**MEMO**

**SUBJECT: WEEKLY REPORT**

**DATE: 7th February, 2022**

**PERIOD: 31st JAN-6th FEB, 2022**

**TO: CHIEF EXECUTIVE OFFICER**

**UPDATES ON GROUNDS**

**PARTY TREE**

Total sales for Party tree for the period 31st Jan-6th February 2022 amounted to **Ghc3646**, below are the happenings;

**Sales for the first week in February has seen a marginal percentage increase of 10.59% as compared to the previous week sales figure of Ghc3297.** This is as a result of an amount of ghc2003 realized on the 4th of February 2022.

Shop items demanded by the outlet were bought on the 7th February 2022.

**BAKES**

Total sales for Bakes for the period 31st Jan-6th February 2022 amounted to **Ghc2746**, below are the happenings;

**Sales for the first week in February for Bakes has seen a percentage decrease of 8% in sales revenue as compared to the previous week sales figure of Ghc2985.** The decrease can be attributed to the items needed at the shop such as fresh juice, container for cake and slice cake, cake and cup cake boxes, etc.

**ACCOUNTS**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Total Expenditure Ghc** | **Amount Banked**  **Ghc** |
|  |  |  |
| **1st feb** | **4824.1** | **600** |
| **02nd feb** | **2176** | **468** |
| **3rd feb** | **205** | **-** |
| **4th feb** | **2074** | **-** |
| **Total** | **11279.1** | **1068** |

**An amount of ghc1000 was used as savings for the period.**

**Ghc2000 was used to purchase food stuff for mulan kitchen.**

**Repairs and Maintenance**

The plumber has assessed the plumbing works, he has fixed the leaking sink but proposed a change since the students cause the leaking because they try to turn the sink bowl which leads to the leaking.

He estimated the bakes kitchen tap at ghc300.

We also need ghc50 to buy bulbs to replace those damaged.

Prepared by: Raphael Mensah

Signed: ………………………………..