**MEMO**

**SUBJECT: WEEKLY REPORT**

**DATE: 23TH NOVEMBER, 2021**

**PERIOD: 15TH -21ST NOVEMBER, 2021**

**TO: CHIEF EXECUTIVE OFFICER**

**UPDATES ON GROUNDS**

**ACCOUNTS**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Total Expenditure Ghc** | **Amount Banked**  **Ghc** |
| **15TH**  **Nov** | **2440** | **2982** |
| **16TH**  **Nov** | **3371** | **1568.7** |
| **17TH Nov** | **2565** | **2166.8** |
| **18TH**  **Nov** | **50** | **3376** |
| **19TH Nov** | **1495** | **1162.4** |
| **Total** | **9921** | **11255.9** |

Ghc 200 was expensed on Irish on 18/11/2021

Allowance of Ghc300 was given Rita as salary for October 2021.

**ADMINISTRATION**

64 Students reported to school on Monday the 15th November 2021 with 11 absentees. School meals were on time and taste good.

On 16th November, 67 were present with 9 absentees, school fees ill health and travel were the reason for not showing up. Meals were timely. Noah puked on himself and Some staff were late.

Wednesday 17th November, teachers on duty were at the gate performing while some also came in late. 71 students reported with 5 absentees with reason of ill health, fees and travel. Breakfast on timely but there was unavailability of foodstuff(rice) for lunch.

68 students reported while 8 didn’t with ill health, fees, travel and tiredness being reason for absenteeism on Thursday. Menu for lunch was changed due to the program on Friday but in all food was good.

69 reported on Friday with 7 absentees who were sick, travelled, couldn’t pay fees and those who didn’t want to come. Teachers did well but some came late. Fried rice was served which the kids enjoyed. Student attended a book fair at EPP Books at Legon and return safely.

**PARTY TREE**

Total sales for the week for the period between 15th -21st November 2021 was **Ghc 3048**, below are the happenings;

Sales was very low on Monday 15th November because of shortage of party items as only ghc80 worth of items were purchased.

On Wednesday, due to the shortage of items in the store a cherish customer from Tema was disappointed because the customer did not get what he wanted.

Items Needed

1. More party items such as balloons (Black and white)
2. Giveaway items such as stationary set etc.
3. Small paper bags, gift card etc.

**BAKES**

Total sales for the week for the period between 15th -21st November 2021 was **Ghc** **3299**, below are the happenings;

More panini was demanded by customers on Monday 15th November, 2021.

Most of the sliced cakes were recorded as damages on 17th November,2021.

On Friday 20th November, customers complain about the increase price of product like plain doughnut.

**REPAIRS**

ALL PLUMBING WORKS HAVE BEING COMPLETED ON THE 23RD NOVEMBER, 2021.

Thank you.

Prepared By: Raphael Mensah

Sign: ……………………………………….