**MEMO**

**SUBJECT: WEEKLY REPORT**

**DATE: 31ST JANUARY, 2022**

**PERIOD: 24TH -30TH JANUARY, 2022**

**TO: CHIEF EXECUTIVE OFFICER**

**UPDATES ON GROUNDS**

**PARTY TREE**

Total sales for Party tree for the period 24th -30th January amounted to **Ghc 3297**, below are the happenings;

Sales for the above period has seen a marginal percentage increase of 6.75% as compared to the previous week sales figure of Ghc 3088.5.

24th January 2022, one of the numbers candle got broken whiles customers requested for male character items on the 25th Jan 2022.

Number 4 and 5 balloons run out of stock on the 27th Jan 2022, some customers also compared prices of items in our shops with that of china mall.

Customers requested for play items for 8years olds and above with helium gas also being demanded on 29th Jan 2022. The shop complained about their inability to return missed calls from customers due to the unavailability of call credits.

**BAKES**

Total sales for Bakes for the period 24th -30th January amounted to **Ghc 2985**, below are the happenings;

Sales for the above period has seen a marginal percentage decrease of 1.86% as compared to the previous week sales figure of Ghc 3041.5

**Items needed for Bakes**

1. Fresh juice
2. Containers for cake, slice cake
3. Tissues and white rubber for packaging
4. Cake box and cup cake box

**ACCOUNTS**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Total Expenditure Ghc** | **Amount Banked**  **Ghc** |
| **24th Jan** | **1097** | **1958** |
| **25th Jan** | **445** | **645** |
| **26th Jan** | **10853** | **711.59** |
| **27th Jan** | **12575** | **547** |
| **28th  Jan** | **4888.2** | **967** |
| **Total** | **29858.2** | **4828.59** |

Salaries paid for the month of January during the week amounted to ghc 29245.34

An amounted of ghc 1000 was saved

Ghc3000 was loaned to Bora Kilele.

**ADMINISTRATION**

Monday the 24th January 2022, 66 students reported to school with 2 absentees. Some staff performed well, the school meal was good. Tuesday recorded the highest turnout of 68 students with well performing staff who were attending to parents.

Eight students were absent on Wednesday whiles 63 were present. The absented students were suffering from cough. Food was served on time and tasted good.

Thursday recorded the highest number of absentees at 9 whiles 62 students were present. High temperature and cold was the reason for the absented. School meal was good and timely.

Friday the 28th of January 2022, 63 students reported with 8 absentees which saw a unit reduction from the previous day of 9 students whose reasons were ill health and high temperatures. Staff did well to guide their students for the art day activities and school meal was good.

Friday was dubbed Art day which saw students designed colourful and beautiful paper artifacts and objects.

**Repairs and Maintenance**

The glass sink in the old block washroom is leaking and need immediate repairs

The bakes kitchen sink is also leaking and after it has being assessed, we are advised to get a replacement.

Light bulbs are the back of the old block are damaged and need replacement to help lit the place during darkness.

**Security Attire**

The security man requested we get him a flash light and an overall coat to help him combat the night and mosquitoes.

**School Plates**

Mulan kitchen requested that we provide more plates for the students to enable them serve all children simultaneously to prevent students waiting for their colleagues to finish before their turn.

**PRINTER TONER**

The school printer upstairs which currently is serving the greater school community is out of toners. I have discussed with Godfred to help us do re-filling rather than buying new once to reduce cost.

The cost of re-filling one toner is ghc300

Therefore; 4x300=ghc 1200

But it will be reduced to ghc1000 if we fill all the four.

**TAX LIABILITY**

Currently our liability stands at an amount of **ghc 5857.12** for the month of November and December 2021.

That of January 2022 amount to ghc2982.57.

Hence our total liability comprising VAT, PAYE and WITHHOLDING TAXES stood at **ghc8839.69 as at 3rd February 2022.**

**NOTE: PLEASE THE TAX AMOUNT DUE FOR NOVEMBER AND DECEMBER 2021 MIGHT ACCUMULATE PENALTY.**

**SSNIT**

An amount of ghc1551.15 for employees ssnit will be due on the 14th of February 2022.

Prepared by: Raphael Mensah

Sign: ……………………………………...