**MEMO**

**SUBJECT: WEEKLY REPORT**

**DATE: 21st MARCH, 2022**

**PERIOD: 14TH - 20TH MARCH, 2022**

**TO: CHIEF EXECUTIVE OFFICER**

**UPDATES ON GROUNDS**

**PARTY TREE**

Total sales for Party tree for the period 14th-20th march 2022 amounted to **Ghc6876** below are the happenings;

**Sales for the third week in March has experienced a percentage increase of 66.65% as compared to the previous week sales figure of Ghc4126.**

Customers requested for bride to be sash and crown on Monday. Sound and educational play item for babies are running low and those available are not working on Tuesday.

Character give away gift bag is also being demanded by some customers on Wednesday 16th march 2022. The store needs school bags for 6 to 10 year olds. Foil letter A balloon is out of stock with sparkling candle also numbered low. A customer returned a career day dress bought saying its bigger than her ward.

The system rolled out for the store which has items being tagged with codes is working smoothly and has also helped the shop attendants resolve issues pertaining prices of items since the coded items comes with prices in the system.

Please items that running low and those that are finished should immediately be restocked to continually increase sales.

**BAKES**

Total sales for Bakes for the period 14th-20th march 2022 amounted to **Ghc5829.5** below are the happenings;

**Sales for the third week in March has seen a percentage increase of 65.78% as compared to the previous week sales figure of Ghc3516.5**

More drinks such as bottle coke, fanta, alvaro, bottle malt, betamalt, vitamilk etc is needed at the outlet.

The kitchen is advice to make slice cakes according to the sizes of packs to avoid inappropriate packaging on Tuesday. The Air conditioner in the shop is faulty and needs immediate repairs. A customer suggested that the sauce added to panini be reduced.

Sales in the shop has increased in the third week hence fast moving products should not be allowed to run out stock to enable us sustain sales growth.

**ACCOUNTS**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Total Expenditure Ghc** | **Amount Banked**  **Ghc** |
| **14th mar** | **1130** | **2100** |
| **15th mar** | **1204** | **-** |
| **16th mar** | **-** | **706** |
| **17th mar** | **5100** | **-** |
| **18th mar** | **4159** | **-** |
| **Total** | **11593** | **2806** |

Salaries for February paid in the third week of march amounted to ghc8494.25

An amounted of ghc10000 was paid as rent to Mr. sowah for partytree store.

Purchases for partytree store amounted to ghc6766

Ghc1800 was used to purchase plastics for Bakes and Tree.

An amount of ghc600 was paid to Mohammed for plates and ghc2000 was paid for the purchase of electronics.

The school(Mulan) made a donation of ghc1000 to the church.

**Taxes**

Total tax liability for the month of December 2021 to February 2022 amounted to **ghc8685.77** but that of only February 2022 is **ghc3009.54**.

**Mulan Kitchen and Bakes Kitchen**

The kitchen needs two (2) blenders and a kettle.

**Air conditioner and Ice cubes machine repairs**

An amounted of ghc450 is needed to buy contactor, capacitor and chemical to repair the bakes Ac and Ice cube machine.

**Emmanuella Fosua Anning**

Emmanuella who is a special needs teacher has present to me a letter giving grounds on her resignation from her post as a teacher of special needs. She said her father has asked her to move to Kumasi to further her education. She said her father is her main sponsor hence she cannot disaobey him. She apologized for the late notice because she was informed by her daddy on Sunday 20th march, 2022. She will like to resign from her post when the term ends the 1st April 2022.

Prepared By: Raphael Mensah

Sign: ………………RM…………………..