**MEMO**

**SUBJECT: WEEKLY REPORT**

**DATE: 29TH NOVEMBER, 2021**

**PERIOD: 22ND -28TH NOVEMBER, 2021**

**TO: CHIEF EXECUTIVE OFFICER**

**UPDATES ON GROUNDS**

**ACCOUNTS**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Total Expenditure Ghc** | **Amount Banked**  **Ghc** |
| **22nd Nov** | **10670** | **3257** |
| **23rd**  **Nov** | **2300** | **470** |
| **24TH Nov** | **950** | **635** |
| **25TH**  **Nov** | **1750** | **1400** |
| **26TH Nov** | **2000** | **1295** |
| **Total** | **17670** | **7057** |

Increase in expenditure for the period between 22nd to 28th is as a result of the following;

1. Shop items bought from city toys for Party tree store amounted to **ghc 5000**
2. Items for Bakes shop amounted to **ghc 3400**
3. **Ghc 3300** was used to purchase saloon equipment (hydraulic chairs) for Irish.
4. A creditor was paid **ghc 2000**

**Additional Expenses**

1. Salaries paid amounted to **ghc 12275.75** for 7 teachers , 1 non-teaching staff and three(3) kitchen staff.
2. **Ghc 400** allowance for fuel was also granted to madam Fiona.
3. **Ghc 350** was drawn by the owner (Drawings)

Total Expense for the week amounted to **Ghc 30695.75**

**BAKES**

Total sales for Bakes for the period between 22nd to 28th November amounted to **Ghc 3682.3 .** Below are the happenings;

Two portions of yamballs have been recorded as damages on Monday 22nd November, 2021, while market was also slow on Tuesday.

On Wednesday November 24th, a customer complained about the increased price of plain doughnut, while another also recommended that we get vitamin chocolate energy drink on 26th November.

The light out on 27th also affected most of the product such as the cup cakes with icing etc.

Some customers also refuse to buy the meat pocket because they assume its smelling on the 28th Nov. 2021.

**PARTY TREE**

Total sales for Party Tree for the period between 22nd to 28th November, 2021. Below are the happenings;

Sales were low on 22nd November.

**Items needed**

* Party Items needed
* Balloons

**ADMINISTRATION**

Monday 22nd November 2021, 69 students reported to school and 7 were absent with reasons of fees, ill health and travel. Teacher on duty didn’t show up but other took charge. Breakfast and lunch were on time. The canopy torn apart beyond repairs.

70 students were present with 6 absentees as 2 gave reason of school fees, 2 had ill health and 2 didn’t want to come to school on Tuesday. Teachers on duty did well while some came in late. The food for day was also good.

8 student absented themselves while 68 were present on Wednesday, Out of the 6 absentees, 3 had ill health, 2 wanted rest, 1 didn’t want to come and 2 also had school fees issues. Breakfast and lunch were on time.

On Thursday, 73 students were present with 5 absentees who gave reasons of 2 ill health, 2 school fees issue and I who didn’t want to come to school. Teachers did well as some also came in late, food was good and timely.

Friday 26th November 2021, 69 were recorded as present with 7 absentees of which 3 students were ill, 2 being absent because of fees, 1 travelled and 1 who didn’t want to come to school. Teacher also did well as they also partook in the character’s day program even though some teacher were also late. Breakfast and lunch were timely, there was ice cream for everyone. There was a character’s day program on Friday were all student dressed in their favourite book characters.

**STAFF ISSUES**

Mercy Owusu-Ansah emailed her resignation letter to the human resource officer on Saturday 27th November ,2021 and want it to take effect on 29th November,2021, hence she refused to come to school on Monday 29th November.

Tiffany Ankumah also sent her resignation letter to the HR’s email and stated that she will stop work on 26th December as giving a month notice only to be called today why didn’t show up at school today but she said the date in her letter as 26th December was a mistake as she meant 26th November, 2021.

They planned this Travesty as soon as their salaries were paid.

Thank you.

Prepared By: Raphael Mensah

Sign: …………………………………