**MEMO**

**SUBJECT: WEEKLY REPORT**

**DATE: 7th MARCH, 2022**

**PERIOD: 28TH FEB - 6TH MARCH, 2022**

**TO: CHIEF EXECUTIVE OFFICER**

**UPDATES ON GROUNDS**

**PARTY TREE**

Total sales for Party tree for the period 28th Feb-6th March 2022 amounted to **Ghc4040**, below are the happenings;

**Sales for the first week in March has experienced a marginal percentage decrease of 5.42% as compared to the previous week sales figure of Ghc4259.**

The shore has the following finished items;

1. Party time Petels (colour red)
2. Spider man characters
3. Bride to Be sash and Character gift bags
4. School bags for year 1 to 7
5. Happy birthday badge
6. Official receipt book

**BAKES**

Total sales for Bakes for the period 28th Feb- 6th March 2022 amounted to **Ghc2470.5** below are the happenings;

**Sales for the first week in March has seen a percentage decrease of 52.01% as compared to the previous week sales figure of Ghc3755.5.**

**Items needed**

1. Price tags to display price and names of products
2. Hot chocolate mix
3. Drinks eg, fanta, coke, cocktail, fresh juice, gogort 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** |
|  |  |  |
| **1st mar** | **150** | **11553** |
| **2nd mar** |  | **639** |
| **3rd mar** | **315** | **-** |
| **4th mar** | **700** | **448** |
| **Total** | **1165** | **12640** |

Savings for the week amounted to ghc7000

Ghc5500 paid to Fiona as consultancy fee for February

Salaries paid for February amounted to 22752.81

**ADMINISTRATION**

Total attendance for the week has seen an improvement compared to the previous week. On the average, 71 students reported to school each day in the first week of March 2022.

On Friday 4th march 2022, the school community held its own independence day celebration dubbed “wear Ghana” where students and teacher wore nice and beautiful African attire which represents our rich culture and values. The event was successful and colourful.

**Software Training**

A system software training was organized for staff to enable them take student attendance using Mulan school management system. The training began at exactly 1:30 pm in the afternoon, where the training facilitator explained the whole concept of student attendance with examples to Raphael Mensah and Justina Tay (Assist. Administrator) after which the trainees also tried taking class attendance for different classes. The system works in away where a particular class teacher can only take attendance for the class he/she is assigned to on a daily basis. The system does not permit a class teacher to take previous day attendance or future attendance. Principal officers also have access to all class records hence attendance for every class can be monitored.

The human resource officer also trained two staff (Shelter Anipa and Stephanie Mensah) on how to take attendance using the system with examples using different classes and how they can also make changes to it. They understood the training and showed appreciation.

**SSNIT and TAXES**

An amount of **ghc1551.15** is payment for ssnit due on or before the 14th march 2022.

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**.

**Playground**

The children play have being assessed by myself to identify broken and weak screws and broken wooden parts but all play structures are in good conditions with the exception of one screw that’s loose but does not pose any danger since its not standing alone. The appropriate repair officer will be called to fix it as soon as possible.

Paint has been bought to also work on the rusted veronica bucket stand to give it a new facelift.

**Mulan Kitchen**

The kitchen needs two blenders (the blenders will be shared among the two kitchens) and a kettle to enhance their productivity.

Prepared by: Raphael Mensah

Sign: ……………RM…………………..