**MEMO**

**SUBJECT: WEEKLY REPORT**

**DATE: 9TH NOVEMBER, 2021**

**PERIOD: 1ST -7TH NOVEMBER, 2021**

**TO: CHIEF EXECUTIVE OFFICER**

**UPDATES ON GROUNDS**

**PARTY TREE**

Total sales for the week for the period of 1st -7th November,2021 was Ghc 4947.

Store items needed for party tree

1. Electrical balloon pump and metallic balloon
2. Number balloons (1-8)
3. Gift cards (more importantly birthday cards, Christmas cards and happy marriage cards with nice designs)
4. Helium tanks and birthday sasha
5. Foil balloons and wrappers
6. Colour balloons (black, white, blue etc), birthday paper bags and Christmas bags.

**BAKES**

Total sales for the week for the period of 1st -7th November,2021 was Ghc 4165.1, below are the happenings;

New products and prices were introduced on 1st of Nov,2021. Some items were recorded as damages due to their long stay in the showcase on 4th Nov and on the 7th of Nov, 1 each of egg sandwich, samosa and chocolate croissant were recorded as damages.

**ACCOUNTS**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Total Expenditure Ghc** | **Amount Banked**  **Ghc** |
| **1ST Nov** | **210** | **4200** |
| **2ND Nov** | **1389** | **-** |
| **3RD Nov** | **2787** | **3461.20** |
| **4TH Nov** | **1897.36** | **1552** |
| **5TH Nov** | **-** | **953** |
| **Total** | **6283.36** | **10166.2** |

Allowance paid to staff for October on the 3rd November, 2021 amounted to **GHC** **3099.**

Salaries for October 2021 paid on the 3rd of November,2021 amounted to **GHC** **12113.00.**

A loan amount of **GHC 10,000** was granted to a director on 3rd November, 2021.

Creditors were paid a total amount of **GHC 12,113.00** on 3rd November 2021.

**RECOMMENDATIONS**

1. **Facility**

Changing of school flags and repair of carpet grass on the school wall. The wooden walk way to the washrooms between the administration block and children block is damage and needs immediate repairs to prevent injury to persons.

1. **Accounts**

I am proposing we do a monthly reconciliation of our bank statements from all our bankers and our cash books to determine our profitability and track expenditures in order to balance our books.

Prepared by: Raphael Mensah

Sign;……………………………………..