**MEMO**

**SUBJECT: WEEKLY REPORT**

**DATE: 24th JANUARY, 2022**

**PERIOD: 17TH -23RD JANUARY, 2022**

**TO: CHIEF EXECUTIVE OFFICER**

**UPDATES ON GROUNDS**

**PARTY TREE**

Total sales for Party tree for the period 17th-23rd January is Ghc 3088.5, below are the happenings;

17th January 2022, customers demanded reduction/discount on give-away packages. Customers requested for gift or play items for kids who are 8 years and above on 18th January, while some also demanded gold balloons and helium gas on 19th January. Customers are handicapped when they want to use their debit cards to make payment and when using express pay on 22nd January 2022. The shop needs airtime to call customers.

**BAKES**

Total sales for Bakes for the period 17th-23rd January is Ghc 3041.5, below are the happenings;

The shop needs liquid soap for washing and cleaning. Customers demanded fresh juice on 18th and 20th January. The shop run out of the following drinks; Kalyppo, Betamalt, bottled fanta and coke on 19th January. Disposables for cupcakes with icing, slice cake and cake box is also needed.

**ACCOUNTS**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Total Expenditure Ghc** | **Amount Banked**  **Ghc** |
| **17th Jan** | **1435** | **9769** |
| **18th Jan** | **8328** | **1190** |
| **19th Jan** | **20293** | **19781.5** |
| **20th Jan** | **86** | **4290** |
| **21st Jan** | **305** | **480** |
| **Total** | **30447** | **35510.5** |

Irish Expense

Ghc 2700 for chairs bought

CEO Expenses

Ghc 1998 expensed on fuel and others from 1st Jan to 21st Jan 2022

Reimbursement/ Dec salary /X’Mas Bonus

A total amount ghc 2923.98 was used to pay Dec salary, part used to reimburse staff and the rest given to staff as overtime during the Christmas holidays.

An amount of ghc 1733 was used to buy office supplies and cleaning materials.

**ADMINISTRATION**

17th January 2022, 60 students reported, staff performed greatly. School meal was great. Total of 63 students were present on the 18th January and they were well received by staff, meal was timely and taste good. Staff reported early on 19th January 2022, 62 students were present. Food was timely. Maria had a bruise but was not so serious. 62 students report to school on Thursday and were received well by teachers. School meal was great.

Friday saw the highest turnout for the week with 65 students reporting. Staff did well to support their students during the colour day activities.

**Staff Food**

The kitchen will provide lunch for 10 teaching staff today.

Four of them paid cash of ghc 40 each today for the week and the rest have opted for it to be deducted from their salaries which has being duly noted and recorded with the exception of miss monica who also pay cash for just the number of days she will be served food. Esther(OT) will also pay cash on Friday.

Total of ghc 160 has being handed over to Accounts today the 24th January 2022.

As a result of staff feeding, food stuff bought for the week will not serve its purpose hence we will have to restock the kitchen to cater for the shortage.

**Tax**

**I humbly request that you approve an amount to be paid as tax during the week to prevent late penalty and compilation of tax liability.**

Currently our liability stands at an amount of ghc 5857.12 and if that of January is added, we might be getting close to ghc 10,000 plus**.**

**Thank you.**

**Prepared By: Raphael Mensah**

**Signed: ………………………………..**