**MEMO**

**SUBJECT: WEEKLY REPORT**

**DATE: 6th DECEMBER, 2021**

**PERIOD: 29TH NOV-5TH DEC, 2021**

**TO: CHIEF EXECUTIVE OFFICER**

**UPDATES ON GROUNDS**

**ACCOUNTS**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Total Expenditure Ghc** | **Amount Banked**  **Ghc** |
| **29TH Nov** | **200** | **2146** |
| **30TH**  **Nov** | **700** | **5250** |
| **1ST Dec** | **1231.50** | **474.40** |
| **2ND Dec** | **940** |  |
| **3RD Dec** | **300** |  |
| **Total** | **3371.50** | **7970** |

November salaries and allowances paid in the week amounted to **ghc 10007.87**

Electricity prepaid amounted to **ghc 560.**

**Ghc 2746** was used as Mulan Construct travel expenses.

Total revenue for the week was **ghc 12590.4**.

**BAKES**

Total sales for the period between 29th Nov- 5th Dec is **ghc 3213.2**. Below are the happenings;

Customers demanded for chicken pie and plantain chips which was not available on 1st and 2nd Dec 2021. On customer complained about Chelsea buns being hard on 3rd Dec 2021.

**PARTY TREE**

Total sales for the period between 29th Nov- 5th Dec is **ghc 2814**. Below are the happenings;

Monday 29th saw low sales because we didn’t have party items such as balloons, party popper etc.

More giveaways items were demanded by customers on the Tuesday, while other customers also demanded Christmas paper and gift bags on Wednesday 1st December 2021. Christmas wrappers should also be stocked.

**ADMINISTRATION**

Monday 29th Nov 2021, 64 students reported to school with 12 absentees with reasons of 2 school fees issues, 5 decided not to come and 3 ill health conditions. Two staff resigned unprofessionally. Breakfast was late (8:20) but lunch was on time. The crèche classroom door got locked from inside by a student and was broken for teachers to get access.

Tuesday 30th Nov 2021, 68 students were present and 8 absentees with school fess, ill health and refusal to attend school being their reason represented by 2, 3 and 3 respectively. Food was on time.

Wednesday recorded the highest student present at 70 with 6 absents which was also the lowest for the week, 2 had school fees issues, 3 were sick while the other didn’t want to attend for the day.

Thursday saw the lowest student present with 60 pupils and the highest absentees which was recorded at 16, where 6 had ill health, 3 had visitors, 3 also decided to stay at home, 2 had appointment while 1 got injured. Crèche had water play which they enjoyed.

Parents were demanding for their wards ID cards.

**Repairs and Maintenance**

The opened gutter slaps at the school’s car parking lot need immediate repairs as it poses danger to drivers, visiting parents etc. The estimated cost of repair is ghc 706 which I contracted a professional to cost.

Bakes kitchen net needs to be replace hence the carpenter estimated its cost to be ghc 490 because the net will be replaced by a wire mesh which accounts for value for money since its fixing will be permanent.

Thank you.

Prepared By: Raphael Mensah

Signed: ………………………………….