**MEMO**

**SUBJECT: WEEKLY REPORT**

**DATE: 27TH February, 2022**

**PERIOD: 21st -27th FEB, 2022**

**TO: CHIEF EXECUTIVE OFFICER**

**UPDATES ON GROUNDS**

**PARTY TREE**

Total sales for Party tree for the period 21st -27th February 2022 amounted to **Ghc4259**, below are the happenings;

**Sales for the fourth week in February has seen a percentage massive decrease of 45.77% as compared to the previous week sales figure of Ghc6208.2. The decrease in sales was largely accounted for by some finished items in the shop.**

Items needed

1. Bride to be sash and crown
2. Swimming costume (Boys and Girls)
3. Helium gas
4. Give away items
5. Character gift bags
6. Glass cleaner for the shop.

Sweetzone fizzy banana has expired and has being taken out of the shop to prevent queries from customers.

**BAKES**

Total sales for Bakes for the period 21st -27th February 2022 amounted to **Ghc3755.5** below are the happenings;

**Sales for the fourth week in February has seen a percentage increase of 34.51% as compared to the previous week sales figure of Ghc2459.5.**

**Items needed**

1. Price tags to display price and names of products
2. Hot chocolate mix
3. Drinks eg, fanta, coke cocktail, freshjuice etc
4. Tissue, rubber and straw for packaging.

Four spot lights in the shop needs to be repaired.

**ACCOUNTS**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Total Expenditure Ghc** | **Amount Banked**  **Ghc** |
| **21st** | **2184** | **3659** |
| **22nd feb** | **14746** | **4325** |
| **23rd feb** | **3295** | **272** |
| **24th feb** | **2943** | **3036** |
| **25th feb** | **100** | **4313** |
| **Total** | **23268** | **15605** |

An amount of ghc3000 used expensed as weekly saving.

**ADMINISTRATION**

Monday and Tuesday recorded the highest absentees of 12 students each with 63 recorded present. The absented gave reasons of ill health, cold, mumps infestation and school fees. School meal was good and both days.

64 students reported on Wednesday with 11 absentees who gave reasons of ill health, cold, mumps infestation and school fees. Teachers on duty did well, meal was good and timely.

On Thursday 24/02/2022, 65 were presents with 10 absents, where 7 suffered cold, 1 sick, 1 suffered mumps and the other had fees issue. Teachers engage students in the morning to breach their gaps. School meal was tasty and timely.

Friday saw the highest turnout at 68 students with 7 absents, who suffered cold and mumps. Staff on duty performed well with school meal also good. The school community also celebrated the birthday of their founder.

**Repairs and Maintenance**

The leakage at the old block needs to be fixed to take care of the water problem at the block. The money for the repair works has being release but was later used to take care of other needs. My humble plea is for us to get the refund to enable us do the work.

**Mulan Kitchen**

The kitchen needs a new blender.

The gas they used to do the cooking over the weekend is done and needs refilled.

**Freezelink Distribution ltd.**

I ADVICEwe continue the agreement for the supply of goods with them for the time being and monitor the stock to assess its turnover and also we demand goods that are fast moving in our shop such as:

1. Magnum Almond 20X110ML
2. Magnum Classic 20x110ML
3. Magnum White Almond 20X110ML

**To enable us make good future decisions.**

Prepared by: Raphael Mensah

Sign: ……………RM…………………….