**MEMO**

**SUBJECT: WEEKLY REPORT**

**DATE: 3RD NOVEMBER, 2021**

**PERIOD: 25TH-31ST OCTOBER, 2021**

**TO: CHIEF EXECUTIVE OFFICER**

**UPDATES ON GROUNDS**

**PARTY TREE**

Total sales for Party tree for the period 25th – 31st October is ghc 4231, below are the happenings;

On 26th October, clients requested for different types of gift card which the store didn’t have. Credit sales was granted to a customer by the instruction of the CEO on 27th October, 2021. Shop attendant interacted with their customers to know and address their needs on 28th October, whiles cleaning and re-arranging of store items took place on 29th -30th.

**BAKES**

Total sales for Bakes for the period of 25th -31st October, 2021 was ghc 4557.7, below are the happenings;

Three chocolate rockbuns were recorded as damages on the 25th October because it has been in the showcase for long. The bakes shop was renovated on the 30th and 31st October, 2021.

**PROCUREMENT MANAGER**

Total sales for Party Tree for the month of October is **GHC 15,653.00**, while total cash sales for Bakes is **GHC 17,354.70**

TOTAL CASH SALES FOR OCTOBER, 2021 WAS **GHC** **33,007.70**

TOTAL DAMAGES RECORDED FOR OCTOBER,2021 STOOD AT **GHC 389**, WHICH IS AS A RESULT OF FOOD SPIOLAGE AT BAKES SHOP**.**

**ACCOUNTS**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Total Expenditure Ghc** | **Amount Banked**  **Ghc** |
| **25th oct** | **300** | **3089** |
| **26th oct** | **917.8** | **1580** |
| **27th oct** | **4502.5** | **2569.50** |
| **28th oct** | **11508** | **2485** |
| **29th oct** | **2074** | **270** |
| **Total** | **19,300.3** | **9,993.5** |

GHC 1580 WAS RECEIVED FROM RICHARD MANU AS PAYMENT FOR HIS AGREEMENT FROM IRISH FRANCHISE ENGAGEMENT.

GHC 520 IS SALES FROM IRISH SALOON.

TOTAL REVENUE FROM IRISH GREEN IS GHC 2100

TOTAL EXPENSE IS GHC 500.

**RECOMMENDATION**

**FACILITY**

I am still reminding you about the state of the school wall carpet grass that need to be repaired. We also need to change our FLAGS since they are looking dirty and worn out.

**ACCOUNTS**

I have suggested that we do a monthly reconciliation of our bank balances and deposits in my previous reports, please if your noble office is in support of the idea, then I will like you to request for our bank statement from our banks for us to begin the process.

Thank you.

Prepared by: Raphael Mensah

Signed: ………………………………….