total sales for Party tree for the period 14th -20th February 2022 amounted to **Ghc6208.2**, below are the happenings;

**Sales for the third week in February has seen a percentage increase of 51.05% as compared to the previous week sales figure of Ghc4110**

The shop run out of number 2 gold and silver foils on Wednesday. A customer bought a decotex happy birthday balloon foil set on Thursday but has returned it because the letter “P” was not part of the writings.

Customers also demanded for metallic balloons and helium gas of Friday whiles a container of fully of candy was recorded as damaged because it was infected by ants. Some of the light bulbs in the shop are not working, hence needs to be changed.

**BAKES**

Total sales for Bakes for the period 14th -20th February 2022 amounted to **Ghc2459.5** below are the happenings;

**Sales for the third week in February has seen percentage decrease of 10.43% as compared to the previous week sales figure of Ghc2746.**

The shop demanded stickers for fruit juices and to indicate the prices of products also requested for rubber gloves, containers for cupcakes, slice cake and box for full cake on Wednesday. A customer suggested we consider the production of fish panini and fish pocket on Thursday.

On Friday, a customer filed a complaint of having stomach upsets as result of the fruit juice he consumed and that his friend also had the same experience. Some also complained about the cookies not being crispy on 20th February.

**ACCOUNTS**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Total Expenditure Ghc** | **Amount Banked**  **Ghc** |
| **14th feb** | **1420** | **626** |
| **15th feb** | **-** | **1227.5** |
| **16th feb** | **769** | **610** |
| **17th feb** | **-** | **250** |
| **18th feb** | **200** | **446** |
| **Total** | **2389** | **3159.5** |

**ADMINISTRATION**

65 students reported on Monday whiles 10 were absent, the absented gave reasons of ill health condition. School meal was good and performed well on their duty post. 63 students were present on Tuesday with 12 absentees who were sick. Food was good but some student preferred beans to spag.

School recessed for mid-term holidays on Wednesday to Friday and will resume on the 21st February 2022.

**Repairs and Maintenance**

Please the leakage at the old block has being estimated at a cost of ghc1360 to purchase PVC PIPES and other materials. The ground has been dug out to trace the leakage which has result to gullies being created hence needs immediate attention.

The leakage on the old block poly tank has being repaired.

**Fumigation**

The whole school has duly been fumigated over the weekend

**Toner**

The printer in our office needs a new toner which cost ghc250 because what it currently uses is finished.

Thank you.

Prepared by: Raphael Mensah

Sign:…………………..…………….…