**MEMO**

**SUBJECT: WEEKLY REPORT**

**DATE: 28th MARCH, 2022**

**PERIOD: 21ST - 27TH MARCH, 2022**

**TO: CHIEF EXECUTIVE OFFICER**

**UPDATES ON GROUNDS**

**PARTY TREE**

Total sales for Party tree for the period 21st-27th march 2022 amounted to **Ghc3710** below are the happenings;

**Sales for the fourth week in March has experienced a percentage decrease of 46.04% as compared to the previous week sales figure of Ghc6876.**

Customer demand for unicorn foil balloon is growing higher with demand for helium gas being soaring higher each day. Give away items are out of stock on 23rd march, 2022.

Sound toys for 6month and above is running out of stock with shreaded paper, Imoji balloon and pen also running low on 26th march 2022. Alphabet A foil balloon and hang bag for children are running out of stock.

**BAKES**

Total sales for Bakes for the period 21st-27th march 2022 amounted to **Ghc6529** below are the happenings;

**Sales for the third week in fourth has seen a percentage increase of 11.99% as compared to the previous week sales figure of Ghc5829.5**

All fruit juices were fermented on Monday 21st march 2022 and were recorded as damages, hence fruit juices should be re-stock in small quantities to prevent damages in large quantities.

The shop proposed if they can get a separate momo number to enable them verified payments done by customers.

**ACCOUNTS**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Total Expenditure Ghc** | **Amount Banked**  **Ghc** |
| **21st mar** | **1130** | **5000** |
| **22nd mar** | **700** | **571** |
| **23rd mar** | **2312** | **894** |
| **24th mar** | **2270** | **836** |
| **25th mar** | **514.31** | **-** |
| **Total** | **6926.31** | **7301** |

Salaries paid for March 2022 in the week amounted to ghc6297.75

An amount of ghc3000 was paid as susu.

Food items bought and paid for amounted to ghc7000 with ghc8000 expensed as loan payment.

Hosting bills amounted to ghc1230, ghc8000 was paid to Pink Friday interiors while ghc3486 was expensed as store purchases. Ghc 50 paid for Irish inspection.

Total expense paid for week amounted to **ghc43990.06**

**AN AMOUNT OF GHC1416 MUST BE PAID AS BUSINESS OPERATING PERMIT FOR MULAN, BAKES AND PARTYTREE STORE**

MULAN GHC320

BAKES GHC415

PARTYTREE GHC681

**1416**

**ADMINISTRATION**

Monday 21st march 2022 recorded the highest turnout for the week with 70 presents and 5 absents. The school community started its terminal exams. The absented gave reasons of ill health and fees. Teachers on duty performed well with school meal being faultless.

67 students reported on Tuesday whiles 8 didn’t show up due to ill health and school fees issue. Teacher received students and examined them before entry. The school meal was good and timely.

Wednesday also recorded 67 as present with 8 absents. Ill health, fees and resting accounted for the absents, teachers did well both in the morning and evening. Food was good.

Thursday recorded the second highest turnout for the week at 69 with 6 absents who felt sick and had fees issues. Teachers engaged students in the morning. The meal served was tasty.

The lowest turnout was Friday with only 66 students and 9 absents representing the highest for the week. Teachers did well to complete their reports on time. Meal served was good.

**Taxes and liabilities**

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**.

The cost of business operating permit to the company amounted to **ghc1416**

**Mulan Kitchen and Bakes Kitchen**

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

**Bulbs**

We need ghc200 to replace all burnt bulbs in the school.

**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…………………..