**MEMO**

**SUBJECT: WEEKLY REPORT**

**DATE: 13th DECEMBER, 2021**

**PERIOD: 6th -12th DEC, 2021**

**TO: CHIEF EXECUTIVE OFFICER**

**UPDATES ON GROUNDS**

**ACCOUNTS**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Total Expenditure Ghc** | **Amount Banked**  **Ghc** |
| **6th Dec** | **1473** | **1051** |
| **7th Dec** | **350** | **366.40** |
| **8th Dec** | **-** | **233** |
| **9th Dec** | **780** | **583.5** |
| **10th Dec** | **614** |  |
| **Total** | **3217** | **2233.9** |

Total income realized for the week amounted to **ghc 14020.1**

**Mulan ghc 6150**

**Bakes ghc 4460.1**

**Party T ghc 3410**

**14020.1**

Salaries paid for the week amounted to **ghc 5511.50**

Special order expense was **ghc 743.63**

Total expenditure for the week amount to **ghc 9472.13**

Therefore, the net positive balance for the week **is ghc 4547.97**

**BAKES**

Total sales for the week for the period of 6th-12th December is ghc 4460.10, below are the happenings;

The fridge for cakes at bakes needs repairs to prolong the life span of cakes.

Customers asked for plantain chips on 7th December while Wednesday recorded the highest sales of ghc 1309.80.

A customer complained about the price of springroll and samosa and also advice we don’t sell them in bulk. On the 12th Dec, customer also demanded for natural juice.

**PARTY TREE**

Total sales for the week for the period of 6th-12th December is ghc 3410.

**ADMINISTRATION**

Monday 6th December 2021, 66 students were present with 11 absentees with reasons of ill health, school fees and travelled represented by 3, 2and 3 respectively. Staff performed well, food was also timely.

64 reported on Tuesday with 12 absentees representing the highest absented students for the week. 5 took ill, 4 travelled and 2 school fees issue. Breakfast and lunch was on time. Leroy had a bruise on his faced cause by his play colleague.

On Wednesday 8th December 2021, 68 students attended with 8 absentees. The absented gave reasons of 2 school fees issues, 3 ill health, 1 travel case and 2 tired students. Staff on duty did well and food was good and timely.

Thursday 9th December 2021, saw 9 absented students with 67 presents. The absentees gave reasons of school fees, travel, ill health and refusal to come represented by 2,2,3 and 2 respectively. Food was good and timely. An air conditioner was repaired for crèche class. A student by name Jaydah had a scratch on her thigh from a table, it was a minor injury.

Friday, 66 student reported to school with 10 absents. Staff reported early, food was timely. Examination started on Monday 6th December and ended on the Friday 10th December 2021.

**Repairs and Maintenance**

**Mulan** school parking lot gutter slaps/cover repairs cost was estimated at ghc 706 and need immediate attention.

Bakes kitchen net will cost ghc 490.

Plumbing works needs to commence to tackle all leakages and damage taps.

All air conditioners need to be repaired and maintained with gases refilled for next term.

CCTV cameras on the administration block need to be repaired and maintained for next term.

Prepared By: Raphael Mensah

Signed: …………………………………